



To Our Vendors,

NEIW PCC is a major, prime contractor to the Federal Government. As such, we are required to further the government's goals of placing a fair proportion of its acquisitions with small and small disadvantaged business concerns. In order to meet our responsibilities, NEIW PCC needs to know which of our vendors qualify for participation in our small and small disadvantaged business-subcontracting program. If you are a Disadvantaged Business Enterprise (DBE)—formally called MBE/WBE—and choose to participate, you may complete this questionnaire by placing a check mark in the appropriate boxes below. If you are **not** a DBE, check “no” in Question #1 and fill out the bottom portion of the form. **ALL vendors are required to submit this form regardless of whether or not they meet the definition of a DBE.** Return to:

NEIW PCC  
Wannalancit Mills  
650 Suffolk St., Suite 410  
Lowell, MA 01854

SEE DEFINITIONS PAGE ATTACHED

1. Are you a "small business concern" qualified under the criteria and size standards in 13 CFR Part 121?  
 Yes  No **If you checked "Yes", please complete the remainder of the questionnaire.**
  
2. Are you a "small disadvantaged business concern" (13 CFR Part 124) ?  
 Yes  No **If you checked "Yes", please check your category below.**

<input type="checkbox"/> Black American	<input type="checkbox"/> Subcontinent-Asian American
<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Economically
<input type="checkbox"/> Native American	<input type="checkbox"/> Native Hawaiian Organization
<input type="checkbox"/> Asian-Pacific America	<input type="checkbox"/> Disadvantaged Indian Tribe
  
3. Are you a women-owned small business?  Yes  No
4. Are you a historically black college or university (34 CFR 608.2)?  Yes  No
5. Are you a "minority Institution"? (20 U.S.C. 1058)  Yes  No
6. Are you a "labor surplus area concern"? (20 CFR 654)  Yes  No
  
7. If you checked “Yes” to any of the above please provide documentation of your certification.  
 If you are not certified, certification forms are available at [http://www.epa.gov/osbp/dbe\\_firm.htm](http://www.epa.gov/osbp/dbe_firm.htm)

**Note: All Disadvantaged Business Enterprises (formally called MBE/WBE) must now be certified.**  
The EPA will accept Certifications from: SBA and DOT (with US citizenship), Tribal, State, Local government and Independent private organization certificates as long as their standards for certification meet or exceed the EPA’s.

\_\_\_\_\_  
Name of Firm or Individual

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Title of Person Completing Form

\_\_\_\_\_  
Date

*Thank you for your cooperation.*

## SMALL AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING

### DEFINITIONS / RESOURCE

The following definitions are from Federal Acquisition Regulations Part 19.001, 20.101 and 52.219-13.

“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in 13 CFR Part 121. Such a concern is “not dominant in its field of operation” when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. IN determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity. (See Note below)

“Small disadvantaged business concern” means a small business concern that is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals and that has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business that has at least 51 percent of its stock unconditionally owned by one of these entities, that has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and that meets the requirements of 13 CFR part 124.

(a) “Socially disadvantaged individuals” means individuals who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their qualities as individuals.

(b) “Economically disadvantaged individuals” means socially disadvantaged individuals whose ability to compete in the free enterprise system is impaired due to diminished opportunities to obtain capital and credit as compared to others in the same line of business that are not socially disadvantaged. Individuals who certify that they are members of named groups (Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent-Asian Americans) are to be considered socially and economically disadvantaged.

“Labor Surplus area concern” means a concern that together with its first-tier subcontractors will perform substantially in labor surplus areas. Performance is substantially in labor surplus areas if the costs incurred under the contract on account of manufacturing, production, or performance of appropriate services in labor surplus areas exceed 50 percent of the contract price.

“Women-owned businesses” means small business concerns that are at least 51 percent owned by women who are United States citizens and who also control and operate the business.

Note: Generally, a “small business” is one having no more than 500 employees. For help or additional information you may want to contact the Small Business Administration office serving your area.

#### **Resource for finding qualified DBE Firms:**

U.S. Small Business Administration – Dynamic Small Business Search

[http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)