

# Prospective Supplier Information Form

New  Change

Date:



**Instructions:** Please do not print out this form and handwrite your information and rescan it. This electronic form allows us to transfer your information into our system efficiently. Handwritten forms and forms submitted incorrectly will be rejected. \*Required fields must have a value.

\*Please note: The basic Adobe Reader software can be acquired (at no cost to you) by clicking the following link:  
<https://get.adobe.com/reader/otherversions/>

COMPANY INFORMATION (*Required)									
VENDOR NAME:							COMPANY WEB ADDRESS:		
COMPANY TYPE (check all that apply):		<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Limited Liability	DESCRIPTION OF SERVICES:	
<input type="checkbox"/>	Individual/Sole Proprietor	<input type="checkbox"/>	Government Entity	<input type="checkbox"/>	Nonprofit/501(c)	<input type="checkbox"/>	Exempt from Backup Withholding		
INDUSTRY TYPE:									
CONTACT INFORMATION (*Required)									
VENDOR NAME:			STREET ADDRESS:						
CITY:		STATE:		POSTAL CODE:		STATE/ PROVINCE:		COUNTRY/ REGION:	
CONTACT NAME:				CONTACT EMAIL:				PHONE:	

## Vendor Diversity Questionnaire

Listed below are some widely used designations of diversity that can be certified. Whenever possible, please provide certification; if your business is not certified, please still answer in the way you would like to represent your business. If you are unsure if your business meets the requirements of any of the following categories or if you have other questions, please refer to our Supplier Diversity page.

Check all that apply:	<input type="checkbox"/>	Small Business*	<input type="checkbox"/>	Historically Underutilized Business (HUB) Zone Business
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If your business is at least 51% owned, controlled, and actively managed by any of the following, please check:

<input type="checkbox"/>	Person(s) with a disability	<input type="checkbox"/>	Lesbian, Gay, Bisexual, and/or Transgender (LGBT) Person(s)	<input type="checkbox"/>	Racial/Ethnic Minority
<input type="checkbox"/>	Veteran(s) or Service-Disabled Veteran(s)	<input type="checkbox"/>	Woman/Women		

*(Continued on next page)*

### ACKNOWLEDGEMENT

Submission of a prospective vendor form is for informational purposes and is not a guarantee of business, nor does it ensure "Approved" supplier status. Once we have reviewed your submission, we will be in touch if there are relevant opportunities for your business.

Please return this completed form with the appropriate certification(s) by emailing to [supplierdiversity@company3.com](mailto:supplierdiversity@company3.com).

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**US Businesses** - if Minority-Owned, please check:

<input type="checkbox"/>	Asian/Asian American	<input type="checkbox"/>	Black/African American	<input type="checkbox"/>	Latinx/Hispanic
<input type="checkbox"/>	Native American/Alaskan Native			<input type="checkbox"/>	Native Hawaiian/Pacific Islander

**Canadian Businesses** - if Minority-Owned, please check:

<input type="checkbox"/>	Visible Minority(ies) <sup>1</sup>	<input type="checkbox"/>	Aboriginal person(s) <sup>2</sup>
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<sup>1</sup> *Visible minorities are persons other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour. In practice, the Government of Canada includes the following groups: Chinese, South Asian, Black, Filipino, Latin American, Southeast Asian, Arab, West Asian, Korean, Japanese (as defined by the [Employment Equity Act](#) and [Statistics Canada](#)). For more information, see [camsc.ca](#).*

<sup>2</sup> *Aboriginal peoples are persons who are First Nations (Status Indians), Inuit, or Métis (as defined by the [Employment Equity Act](#)). For more information, see [camsc.ca](#).*

## ***How will the diversity information be used?***

This information assists Company 3 / Method Inc. with measuring how much of the money we spend goes to diverse suppliers. In addition, we will use your answers in aggregate with our other suppliers to support state-wide and local initiatives that equalize opportunities among underrepresented and underserved groups of people.

## ***\*Is my business a "Small Business?"***

The U.S. Small Business Association (SBA) provides specific [qualifications and guidance](#) regarding Small Business certification.

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