Small Business Profile Preparation Guide

This guide provides a list of required fields necessary to complete the Supplier company profile. There are additional non-mandatory fields not listed in this document.

Eligibility
1) Federal Tax ID
2) Goods and services your company provides
3) Total number of employees
4) Total revenue last year

Step 1: Supplier Profile
Basic Company Information
1) Supplier legal name
2) Address
3) DUNS number

Company Hierarchy
1) Is there a Parent company? If yes, Parent company’s legal name and DUNS
2) Is there a Global parent company? If yes, Global Parent company’s legal name and DUNS
3) Is your company affiliated with another company? If yes, state relationship

Company Contacts
1) Key Contact name, title, email and phone
2) Quote Contact name, email and phone

Step 2: General Information
Company History
1) Location of Incorporation

Staff
1) Total number of regular employees
2) Total number of temporary/contracted resources
3) Chief Executive Officer name and E-mail
4) Chief Financial Officer name and E-mail

Services and Products
1) Industries your company provides products and/or services for
2) Your company’s primary service or product category
3) Outline of your company’s core business
4) Brief description of services/products/technology your company provides
5) Location where your company provides its goods or services
6) Value Proposition: Your company’s unique benefit and differentiation from the competitors
7) Major Customers
8) Identify if you support Commercial, Federal or both customers
9) If Federal, provide CAGE code, teaming partners, supply schedules and security clearances

Step 3: Financial Information
1) Currency code
2) Total revenue last year (not required, but requested)

**Step 4: e-Enablement capabilities**
1) Is your company electronically enabled?
2) Is your company able to electronically receive and confirm receipt of Purchase Orders?
3) Is your company able to electronically send invoices?
4) Is your company able to electronically receive payments and disbursements?

**Step 5: Quality and Environment**

**Quality**
1) Does your company hold an ISO 9001 Certification?

**Environment**
1) Does your company have a Corporate Responsibility and Environmental Management System, which measures performance, sets goals, and discloses results?
2) Does your company define, deploy, and sustain your corporate responsibility and environmental management system through your engagement with your suppliers?
3) Does your company establish programs (within the management system) to control operations that intersect with these matters and confirm compliance with applicable law, regulation and any particular contractual requirements?
4) Does your company set voluntary environmental goals to achieve positive results?
5) Does your company publicly disclose results associated with these voluntary environmental goals and other environmental aspects from the management system, including any regulatory fines or penalties that may have occurred?
6) Does your company train employees who are responsible for performing this work?
7) Does your company conduct self-assessments and audits as well as management reviews?
8) Does your company cascade this set of requirements to your suppliers who perform work that is material to the products, parts and/or services being supplied to your customer?
9) Does your company have a documented environmental management system?
10) Does your company hold an ISO14001 (Environmental) Certification?
11) Will your company provide hardware materials, hardware parts, or hardware products?
12) Does your company have environmental controls to manage the restrictions on hazardous materials in products?
13) Does your company have a technical environmental contact?
Step 6: Compliance and Ethics
Compleq
1) Are you able to provide US Export Control Classification Numbers for your equipment, software, and technology?

2) Will any of the articles, materials or services that a Supplier Connection member company may procure from your company be sourced from Cuba, Iran, North Korea, Sudan or Syria or will any nationals from these countries be assigned to perform services on behalf of Supplier Connection?

3) Please identify any areas of non-compliance or concerns that your company may have regarding your ability to conduct business in a socially responsible way. For example see http://www.eicc.info/EICC%20CODE.htm

Ethical Dealings
1) Are any owners, principals, members of the board of directors, officers, or senior management of your company or an Affiliate of your company (1) current or former Government officials or (2) related to a family member that is a current or former Government official? Please refer to the information icon for a definition of Government entities

2) Has anyone in your company (including any affiliates) ever offered, paid, or promised to make any payments or gifts (of money or anything of value) directly or indirectly to anyone (including government officials or employees) for the purpose of influencing, obtaining or retaining any business?

3) Have you or any employee of your company ever been prohibited from participating in any business activities or other matters subject to the jurisdiction of US laws and regulations?

Step 7: Data Security
1) In the last twelve months, has your company suffered a Security Breach?

2) Does your company have an insurance policy that would cover the costs associated with a Security Breach?

3) Does your company intend to outsource or subcontract duties to any third party pursuant to which such third party will obtain access to, or use of, the Personal Data?

4) Does your company encrypt the Personal Data loaded on laptop computers and portable storage media?

5) Does your company encrypt Personal Data sent over the Internet or other unsecured networks?

6) Does your company have a data incident reporting process?

7) Does your company have an information or data security program to protect Personal Data?
8) How does your company transport Personal Data?

9) Does your company provide education and training to its employees regarding proper use of the company's information or data security program?

**Step 8: Independent Contractors**
1) Are you an independent contractor?
   If yes, the following are required
2) Do you maintain a commercial office for the purpose of conducting business
3) Do you have others in your direct employ?
4) Are you incorporated as a corporation or organized as a limited liability company?
5) Do you advertise your business in mass media, trade publications or other media?
6) Have you ever been employed by any Supplier Connection member company?

**Step 9: Diversity**
*Note, none of these are required, but many businesses ask about this in advance.*

**Company ownership**
1) Indicate if the owner(s) of the company belong to any of the groups defined below (check all that apply):
   a) Asian Indian - Minority Business Enterprises
   b) Asian-Pacific - Minority Business Enterprises
   c) Black - Minority Business Enterprises
   d) Hispanic - Minority Business Enterprises
   e) Native American - Minority Business Enterprises
   f) Women Business Enterprise
   g) Women Owned Small Business (WOSB)
   h) Lesbian, Gay, Bisexual, Transgender
   i) Person with Disabilities (PWD)
   j) Veteran
   k) Veteran Owned Small Business (VOSB)
   l) Service Disabled Veteran Owned (SDVOSB)
   m) Historically Underutilized Business Zone (HUBZone SB)
   n) Historically Black College/Minority Institution

2) Which of the following certification does your business have to support your diverse status? (check all that apply)
   a) National Minority Supplier Development Council (NMSDC)
   b) Women Business Enterprise National Council (WBENC)
   c) National Gay and Lesbian Chamber of Commerce (NGLCC)
   d) Other Non-Government Agency (NGO)
   e) State Governments
   f) Local Government
   g) Federal Government
   h) Small Business Administration Historically Underutilized Business Zone (HUBZone)
   i) Department of Veteran Affairs (VetBiz)
   j) AbilityOne Registration
   k) Bureau of Indian Affairs
5) Please upload your Diversity certificate and note its expiration