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Improving Lives.

SIMPLIFIED SUPPLIER ANNUAL REPRESENTATIONS AND CERTIFICATIONS
and
VENDOR PROFILE INFORMATION FORM

This form is to be completed by suppliers (e.g. Vendors, Consultants, Subcontractors, Subrecipients). The effective period of this document is one (1) year from the date of execution. The supplier is required to update their certification annually.

Form with fields: Complete all of the items in this table, Supplier/Vendor Legal Business Name, 'Doing Business As' (dba) Name, Business Street Address, City, State, Zip, Country, Main Phone #, Main Fax #, Remittance/Payment Address, Contact Email Address, Main Business Contact Name, Complete the following items, enter "none" where appropriate (i.e. DUNS, Website): Year Established, Number of Employees, Annual Gross Revenue, DUNS Number, Website URL, Yes, Covered by Liability and/or other Insurance, NAICS Code(s).

SMALL BUSINESS PROGRAM REPRESENTATIONS (FAR 52.219-1, MAR 2020).

The Offeror's Small Business Size Standard is ... The Table of Small Business Size Standards is found as either a PDF or an Excel file here: SBA table-small-business-size-standards

Offeror represents that it (check only the applicable size):

- is a large business
is a small business (Individual Independent Contractors/Consultants must check here and also check any of the applicable following classifications)

Answer the Following only if classified as a Small Business above (check all that apply):

- is a disadvantaged small business (dsb)
is a women-owned small business (wosb)
is a veteran-owned small business (vosb)
is a service disabled veteran-owned small business (sdvosb)(must be certified by the VA)
is a HUBZone small business (as certified by the SBA)
is a HUBZone joint venture

Answer the following only if classified as Woman-Owned Small Business (WOSB) above (check all that apply):

- is a WOSB concern eligible under the WOSB Program (as certified by the SBA)
is a WOSB joint venture (as certified by the SBA)

Answer the following only if classified as WOSB eligible under the WOSB Program above (check all that apply):

- is an economically disadvantaged women-owned small business concern (EDWOSB) (as certified by the SBA)
is an EDWOSB joint venture (as certified by the SBA)

Other Classifications:

- is LGBTQ+
is a Disabled Person

**SMALL BUSINESS PROGRAM REPRESENTATIONS**  
Continued ([FAR 52.219-1](#) MAR 2020).

Check the category in which ownership falls if classified as a disadvantaged small business above:

- Black American. (*AIR Code: BA*)
- Hispanic American. (*AIR Code: HA*)
- Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians). (*AIR Code: NA*)
- Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru). (*AIR Code: AP*)
- Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal). (*AIR Code: SA*)
- Individual/concern, other than one of the preceding (*as certified by the SBA*). (*AIR Code: OT*)

**TYPE OF BUSINESS ORGANIZATION:** (*must match IRS W9*)

Check the applicable box:

- a C Corporation or  an S Corporation, under the laws of the State of
- a limited liability company, with tax classification of:
  - a C-Corp
  - an S-Corp
  - a Partnership
  - a Disregarded entity
- an Individual/Sole proprietor or Single-member LLC (*Independent Contractor/Consultant*) Please also check 'Small Business' above and any other applicable classifications (*i.e.: Woman, Disadvantaged, Veteran, Disabled Veteran*)
- a Sole Proprietorship
- a Partnership
- a Nonprofit Organization
- a Joint Venture
- an Educational Institution
- a Government Entity (Federal, State or Local)

a Foreign Entity (*stop here and proceed to sign and date this form*)

International organization ([§31.3306\(c\)\(16\)-1](#))

Other

**REQUIRED: COMPLETE THE REPRESENTATION BELOW.** *The following must be completed regardless of the type of entity or the dollar value of the procurement in accordance with [Public Law 115-232, section 889 \[page 132 STAT. 1917\]](#), and [FAR Subpart 4.21 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment](#):*

**52.204-26 Covered Telecommunications Equipment or Services-Representation (Dec 2019)**

- (a) Definitions. As used in this provision, “covered telecommunications equipment or services” has the meaning provided in the clause [52.204-25](#), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.
- (b) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.
- (c) Representation. The Offeror represents that it  **does**,  **does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument. (End of provision)**

*Covered telecommunications equipment or services means—*

- 1) *Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);*
- 2) *For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);*
- 3) *Telecommunications or video surveillance services provided by such entities or using such equipment; or*
- 4) *Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.*

The following Affirmative Action and Equal Opportunity items shall be completed if the supplier's work is estimated to be \$10,000 or greater (aggregate estimated value of all awards in any 12-month period) and funded by any U.S. Government agency at any tier, the Equal Opportunity clause FAR [52.222-26](#) may be applicable.

**AFFIRMATIVE ACTION**  
[FAR 52.222-25](#) (APR 1984)

The Supplier represents that:

- (1) it  is exempt (50 employees and/or less than \$50,000 in Government contracts during the prior twelve (12) month period) or
- (2)(i) it  has developed and has on file,  has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor ([41 CFR 60-1](#) and [60-2](#)) or
- (ii) it  has not previously had contracts/subcontracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

**EQUAL OPPORTUNITY** (Previous Contract and Compliance Reports)

[FAR 52.222-22](#) (FEB 1999)

The Supplier represents that:

- (a) it  is exempt (less than 50 employees) or
- (b) (1) it  has,  has not participated in a previous contract or subcontract subject the Equal Opportunity Clause 52.222-26; and
- (2) it  has,  has not filed all required compliance reports.

*If the representation indicates required reports have not been filed, supplier must submit said reports before delivering products or providing services to American Institutes for Research.*

[52.226-2](#) **HISTORICALLY BLACK COLLEGE OR UNIVERSITY AND MINORITY INSTITUTION REPRESENTATION** (Oct 2014)

- The Offeror represents that it:
- is  is not a historically black college or university;
  - is  is not a minority institution.

**If you are registered in the System for Award Management (SAM) and have a current Reps & Certs, please also check below, and proceed to sign and date this form.** (Note: if you are not a prime contractor to the U.S. Government, you may not be registered in SAM)

The Offeror certifies that it has completed the annual Reps & Certs electronically via the SAM website at <https://www.sam.gov/portal/public/SAM/>. The Offeror verifies by submission of this document that the Reps & Certs currently posted electronically have been entered or updated in the last 12 months, are current, accurate, and complete.

**SIGNATURE**

**By signing below, the Supplier certifies that the information and representations provided on this form are accurate, current, and complete.**

*As required 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.*

Name and Title
Signature
Date