



## PROCUREMENT SUPPLIER PROFILE

Please Return Your Completed Form to the Appropriate Procurement Representative

It is imperative that you complete all applicable questions on this profile form; failure to do so may result in a rejection of your profile form and delay SRC, Inc. and Affiliates ability to use you as a supplier.

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### Business Identification

#### 1. Supplier Information

Supplier Name: \_\_\_\_\_

Alternate Name: \_\_\_\_\_

Main Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Company Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

President/CEO: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Quality Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Has your company had a name change in the last three years?  Yes  No

If Yes, Identify previous name and address of company:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

#### 2. Identification Numbers

• Federal Taxpayer Identification Number: \_\_\_\_\_

• Or Social Security Number of Holder: \_\_\_\_\_

• and Name of Holder: \_\_\_\_\_

• SAM UEI: \_\_\_\_\_

• Dun & Bradstreet Number: \_\_\_\_\_

If unknown, call (800) 333-0505 to obtain this number.

3. Your company is a:
- OEM Manufacturer of \_\_\_\_\_
  - Contract Manufacturer of \_\_\_\_\_
  - Distributor of \_\_\_\_\_
  - Subcontractor of \_\_\_\_\_
  - Tax Authority of \_\_\_\_\_

4. Type of Business Organization your Company operates as (Check One):
- A U.S. corporation, incorporated under state laws in \_\_\_\_\_  
A U.S. Limited Liability Company, organized under state laws in \_\_\_\_\_
  - U.S. Government Agency                       U.S. Individual
  - U.S. Partnership                                       U.S. Non-Profit subject to OMB A-133
  - Foreign Corporation                                       Foreign Individual
  - Foreign Government Agency                       Foreign Partnership

5. Business Size Classifications
- This question is not applicable to foreign business organizations.*
- Identify the size of your company:              Large Business              Small Business
- If you are a Small Business, are you a:
- Woman-Owned Small Business?              Yes              No
  - Veteran-Owned Small Business?              Yes              No
  - Service-Disabled Veteran-Owned Company?              Yes              No
- Certified Small Disadvantaged Business (includes Minority-Owned) by the Small Business Administration?  
 Yes               No
- Certified HUBZone Small Business by the Small Business Administration?  
 Yes               No
- Are you a Historically Black College or University (HBCU), Minority Institution (MI), or Tribal College or University (TCU)?               Yes               No
- If Yes, please identify the applicable classification:               HBCU               MI               TCU

6. Export Compliance
- Suppliers and subcontractors must certify certain information necessary to ensure compliance with U.S. government export control laws and regulations. Adherence to this requirement is necessary before award, issue of any orders, technical discussions, or provision of any items, data, or assistance.

**1. DDTC Registration (Answer Only One Option Below)**

**Any person** who engages in the United States in the business of manufacturing or exporting or temporarily importing ITAR controlled defense articles or furnishes defense services is required to register with DDTC unless exempted by one of the four conditions listed in ITAR 22 CFR 122.1. Procurement contracts cannot be entered with a supplier within the United States that involves the acquisition of ITAR controlled defense articles or provision of defense services until the supplier has certified that it is registered with DDTC.

**Option 1:**

Supplier does not manufacture, or export ITAR controlled defense articles or furnish defense services

**Option 2:**

Supplier manufactures or exports ITAR controlled defense articles or furnishes defense services and is registered or has applied for registration to do so.

Expiration Date of Registration: \_\_\_\_\_

Or

Registration Application Date: \_\_\_\_\_

*\*Supplier shall notify SRC upon the completion of registration and the registration expiration date as soon as reasonably practicable.*

**Option 3:**

- Supplier manufactures or exports ITAR controlled defense articles or furnishes defense services and is exempt from registration, based upon ONE of the following exemptions:
  - Officers and employees of the United States Government acting in an official capacity.
  - Persons whose pertinent business activity is confined to the production of unclassified technical data only.
  - Persons all whose manufacturing and export activities are licensed under the Atomic Energy Act of 1954, as amended.
  - Persons who engage only in the fabrication of articles for experimental or scientific purpose, including research and development.

**Option 4:**

Supplier manufactures or exports ITAR controlled defense articles or furnishes defense services and is not registered with DDTC per ITAR 22 CFR 122.1.

