



SUPPLIER INFORMATION QUESTIONNAIRE

Purchasing Department
2039 Kennedy Blvd., Hepburn Hall, Room 111
Jersey City, New Jersey 07305-1597
Telephone 201/200-3159 Fax: 201/200-3238
Email ps@njcu.edu

Instructions/Purpose: In order to comply with various government regulations and to update our supplier information files, please complete and return this form to the Supplier Diversity Program at the address indicated above.

Please type or print clearly:

COMPANY NAME		FED. ID Number
ADDRESS (NUMBER, STREET)		(COUNTY)
CITY	STATE	ZIP
EMAIL ADDRESS		WEB SITE ADDRESS
TELEPHONE NUMBER	TOLL FREE NUMBER	FAX NUMBER
CONTACT PERSON		(TITLE)
NUMBER OF FULL-TIME EMPLOYEES	=	

TYPE OF BUSINESS: (CHECK ALL THAT APPLY)

- Broker
 Consultant
 Construction
 Dealer
 Distributor
 Manufacturer
 Retailer
 Wholesaler

ORGANIZATION TYPE

- Individual/Sole Proprietor
 Partnership/LLP/LLC
 Corporation
 Government Agency
 Non Profit Organization
 University/College

New Jersey City University is committed to meeting the State's effort to ensure equal opportunity for minority and women-owned enterprises. Even though this information is optional, your response will assist us in updating our records.

CHECK ALL THAT APPLY

MINORITY BUSINESS ENTERPRISE (MBE)

CLASSIFICATION :

- 1) African American
 2) Hispanic American
 3) Asian American
 4) Native American
 5) Caucasian American Female
 6) Multiple Ethnicities
 7) Non-Minority
 8) Unspecified

WOMEN BUSINESS ENTERPRISE (WBE)

SMALL BUSINESS ENTERPRISE (SBE)

CATEGORIES: (Businesses That Have No More Than 100 Full Time Employees And Are Incorporated Or Registered To Do Business In New Jersey)

GOODS & SERVICES WITH GROSS ANNUAL REVENUES:

- Category I** – Not exceeding \$500,000
 Category II – Not exceeding \$5,000,000
 Category III – Not exceeding \$12,000,000

CONSTRUCTION SERVICES WITH GROSS ANNUAL REVENUES:

- Category IV** – Not exceeding \$1,000,000
 Category V – Not exceeding revenue standard as set by 13 CFR 121.

- 8A**
 HUB ZONE
 VETERAN
 DISABLED VETERAN
 VIETNAM VETERAN
 DISADVANTAGED BUSINESS

IS YOUR FIRM CERTIFIED AS AN MBE, WBE, OR SBE with any of the following agencies? (If yes, attach copy of Certificate):

- NJ COMMERCE, ECONOMIC GROWTH AND TOURISM COMMISSION, OFFICE OF BUSINESS SERVICES**
 NJDOT – NJ Department of Transportation
 NJ Transit
 NY/NJ Port Authority
 Other _____

I attest that the information contained herein is true and accurate to the best of my knowledge. I understand that any information willfully falsified or omitted may result in this firm being disbarred from bidding on contracts for a period of up to two years, and liability attendant to civil and criminal penalties. The completion of this form in no way obligates the University or guarantees opportunities to bid or receive orders.

over

INFORMATION FURNISHED BY	TITLE
SIGNATURE	DATE
COMPANY NAME	
PRIMARY CUSTOMERS (include any similar in size and type to New Jersey City University)	
NAME	CONTACT NAME & NUMBER
NAME	CONTACT NAME & NUMBER
PRODUCTS AND/OR SERVICES YOUR FIRM PROVIDES (Attach brochures, catalogs, equipment list, or price lists if available. Web site or electronic media only.)	OFFICE USE ONLY
1.	
2.	
3.	
4.	

DEFINITIONS:

Utilize the definitions below as a guide in determining the size and status of your business.

For a more complete description of the following classifications visit the New Jersey Commerce and Economic Growth Commission, Office of Business Services website at www.state.nj.gov.us/commerce.

If your firm is not certified or registered with the Office of Business Services we urge you to do so for additional procurement opportunities.

A **Small Business** is one which is independently owned and operated, with 100 or fewer employees, and has its principal place of business in New Jersey.

A **Woman-Owned Business** is one which is at least 51% owned by a women who is a U.S. citizen, who makes policy decisions and is actively involved in the day-to-day management of the business.

A **Minority-Owned Business** is one which is 51% owned by a minority who is a U.S. citizen, who makes policy decisions and is actively involved in the day-to-day management of the business (for eligible racial groups see definitions below).

For a more complete description of the following classifications, visit the Small Business Administration's website at www.sba.gov.

Historically Underutilized Business Zone (HUBZone) is one where its principal office is located within a HUBZone (which includes lands on federally recognized Indian reservations); it is owned and controlled by one or more U.S. citizens; and at least 35% of its employees reside in a HUBZone. A HUBZone Small Business must be certified as such by the Small Business Administration.

A **Veteran-Owned Business** and **Service Disabled Veteran-Owned Business** is one which is at least 51% owned and managed by one or more individuals in either of the two categories. This can include publicly owned businesses that have at least 51% of its stock unconditionally owned by one or more of these individuals, and whose management and daily business is controlled by one or more such individuals.

An **8A Owned Business** is a firm owned and operated by socially and economically disadvantaged individuals and eligible to receive federal contracts under the Small Business Administration's 8(a) Business Development Program (for eligible socially disadvantaged individuals see definitions below).

Minority and Socially disadvantaged means a person who is:

1. African American, which is a person having origins in any of the African American racial groups in Africa; or
2. Hispanic, which is a person of Spanish or Portuguese culture, with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race; or
3. Asian American, which is a person having origins in any of the original peoples of the Far East, Southeast Asia, Indian Sub-Continent, Hawaii, or the Pacific Islands; or
4. Native American (American Indians or Alaska Native), which is a person having origins in any of the original peoples of North America.