

**VENDOR SELF CERTIFICATION COMPLIANCE FORM**

Certification of Business Size and Type

**Please review items on all the pages; ensure that you have checked every applicable box before signing.**

Date: Click here to enter a date.

Dear: Business Owner

All vendors doing business with Virtusa Corporation should 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. Failure to furnish the following information could result in cause of rejection of Supplier’s bid (s) or proposal (s) as non-responsive. **PLEASE PRINT.** Contact the Supplier Diversity Program at (508) 621-2681 with any questions.

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| --- | --- |
| Company Name: | Click here to enter text. |
|  |  |
| Address: | Click here to enter text. |
|  |  |
| City, State, Zip: | Click here to enter text. Click here to enter text. Click here to enter text. |
|  |  |
| Contact Person: | Click here to enter text. Click here to enter text. |
|  |  |
| Email ID: | Click here to enter text. |
|  |  |
| Phone Number: | Click here to enter text. |



SIZE: (CHECK **ALL** THAT APPLY)

A Business Size Must Be Checked OFF - Return both pages

|  |  |  |
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|  | **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) |
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|  | **Small Disadvantage Business** | A small business that is at least 51% owned by one or more individuals who are both socially and economically disadvantaged. |
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|  | **Certified by SBA as a Historically Underutilized Business Zones (HUB Zone) Small Business** | Qualified small business concerns located in distressed communities in an effort 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 Hub Zone. [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. |
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|  | **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 |
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|  | **Large Business / Other Business** | (Firms that do not qualify under the definitions above) |
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|  | **MBE List the certifying organization(s) e.g. WBENC, NMSDC, City or State certifications.** | 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, African American, Hispanic and Native American. The management and daily operations are controlled by those minority group members. |
|  |  |  |
| **Select the Ethnicity :** | | Choose an item. |
|  |  |  |
| **Please list certifications here:** | |  |
|  | |  |
|  | **WBE List the certifying organization(s) e.g. WBENC, NMSDC, City or State certifications.** | 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. The management and daily operations are controlled by those minority group members |

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You may wish to review the definitions for the above categories in the Federal Acquisition Regulation 19.7 or 52.219-8 (www.arnet.gov/far). If you have difficulty ascertaining your size status, please refer to SBA’s website at www.sba.gov/size or contact your local SBA office. Specifically, the size standards are at website

***http://www.sba.gov/services/contractingopportunties/sizestandardstopics/index.html.***

Or Access the SBA Size Standards Tool:

[***https://www.sba.gov/tools/size-standards-tool***](https://www.sba.gov/tools/size-standards-tool)

***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: Date: Click here to enter a date.

***RETURN FORM VIA MAIL, EMAIL OR FAX***

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