**2. Export Activity**

- Do you design work outside of the United States?  Yes  No
- Do you have a manufacturing facility outside of the United States?  Yes  No
- Do you ship from a facility located outside of the United States?  Yes  No
- If you ship from outside of the United States, please identify country(ies): \_\_\_\_\_
- Do you employ Foreign Persons?  Yes  No

**3. Export Compliance Certification**

Supplier understands that certain goods, data, and/or services are subject to U.S. government export control laws and regulations including the International Traffic in Arms Regulations (ITAR) and the Export Administrations Regulations (EAR). Supplier will comply with all applicable U.S. export control laws and regulations and shall not release any export-controlled information to any foreign person whether within the U.S. or abroad, without obtaining, in advance, the appropriate U.S. Government export authorization. Supplier also acknowledge that foreign persons employed by or associated with, or under contract to SRC may not be in receipt of export-controlled information without proper U.S. Government authorization.

Supplier represents that they are not included on any of the restricted party lists maintained by the U.S. Government, including the Specially Designated Nationals List administered by they U.S. Treasury Department’s Office of Foreign Assets Control (“OFAC”), Denied Parties List, Unverified List or Entity List maintained by the U.S. Commerce Department’s Bureau of Industry and Security (“BIS”), or the List of Statutorily Debarred Parties maintained by the U.S. State Department’s Directorate of Defense Trade Controls (“DDTC”).

Supplier represents they are committed to implementing an effective export compliance program to address export control laws and regulations. Supplier is responsible for ensuring that the requirements of this certification are met and conveyed to all sub-tier suppliers that receive export-controlled information, equipment, or technology.

7. Commercial and Government Entity Code (CAGE CODE) – add N/A if not applicable: \_\_\_\_\_

CAGE codes are assigned by the Defense Logistics Agency: <https://cage.dla.mil/>.

For more information, visit the System for Award Management at: <https://sam.gov/content/home>.

Questions may be directed to the Federal Service Desk at: 866-606-8220.

8. Your company's primary 6 digit North American Industry Classification System (NAICS)

To obtain NAICS information go to <https://www.census.gov/naics/> CODE: \_\_\_\_\_

9. In accordance with FAR 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment, your company represents that:

a. It  will,  will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from any solicitation.

i. If your company has responded "will" in the representation in paragraph (a) of this provision, the following information shall be provided as part of the offer:

a. For covered equipment:

1. The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);
2. A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and
3. Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of FAR 52.204-24.

b. For covered services—

1. If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or
2. If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of FAR 52.204-24.

b. It  does,  does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services.

i. If your company has responded "does" in the representation in paragraph (b) of this provision, the following information shall be provided as part of the offer:

a. For covered equipment:

1. The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);
2. A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and
3. Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of FAR 52.204-24.

b. For covered services—

1. If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand;

- model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or
2. If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of FAR 52.204-24.

10. In accordance with FAR 52.209-5 Certification Regarding Responsibility Matters your company:
  - a. Is not presently debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any Federal Agency.
  - b. Has not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statute relation to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property.
  - c. Is not presently indicted for, otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.
11. In accordance with FAR 52.222-22 Previous Contracts and Compliance Reports, your company represents:
  - a. It  has,  has not participated in a previous contract or subcontract subject to the Equal Opportunity clause 52.222-26 Equal Opportunity.
  - b. It  has,  has not filed all required compliance reports.
12. In accordance with FAR 52.222-25 Affirmative Action Compliance, your company represents that:
  - a. It  has developed and has on file,  has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR60-1 and 60-2); or
  - b. It  has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.
13. Your company certifies that it is compliant to FAR 52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions? (Check No if you have undisclosed lobbying activities or if you have used Federal funds to influence or attempt to influence a US Government representative or employee's contract award decision. Check Yes if you do not have undisclosed activity or have not used Federal funding as described)  Yes  No
14. In accordance with FAR 52.204-24 Representation Regarding Certain Telecommunications and Video surveillance Services or Equipment, your company represents that it  does,  does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services.
15. Your company certifies by checking the appropriate blank in paragraph (a) whether or not you comply with DFAR 252.204-7012 Compliance with Safeguarding Covered Defense Information and Cyber Incident Reporting, or whether you qualify for the commercially off-the-shelf (COTS) items exception as set forth in DFAR 204.7304.

a. The Supplier represents and certifies that it:

