



Vendor Certification Form

Stantec performs services for numerous federal, state, and municipal clients. Stantec and its clients are committed to provide opportunities to all businesses, including those that fall within various categories of small and diverse businesses. So that Stantec can properly characterize its subconsultants and suppliers, and effectively reach out to those subconsultants and suppliers as appropriate, we are required to obtain the following information and certifications. This information is for internal use only. Please have a financial officer or owner complete all three sections, sign and date the completed form, and return the form along with any formal certifications to: supplierdiversity@stantec.com

ORGANIZATIONAL			
Legal Name: _____			
Mailing Address: _____			
City: _____		State/Province _____	Zip/Postal Code _____
Phone: _____	Fax: _____	Email: _____	
Tax ID * _____	Please attach a completed W-9 form. Blank W-9 forms can be accessed at: http://www.irs.gov/pub/irs-pdf/fw9.pdf		
<input type="checkbox"/> Individual/Sole proprietor	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other : _____
<input type="checkbox"/> Limited Liability Company	Enter the tax classification _____ (D=Disregarded entity; C=Corporation; P=Partnership)		
Services Offered: _____		DUNS: _____	
Parent Company: _____		Parent DUNS: _____	
CERTIFICATION OF SOCIOECONOMIC STATUS			
<i>Please note: misrepresentation of socioeconomic status is subject to penalties under 15 U.S.C. §645</i>			
NAICS Code	NAICS Title		Small Business Concern
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
Check all that apply below; or check here <input type="checkbox"/> if none apply.			
<input type="checkbox"/> Woman-Owned	<input type="checkbox"/> Economically Disadvantaged Woman-Owned	<input type="checkbox"/> Veteran-Owned	<input type="checkbox"/> Service Disabled Veteran-Owned
<input type="checkbox"/> Black American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Native American	<input type="checkbox"/> Asian Pacific American
<input type="checkbox"/> Subcontinent Asian American	<input type="checkbox"/> Historically Black College or University	<input type="checkbox"/> Minority Institution	<input type="checkbox"/> HUB Zone
<input type="checkbox"/> Alaska Native Corporation	<input type="checkbox"/> Native Hawaiian Organization	<input type="checkbox"/> Community Development Corporation	<input type="checkbox"/> Gay Lesbian Bisexual Transgender
<input type="checkbox"/> Handicapped-Owned	<input type="checkbox"/> SBA 8(a) Certified	<input type="checkbox"/> Other (attach certificate)	
CERTIFICATION OF BUSINESS INTEGRITY			
Vendor	Is <input type="checkbox"/>	Is not <input type="checkbox"/>	Registered to use E-Verify.
Vendor	Does <input type="checkbox"/>	Does not <input type="checkbox"/>	Have written policies regarding business ethics and conduct.
Vendor	Does <input type="checkbox"/>	Does not <input type="checkbox"/>	Have a financial conflict of interest with regard to Stantec.
Is Vendor, or any of its principals, currently or previously debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? (FAR 52.209-5, FAR 52.212-3)			No <input type="checkbox"/> Yes <input type="checkbox"/>
The undersigned certifies the foregoing information is true and correct and agrees to notify Stantec promptly if any information changes:			
Printed Name		Signature	
Title		Date	



Stantec

Definitions, Links and Resources

*** Pursuant to the Federal Privacy Act of 1974, you are hereby notified that the disclosure of your Social Security number is voluntary.** The principal purpose of requesting the information on this form is to evaluate your qualifications as a supplier to Stantec and for reporting purposes in accordance with state law and company policy. Furnishing all information (except Social Security number) requested on this form is mandatory; failure to provide all requested information will delay or may prevent evaluation of your firm's ability to do business with Stantec.

Large Business Enterprise: a business, including its affiliates, that exceeds small business standards defined by the Small Business Administration [SBA].

Small Business Enterprise: a business, including its affiliates, that is independently owned and operated in the United States, organized for profit, not dominant in its field of operations, and whose industry-related size standards meets the SBA's small business size standards criteria. Size standards are defined by North American Industry Classification System [NAICS] which replaced the Standard Industrial Classification [SIC] system in 1997.

Website: [Determining Business Size | SBA.gov](#)

Historically Black Colleges and Universities: an accredited institution established before 1964 whose principal mission is education of Black Americans. HBCU status must be designated by US Secretary of Education.

Website: www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html

Minority Institution: an institution meeting requirements of Higher Education Act of 1965 and Hispanic-serving institutions defined at 20 U.S.C. 1059, including any non-profit research institution that was an integral part of such a college or university before November 14 1986. **MI status must be designated by US Secretary of Education.**

Website: www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html

Small Business Certifications: Website: [Small Business Certifications & Audiences | SBA.gov](#)

Woman-Owned Business Enterprise: a small business which is at least 51% unconditionally owned by a woman or women; and whose management and daily business operations are controlled by the same. <http://www.sba.gov/wosb>

Veteran-Owned Business Enterprise: a small business which is at least 51% owned by one or more veteran(s); and whose management and daily business operations are controlled by the same.

Service Disabled Veteran-Owned Business Enterprise: a small business which is at least 51% owned by one or more service-disabled veteran(s); and whose management and daily business operations are controlled by the same – or in the case of a veteran with a severe or permanent disability, a spouse or permanent caregiver of such veteran.

Website: <http://www.vetbiz.gov/vip/eligible.htm> See Department of Veteran Affairs Verification Guidelines above.

HUBZone Business: a business certified by the SBA as being located in a "historically underutilized business zone"; owned and controlled by one or more U.S. Citizens; and at least 35% of its employees must reside in a HUBZone.

Website: <https://eweb1.sba.gov/hubzone/internet/index.cfm>

Disadvantaged Business Enterprise: a business that is at least 51% owned by one or more socially and economically disadvantaged individuals. Women, Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, and Subcontinent Asian Americans are presumed to qualify. [State Government Certifying Agencies | SBA.gov](#)

SBA 8(a) Certified: a small business certified by the SBA as owned and operated by socially and economically disadvantaged individuals, including Native Alaska Corporations and Native American Indian Tribal-owned Corporations as described above for Disadvantaged Business Enterprise. Website: www.sba.gov/8abd

E-Verify: U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment. Website: <http://www.uscis.gov/e-verify>

FAR: Is the principal set of rules in the Federal Acquisition Regulation (FAR) System. This system consists of sets of regulations issued by agencies of the Federal government of the United States to govern what is called the "acquisition process"; this is the process through which the government purchases ("acquires") goods and services. Website: <https://www.acquisition.gov/far/>