



# Vendor Self-Certification Form

## Certification of Business Size and Type

Date: \_\_\_\_\_

Dear Business Owner:

Government regulations require that all vendors doing business with Con Edison provide important self-certification regarding the vendor's business size and status for compliance with our Supplier Diversity Program. **YOU MUST PROVIDE THIS INFORMATION WITHIN 10 DAYS FROM THE DAY YOU RECEIVE THIS FORM.** Please complete all sections of this form. **A DUNS Number, NAICS Code, or CAGE Code (if applicable) is required on this form.** Failure to furnish the following information could result in rejection of Supplier's bid (s) or proposal (s) as non-responsive. Contact Supplier Diversity at (212) 460-3076 with any questions.

The Vendor Self-Certification form is valid for a period of one year. It is the responsibility of the supplier to notify Con Edison of any changes. After the one-year period, your company will be required to re-certify with Con Edison.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_ [D&B D-U-N-S Number Lookup \(dnb.com\)](https://dunbrumber.com) CAGE Code: \_\_\_\_\_

**Include the North American Industry Classification Code (NAICS) below for the work you have been contracted to perform** (all business sizes required to complete): Reference [www.naics.com](http://www.naics.com)  
NAICS Code(s) \_\_\_\_\_

***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.***

\_\_\_\_\_

\_\_\_\_\_

**Signature and Title**

**Date**

**SIZE:** (check ALL that apply) **Please review items on pages 1 and 2 and return both pages. Ensure that you have checked every applicable box before signing. A Business Size Must Be Checked OFF**

\_\_\_\_\_ **Small Business**

A small business concern means a for profit concern that is independently owned and operated, and qualifies as a small business under the criteria and size standards in 12 CFR 121 (see FAR 19.1)

\_\_\_\_\_ **Small Disadvantaged Business**

A small business that is at least 51% owned by one or more individuals who are both socially and economically disadvantaged.

\_\_\_\_\_ **Certified by SBA as a Historically Underutilized Business Zones (HUBZone) Small Business**

Qualified small business concerns located in distressed communities to promote investment and employment opportunities in these communities. 51% owned and controlled by one or more U.S. citizens and at least 35% of its employees reside in a HUBZone. [www.sba.gov/hubzone](http://www.sba.gov/hubzone)

\_\_\_\_\_ **Women Owned Small Business**

A small business concern that is at least 51% owned by one or more women, or in the case of any publicly owned business, at least 51% of the stock is owned by one or more women. In addition, one or more women must control the management and daily business operations.



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\_\_\_\_\_ **Veteran Owned Small Business**

A small business concern that is at least 51% owned by one or more veterans (as defined in 38 UAC 101 (2)), or in the case of any publicly owned business, at least 51% of the stock is owned by one or more veterans. In addition, one or more veterans must control the management and daily business operations

\_\_\_\_\_ **Service Disabled Veteran Owned Small Business**

A small business concern that is at least 51% owned by one or more service-disabled veterans (as defined in 38 UAC 101 (16)), or in the case of any publicly owned business, at least 51% of the stock is owned by one or more service-disabled veterans. In addition, one or more service-disabled veterans must control the management and daily business operations.

\_\_\_\_\_ **Large Business/Other Business (Firms that do not qualify under the definitions above)**

\_\_\_\_\_ **\*Minority Business Enterprise (MBE)**

A minority-owned business is a for-profit enterprise, regardless of size, physically located in the US or its trust territories, which are 51% owned, operated, and controlled by a minority group member. "Minority group members" are US citizens who are Asian-Indian, Asian-Pacific, Black, Hispanic, and Native American.

**Check Ethnicity:** \_\_\_\_\_ Asian-Indian \_\_\_\_\_ Asian-Pacific \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Native American

\_\_\_\_\_ **\*Women Business Enterprise (WBE)**

A women-owned business is a for-profit enterprise, regardless of size, physically located in the US or its trust territories, which are 51%, owned, operated and controlled by one or more women.

***Please list and include copies of any local, state or federal certifications here e.g. WBEC, NMSDC, Councils etc.:***

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See [52.219-8 Utilization of Small Business Concerns. | Acquisition.GOV](#) to review the definitions for the above categories.

Contact your local SBA office, or access the SBA website at [Table of size standards | U.S. Small Business Administration \(sba.gov\)](#) to determine your size status.

Please return form to [supplierdiversityprogram@coned.com](mailto:supplierdiversityprogram@coned.com).