- Solely provides COTS items as defined in Federal Acquisition Regulation 2.101; and therefore, the Supplier qualifies for the exception to DFARS 252.204-7012 Compliance with Safeguarding Covered Defense Information and Cyber Incident Reporting (OCT 2016) as prescribed in DFARS 204.7304. By making this representation and certification, the Supplier agrees to only provide COTS items under any resultant award of a subcontract or purchase order; or
- Complies with the requirements of DFARS 252.204-7012 Compliance with Safeguarding Covered Defense Information and Cyber Incident Reporting (OCT 2016); or
- Does not comply with the requirements of DFARS 252.204-7012 Compliance with safeguarding Covered Defense Information and Cyber Incident Reporting (OCT 2016); or
- Will not comply with the requirements of DFARS 252.204-7012 Compliance with Safeguarding Covered Defense Information and Cyber Incident Reporting (OCT 2016) by December 31, 2017, but shall fully comply on or before (mm/dd/yyyy)

16. Does your company perform any work internationally?  Yes  No

*If No, proceed to question 17.*

a. Does your company have and maintain appropriate anti-human trafficking compliance plans targeted at preventing human trafficking?  Yes  No

b. If Yes, do the plans include the following:

- i. Procedures to prevent agents and subcontractors at any tier and at any dollar value from engaging in human trafficking, and to monitor, detect, and terminate any agents, subcontracts, or subcontractor employees that have engaged in such activities?  Yes  No
- ii. An employee awareness program about human trafficking, and the actions that will be taken against employees for violations?  Yes  No
- iii. A process for employee to report trafficking violations?  Yes  No
- iv. Recruitment and wage plans that only permits the use of recruitment companies with trained employees, prohibits charging recruitment fees to the employee, and ensures that wages meet applicable host country legal requirements or explains any variance?  Yes  No

c. If no, are you currently in the process of developing such plans?  Yes  No

17. Certifications

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> ITAR REGISTRATION      | Expiration Date: _____   |
| <input type="checkbox"/> CMMC LEVEL: _____      | Expiration Date: _____   |
| <input type="checkbox"/> SPRS REGISTRATION      | Registration Date: _____ |
| <input type="checkbox"/> ISO 9001 CERTIFICATION | Expiration Date: _____   |
| <input type="checkbox"/> AS 9100 CERTIFICATION  | Expiration Date: _____   |

18. Have any of your systems been federally reviewed and approved in the following areas:  
*If you check any of the items below, please provide a copy of the approval letter.*

- Cost Accounting System
- Purchasing System
- Property System
- Billing System
- Earned Value Management System
- Estimating System

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**Insurance Certification**

You must submit your Certificate of Insurance naming SRC, Inc. and Affiliates as additional insured.

Many of our Prime/Subcontracts that we enter into have provisions that require us to flow down insurance requirements that are in the Prime Contract to our suppliers.

SRC's level of insurance are identified below:

(1) Automobile General Liability:

For Owned, Hired & Non-Owned

(Bodily injury) \$1,000,000 each occurrence

(Property damage) \$1,000,000 each occurrence

(2) Comprehensive General Liability (CGL):

Public Liability \$1,000,000 each occurrence

(Bodily injury) \$2,000,000 aggregate

Public Liability \$1,000,000 each occurrence

(Property damage) \$2,000,000 aggregate

(3) Employer's Liability: \$1,000,000 each occurrence

(4) Products Liability: \$1,000,000 each occurrence

\$2,000,000 aggregate

(5) Workers' Compensation, Required for All Risk Levels:

Companies Workers' Compensation – Statutory

Employers' Liability- \$500,000

Sole Proprietors may waive coverage depending on state domicile

## Accounts Payable Information

### **W-9 Form Request**

**PLEASE NOTE:** Go to <https://www.irs.gov/forms-instructions>. Search for "W-9". Click on Form W-9, Request for Taxpayer Identification Number and Certification

If you are a single-member LLC (including a foreign LLC with a domestic owner) that is regarded as an entity separate from its owner under treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

#### List REMIT TO Contact Information:

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### **FOR CHECK PAYMENTS:**

List **REMIT TO** address, if different from the Company Identification information noted in question #1.

Remit to Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

### **Direct Deposit Authorization for Invoice Payment:**

I hereby authorize SRC, Inc. and Affiliates and the bank designated below to direct deposit payment into the account shown below. If funds to which I am not entitled are deposited to my account,

I authorize SRC, Inc. and Affiliates to direct the bank to return said funds. This authority will remain in effect until I have canceled it in writing.

