



# 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 returning the completed form along with any formal certifications to: [supplierdiversity@stantec.com](mailto:supplierdiversity@stantec.com)

## ORGANIZATIONAL

Legal Name:

Mailing Address:

|       |                 |                  |
|-------|-----------------|------------------|
| City: | State/Province: | Zip/Postal Code: |
|-------|-----------------|------------------|

|        |      |        |
|--------|------|--------|
| Phone: | Fax: | Email: |
|--------|------|--------|

|               |                         |
|---------------|-------------------------|
| Web Site URL: | UEI (Unique Entity ID): |
|---------------|-------------------------|

|           |               |
|-----------|---------------|
| Tax ID: * | Contact Name: |
|-----------|---------------|

Individual/Sole proprietor   
  Corporation   
  Partnership   
  Limited Liability Company   
  Other

Services Offered:

Geographical Areas Served:

Past Performance/Clients (attach Capability Statement):

|                                                   |                                                                           |                                      |
|---------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------|
| Please indicate how you were referred to Stantec: | Tradeshow/Outreach <input type="checkbox"/>                               | Stantec.com <input type="checkbox"/> |
|                                                   | Client Referral <input type="checkbox"/> Client Name                      |                                      |
|                                                   | Existing Supplier/Subcontractor <input type="checkbox"/> Stantec contact: |                                      |

## CERTIFICATION OF SOCIOECONOMIC STATUS \*\*

Please note: misrepresentation of socioeconomic status is subject to penalties under 15 U.S.C. §645

| Small Business                                           | NAICS Codes | NAICS Title/Descriptions |
|----------------------------------------------------------|-------------|--------------------------|
| Yes <input type="checkbox"/> No <input type="checkbox"/> | Primary     |                          |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | Secondary   |                          |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | Secondary   |                          |

## SOCIOECONOMIC CLASSIFICATIONS

Check all that apply below; or check here  if none apply:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Small Disadvantaged Business Concern<br><input type="checkbox"/> Black American<br><input type="checkbox"/> Hispanic American<br><input type="checkbox"/> Native American<br><input type="checkbox"/> Asian-Pacific American<br><input type="checkbox"/> Subcontinent Asian American<br><input type="checkbox"/> Other<br><input type="checkbox"/> Minority Business Enterprise***<br><input type="checkbox"/> Veteran-Owned Business<br><input type="checkbox"/> Service-Disabled Veteran-Owned Business | <input type="checkbox"/> HUB Zone***<br><input type="checkbox"/> Historically Black College or University<br><input type="checkbox"/> Minority Institutions<br><input type="checkbox"/> Alaska Native Corporation<br><input type="checkbox"/> Native Hawaiian Organization<br><input type="checkbox"/> Community Development Corporation<br><input type="checkbox"/> Woman-Owned Business Enterprise<br><input type="checkbox"/> Economically Disadvantaged Woman-Owned***<br><input type="checkbox"/> Tennessee Valley Authority Business<br><input type="checkbox"/> DBE Certified (State DOT or 3 <sup>rd</sup> Party)*** |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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      |
|              |           |

\* 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.

\*\* Stantec ensures non-discrimination in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. Additionally, Stantec will insure that minorities will be afforded full opportunity to submit bids/proposal and will not be discriminated against based on race, color or national origin. If you need more information or special assistance for persons with disabilities or limited English proficiency, contact [supplierdiversity@stantec.com](mailto:supplierdiversity@stantec.com).

\*\*\* Please attach the formal certifications for these classifications.

**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: [Size standards \(sba.gov\)](http://www.sba.gov/size-standards)

**Small Business Certifications:** Website: [Contracting assistance programs \(sba.gov\)](http://www.sba.gov/contracting-assistance-programs)

**Small 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. [Small Disadvantaged Business \(sba.gov\)](http://www.sba.gov/small-disadvantaged-business)

**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: <https://www.sba.gov/federal-contracting/contracting-assistance-programs/service-disabled-veteran-owned-small-businesses-program>

**HUBZone Business:** a business certified by the SBA as being 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://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program>

**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](http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html)

**Minority Institution:** an institution meeting the 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](http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html)

**Minority Owned Business Enterprise:** a business which is at least 51% owned, operated and controlled on a daily basis by one or more American citizens of the following ethnic minority and/or gender (e.g., women-owned) and/or military veteran classifications.

**Alaska Native Corporation:** an Alaska Native Corporation or ANC means any Regional Corporation, Village Corporation, Urban Corporation, or Group Corporation organized under the laws of the State of Alaska in accordance with the Alaska Native Claims Settlement Act, as amended (43 U.S.C. 1601, et seq.)

**Native Hawaiian Organization:** a Native Hawaiian Organization is any community service organization serving Native Hawaiians in the State of Hawaii which is a not-for-profit organization chartered by the State of Hawaii, is controlled by Native Hawaiians, and whose business activities will principally benefit such Native Hawaiians.

**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](http://www.sba.gov/8abd)

**Tennessee Valley Authority Business:** TVA defines Valley Business as an entity that meets at least one of the following criteria: (1) the entity provides the products, labor and/or service through an operational business unit located in the Tennessee Valley region, or (2) Although headquartered outside the Tennessee Valley, the entity contributes to the economic development of the Tennessee Valley by providing at least 60% of the TVA contract work requirements through the employment of personnel residing in the Tennessee Valley.