

## **VENDOR APPLICATION - INFORMATION AND INSTRUCTIONS**

### **Vendor Application Required Documents:**

Potential vendors of FAU must complete the attached Vendor Application form to be added to the University's supplier network, or to update existing vendor records, such as business address, business certification status, etc.

To minimize delays in processing the vendor application, please submit the following documents:

1. IRS W-9 Form (Required)
2. IRS W-8 Form for Foreign Business Entities (<http://fau.edu/controller/tax-services/payment-to-foreign-supplier-document>)
3. State of Florida's Division of Corporation's Sunbiz website screenprint showing your businesses' active status or your firm's applicable home state's Division of Corporation (Required)
4. The firm's most current local business tax document (Required)
5. The firm's proof of small/minority/women's business certification, if applicable

The SAM.gov website ([www.sam.gov](http://www.sam.gov)), maintained by the U.S. Federal government, will be consulted to ensure that your firm has no related exclusion records. Also, the State of Florida's website ([https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/state\\_agency\\_resources/vendor\\_registration\\_and\\_vendor\\_lists](https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/vendor_registration_and_vendor_lists)) regarding firms' suspension and/or debarment status will also be consulted.

### **FAU's Active and Past Solicitations:**

FAU's utilizes an online sourcing system, JAGGAER, to post and receive active solicitations. Potential vendors should register with JAGGAER to review and access current and past solicitations. Please visit FAU's website at (<http://fau.edu/controller/purchasing/vendorinfo/>) to complete vendor registration for solicitations.

### **FAU's Policies and Procedures Applicable to Vendors:**

In accordance with FAU Regulation 5.011 University Ethics: It is the policy of the University that no employee of the University may have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties in the public interest.

All University personnel engaged in Purchasing activities and their Supervisors are bound by the standards of conduct for public officers and employees set forth in Chapter 112, Part 3, F.S. No full or part-time University employee who participates through decision, approval, recommendation or preparation of any part of a purchase request or who influences the content of any specification or procurement standard may contract with or become the agent contracting with the University.

All University procurement transactions are subject to FAU Regulation 6.008, Purchasing, regarding Public Entity Crimes. The University shall not accept a competitive solicitation from, or purchase commodities and contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's Convicted Vendor List for a period of thirty-six (36) months from the date the person or affiliate was added to the Convicted Vendor List.

**VENDOR APPLICATION / INFORMATION SHEET**

**INSTRUCTIONS:** Fill in all spaces (insert "N/A" in blocks that are not applicable). Type or print all entries.

**CONTACT INFORMATION:**                      New Application \_\_\_\_\_    Change of Information \_\_\_\_\_

1. COMPANY NAME AND ADDRESS (INCLUDE ZIP CODE)	2. MAILING ADDRESS (IF DIFFERENT FROM #1)
3. CONTACT INFORMATION POINT OF CONTACT _____ TOLL FREE # _____ PHONE # _____ FAX # _____ E-MAIL _____	4. REMITTANCE ADDRESS (IF DIFFERENT FROM #1 OR #2)

5. THE COMMODITIES CODES THAT YOUR FIRM MAY OFFER TO THE UNIVERSITY  
 (Please visit the UNSPS website at <https://www.unspsc.org/search-code>):

a. _____	g. _____
b. _____	h. _____
c. _____	i. _____
d. _____	
e. _____	
f. _____	

**CERTIFICATION:**

6. In accordance with the Conflict of Interest provision, the Vendor certifies the following:

a. \_\_\_\_\_ There are no identified conflicts of interest.

b. \_\_\_\_\_ The following potential conflict of interest has been identified:

Name of University Employee: \_\_\_\_\_ Relationship to Business: \_\_\_\_\_

% Business Owned: \_\_\_\_\_ (Major shareholder/Owner/Relative/Partner)

7. In accordance with the Public Entity Crimes provision, the Vendor certifies at the time of submission the following:

- a. \_\_\_\_\_ Vendor is eligible to conduct business with the University.
- b. \_\_\_\_\_ Vendor is not eligible to conduct business with the University.

**BUSINESS SIZE DECLARATION:**

8. DOES YOUR BUSINESS QUALIFY AS ANY OF THE FOLLOWING: (SELECT APPLICABLE CHOICES)

FEDERAL, STATE, AND OTHER BUSINESS SIZE STANDARDS <a href="https://certify.sba.gov">https://certify.sba.gov</a>		STATE OF FLORIDA CERTIFIED MINORITY BUSINESS <a href="https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/get_certified">https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/get_certified</a>		OTHER OR NON-STATE CERTIFIED SMALL/MINORITY BUSINESS ENTERPRISES	
CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
A	NON MINORITY (LARGE BUSINESS)	H	AFRICAN-AMERICAN	N	AFRICAN-AMERICAN
B	SMALL BUSINESS – FLORIDA	I	HISPANIC	O	HISPANIC
C	SMALL BUSINESS – FEDERAL	J	ASIAN-HAWAIIAN	P	ASIAN-HAWAIIAN
D	NON-PROFIT	K	NATIVE AMERICAN	Q	NATIVE AMERICAN
E	GOVERNMENTAL, PUBLIC SCHOOL, COLLEGE OR UNIVERSITY	L	R.E.S.P.E.C.T	R	AMERICAN WOMAN
F	SMALL DISADVANTAGED BUSINESS - FEDERAL (See a. below)	M	AMERICAN WOMAN	Z	UNDECLARED
G	P.R.I.D.E.				

a. If you selected CODE F (above), FEDERAL SMALL DISADVANTAGED BUSINESS, please select from the following list your type of business concern:

- \_\_\_\_\_ **Veteran-owned small business concerns**
- \_\_\_\_\_ **Service-disabled veteran-owned small business concerns**
- \_\_\_\_\_ **HUBZone small business concerns**
- \_\_\_\_\_ **Small disadvantaged business concerns**
- \_\_\_\_\_ **Women-owned small business concerns**

b. To determine your Federal Size Standard, please access the U.S. Small Business Administration's website at: <http://www.sba.gov/index.html> or go to the SBA's <http://www.sba.gov/size/> to look up your North American Industry Classification System (NAICS) Code and the qualifying number of employee's or annual dollar amount.

If you are using Federal Size Standards, please specify the codes used:

NAICS CODE: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ OR Annual Amount: \$ \_\_\_\_\_

c. To download the application for Certification of Minority Business Enterprise for the State of Florida and to view the State of Florida's Eligibility criteria (size standards), please go to the Office of Supplier Diversity's website at: [http://dms.myflorida.com/other\\_programs/office\\_of\\_supplier\\_diversity\\_osd/certification](http://dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/certification)

d. If you are NOT a State of Florida Certified Minority Business Enterprise, but are certified by another organization or public entity such as county or city, please specify the entity and date of certification below:

**Certifying Organization's Name:** \_\_\_\_\_ **Active Dates of Certification:** \_\_\_\_\_

9. I certify that the information supplied herein, including all attachments, is correct to the best of my knowledge. I further certify that in doing business with Florida Atlantic University my firm is in compliance with Chapter 112, Florida Statutes in regards to conflicts of interest and Florida Atlantic University Regulation 6.008 regarding Public Entity Crimes.

\_\_\_\_\_ Date \_\_\_\_\_ Name and Title of Person Signing \_\_\_\_\_ Signature \_\_\_\_\_