**I am also aware that this action will take anywhere from one to two invoice payments to begin, as the bank requires ample time to verify that account numbers are accurate.**

I understand that payment will remain a paper check until this pre-note period is satisfied. **Please e-mail or mail a voided check to your buyer representative.**

Bank Name: \_\_\_\_\_

Transit Number: \_\_\_\_\_

Account Number\* \_\_\_\_\_

\*Please note, only one account can be designated for payment.

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To obtain SRC, Inc. and Affiliates standard PO flow down provisions and applicable terms and conditions go to <https://www.srcinc.com/suppliers/suppliers-terms.html>



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**Certification**

We certify all the foregoing representations and certifications are correct. We agree to notify SRC, Inc. and Affiliates of any changes and updates on the information provided within this profile.

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Authorized Signature	Date	Title
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Printed Name	Phone
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**FOR INTERNAL USE ONLY**

**APPROVALS:** All signed approvers certify that they have reviewed this Supplier Profile Form and APPROVE use of this supplier for direct and/or indirect procurements.



*Submission Type*       Initial     Requalification

*Commodity Code*       CO1  CO2  CO3  CO4  CB  NA

Procurement purchase description: \_\_\_\_\_

Are there plans to use this supplier more than once?      YES      NO

This Supplier will support what type of requirement?      Direct Material      Direct Non-Material  
   Indirect Material      Indirect Non-Material

Financial Assessment / Debarment Review:      I have reviewed this supplier's Dun & Bradstreet Report/Rating and APPROVE them for direct and/or indirect procurement use

\_\_\_\_\_  
Signature    Date

**Additional Approvals as Required:**

CO1  CO2  CO3  
 CO4  CB  N/A

Supplier Quality Approval      \_\_\_\_\_  
   Signature    Date

International Trade      \_\_\_\_\_  
   Signature    Date

## **Procurement Supplier Profile**

### **To: Potential Suppliers:**

In accordance with internal requirements, we must verify certain information about our suppliers. To help you complete the profile, refer to the definitions below or contact your buyer. Notice: Under 15 U.S.C. 645 (d), any person who misrepresents a firm's status as a small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8 (a), 8 (d), 9, or 15 of the Small Business Act or any other provisions of Federal Law that specifically references section 8 (d) for a definition of program eligibility, shall (1) be punished by imposition of a fine, imprisonment, or both; (2) be subject to administrative remedies, including suspension and debarment; and (3) be ineligible for participation in programs under the authority of the Act. You will not receive contracts if a profile is not returned complete. Submission of this form does not constitute approval of your firm as a supplier, nor obligate us to solicit requests for quotation. The data on this form will be used to evaluate the potential of your firm as a potential supplier.

### **DEFINITIONS:**

The following definitions are a synopsis of those found in the Federal Acquisition Regulation. Please refer to the Federal Acquisition Regulation Part 19, 25 for a definitive treatment of the definition.

#### **SMALL BUSINESS CONCERN:**

For the purpose of government procurement, a business concern that, including its divisions, subsidiaries and affiliates, is independently owned and operated, is not dominated in the field of operation in which it is bidding on government contracts, and can further qualify under the criteria concerning number of employees or average annual receipts by the Small Business Administration (FAR 52.219-1).

#### **SMALL DISADVANTAGED BUSINESS CONCERN:**

A small business concern that represents, as part of its offer, that—(1) It has received certification as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; (2) No material change in disadvantaged ownership and control has occurred since its certification; (3) Where the concern is owned by one or more individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104 ©(2); and (4) It is identified, on the date of its representation, as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-Net).

#### **WOMAN –OWNED SMALL BUSINESS CONCERN:**

A small business concern (i) which is at least 51 percent owned by one or more women, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women, and (ii) whose management and daily operations are controlled by one or more women (FAR 52.219-8).

#### **HUBZone SMALL BUSINESS CONCERN:**

Means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration (PRO-Net).

#### **VETERAN-OWNED SMALL BUSINESS CONCERN:**

Is a small business concern that (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, no less than 51 percent of the stock of which is owned by one or more veterans; and (2) The management and daily business operations of which are controlled by one or more veterans.

#### **SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERN:**

- (1) Means a small business concern – (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
- (2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101 (16).

#### **LARGE BUSINESS CONCERN:**

A business concern that exceeds the small business size code standards established by the Small Business Administration as set forth in code of Federal Regulation, Title 13, Part 121.

#### **FOREIGN-OWNED BUSINESS CONCERN:**

"Foreign contractor" means a contractor or subcontractor organized or existing under the laws of a country other than the United States, its territories, or possessions.