

U. S. TRAINING CENTER
850 Puddin Ridge Road
Moyock, NC 27958

Subcontractor Self-Certification

In accordance with US Government regulations and prime contract requirements, U.S. Training Center, Inc. Is required to obtain written representation of the business size and classification of vendors and subcontractors including Independent Contractors who are classified as small businesses.

Prime Contract Name: _____ **Prime Contract #:** _____
(leave blank if unknown) (from PO or Subcontract)

Business Name: _____ **DUNS #:** _____
CAGE Code: _____ *If Applicable (DoD assigned Commercial And Government Entity Code)* **TIN / EIN:** _____
Contact _____
Last Name First Name MI Title
Address: _____
Street City State Zip
Country: _____ **Phone:** _____ **Fax:** _____
Email: _____ **Mobile:** _____

SELF-CERTIFICATION (Note: In Microsoft Word, clicking on a check-box will cause it to be selected with an "X")

BUSINESS TYPE: **U. S. BUSINESS** ☐ **FOREIGN BUSINESS:** ☐

BUSINESS SIZE: **SMALL (Incl. Independent Contractors)** ☐ **LARGE BUSINESS (Including Non-profit)** ☐

If classified as a LARGE Business: Vendor HAS ☐, DOES NOT HAVE ☐, a Small Business Development Plan.

If classified as a SMALL Business, Vendor also meets the requirements of the categories below: (Check All That Apply).

Small Disadvantaged Business: ☐ **SBA Certified HUBZone Business:** ☐ **Woman Owned Business:** ☐

Veteran Owned Business: ☐ **Alaskan Native Corporation:** ☐ **Indian Tribe:** ☐

Service Disabled Veteran Owned Business: ☐ **Historically Black College/University or Minority Institution:** ☐

Other: ☐ **Specify:** _____

If Self-Certifying As A SMALL BUSINESS, Fill Out The Following Information For The Work You Are Currently Contracted To Perform:

NAICS CODE For Work Being Contracted: _____ **(Free Online NAICS Search: <http://www.naics.com/search.htm>)**

Additional NAICS Codes for which your firm qualifies: _____, _____, _____, _____

If You Are Self-Certifying As a SMALL DISADVANTAGED BUSINESS Furnish the additional information below:

Primary NAICS Code: _____ 5

⁵ NAICS codes are needed for the **Summary Subcontract Report** breakout report (by 3-digit NAICS subsector) that the prime contractor is required to submit to the Government annually pursuant to the Federal Acquisition Regulation (FAR) clause at 52.219-9(l)(2)(iii)

IMPORTANT!

You may wish to review the definitions for the above small business categories in the Federal Acquisition Regulation 19.7 or 52.219-8 (<https://www.acquisition.gov/far/>) If you have difficulty ascertaining your size status, please refer to SBA's website at www.sba.gov/size or contact your local SBA office for assistance. (See <http://www.sba.gov/about-offices-list/2>)

Under 15 U.S.C. 645(d), any person who misrepresents its size status shall (1) be punished by a fine, imprisonment or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

Executed By (Signature): _____ **Date:** _____
Signature
Signer Name & Title _____ **Title:** _____
Print Name *Print Title*

****U.S.T.C. INTERNAL USE ONLY****

_____ HUBZone Status has been verified in the Central Contractor Registration (CCR) Dynamic Small Business Search Database as of ____/____/____.

UPON COMPLETION AND EXECUTION THIS PAGE TO BE RETAINED AND FILED BY THE SMALL BUSINESS DEPARTMENT

SUBCONTRACTOR SELF-CERTIFICATION - INSTRUCTIONS:

U.S. Training Center is committed to integrating small businesses of all types, including Independent Contractors, into its U.S. Government contract by providing opportunities for small businesses to submit bids and proposals for goods and/or services to be provided under those contracts.

As a U.S. Government Contractor, U.S. Training Center is **required** by the U.S. Government through the Federal Acquisition Regulations to document and report its efforts with respect to small business participation and part of those documentation requirements includes a requirement for participating small businesses and Independent Contractors to execute a Self-Certification.

General

The form is set up to be filled out in Microsoft Word, printed and signed. It may also be printed and filled out by hand in which case we ask you to print clearly the information requested. Clicking on check-boxes will select them with an "X". We recommend you save a copy of the file for future reference and updating as changes occur in your business.

If you are not currently performing on a U.S. Training Center Prime Contract simply leave the "Prime Contract Name", "Prime Contract #", and "NAICS Code For Work Being Contracted" lines blank and fill in the remainder of the information. We will use the data on the form to update your vendor file and confirm that you wish to remain on our active vendor list.

We have included online links to various resources below to assist you in completing the Self-Certification.

DUNS numbers - Data Universal Numbering System number.

A DUNS number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities and may be obtained online **at no charge** at: <https://eupdate.dnb.com/requestoptions.asp>

Business Size

The size standards for subcontractors and suppliers is determined by the NAICS code of their subcontract, with some types of businesses being classified by the number of employees and others being classified by the volume of their business in dollars. If you need guidance regarding your size status, please refer to SBA's website at www.sba.gov/size or contact your local SBA office for assistance. (See <http://www.sba.gov/about-offices-list/2>)

NAICS Codes

For guidance on identifying your NAICS Codes please refer to the guides available online at: <http://www.naics.com/search.htm>)

Small Business Categories

For guidance on the definitions and qualifications of small business categories referenced in the form please refer to the guidance in the *Federal Acquisition Regulation 19.7 or 52.219-8*, available online at (<https://www.acquisition.gov/far/>)

HUBZone Certification

HUBZone Certification is provided by the Small Business Administration and includes among other things Central Contractor Registration. This service is free and Registration in the Central Contractor Database is both free and provides your business with greater visibility to both agency Contracting Officers and U.S. Government Prime Contractors. HUBZone Certification may be applied for online via:

<http://www.sba.gov/content/applying-hubzone-program>

Central Contractor Registration, required for HUBZone qualification, may be obtained at www.ccr.gov

If further assistance is required, please do not hesitate to contact the USTC Small business Liaison Officer identified below with your questions.

After completing and signing the form please return the completed form via email or FAX to:

Attn: Rand Cordle, Subcontracts Manager/Small Business Liaison Officer.

Email: rcordle@ustraining.com

Phone: 252-435-1937

FAX: 252-435-1918