Supplier General Information Worksheet

Supplier General Information		
THIS FORM SHOULD ONLY BE USED FOR SUPPLIERS RESPONDING TO SOLICITATIONS POSTED DIRECTLY TO THE GEORGIA PROCUREMENT REGISTRY. IT SHOULD NOT BE USED WITH ELECTRONIC BIDS SOURCED THROUGH TEAM GEORGIA MARKETPLACE™, ESOURCE OR JAGGAER SOURCING DIRECTOR. This spreadsheet requests basic information concerning the Supplier and may establish other requirements the Supplier must meet to be considered eligible for award. Read each question carefully and provide all requested answers.		
Question #	**Description**	
1	**Provide Company Information:**	
	Description	**Response**
	Company Name (Provide full legal name)	
	Address 1	
	Address 2	
	City	
	State	
	Zip Code	
	Authorized Person's Name	
	Telephone Number	
	Email Address	
2	**Reciprocal Preference Law O.C.G.A. §50-5-60(b)** **In which state is your company domiciled?**	**Supplier's Domicile (State)**
	For the purposes of evaluation only, Suppliers resident in the State of Georgia will be granted the same preference over Suppliers resident in another state in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other state to Suppliers resident therein over Suppliers resident in the State of Georgia. NOTE: For the purposes of this law, the definition of a resident Supplier is a Supplier who is domiciled in the State of Georgia.	
3	**Small Business: Can your company be classified as a Small Business?**	**Response**
	A **Small Business** is defined as a business which is independently owned and operated. In addition, such business must have either (1) 300 or fewer employees or (2) $30 million or less in gross receipts per year. Small Businesses are further categorized into tiers: Tier 1: ten or fewer employees or $1 million or less in gross receipts per year Tier 2: 100 or fewer employees or $10 million or less in gross receipts per year Tier 3: 300 or fewer employees or $30 million or less in gross receipts per year Also, the State encourages all companies to sub-contract portions of any state contract to small and minority business enterprises. Suppliers interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated Section 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should visit the website below for more information. http://doas.ga.gov/state-purchasing/supplier-services/minority-business-enterprise-certification	
4	**Georgia Resident Business: Can your company be classified as a Georgia Resident Business?**	**Response**
	Georgia Resident Business means any business that regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure.	

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5	**Georgia Resident Small Business: Can your company be classified as a Georgia Resident Small Business?**	**Response**
	Georgia Resident Small Business means any business that satisfies **both** requirements: 1) **Georgia Resident Business** - regularly maintains a place from which business is physically conducted in Georgia for at least one year prior to any bid or proposal to the state or a new business that is domiciled in Georgia and which regularly maintains a place from which business is physically conducted in Georgia; provided, however, that a place from which business is conducted shall not include a post office box, a leased private mailbox, site trailer, or temporary structure. 2) **Small Business** - defined as a business which is independently owned and operated. In addition, such business must have either fewer than 300 employees or less than $30 million in gross receipts per year.	

6	**Minority Business: Can your company be classified as a Minority Owned Business? Indicate below the percentage of company ownership/control attributable to each of the minority groups listed:**
	A **Minority Business** enterprise means a small business concern which is at least 51% owned and controlled by one or more minorities and is authorized to do and is doing business under the laws of the State of Georgia, paying all taxes duly accessed and domiciled within this state (Official Code of Georgia Annotated §50-5-131).

Minority Group	Percentage of Ownership
African American	%
Hispanic / Latino	%
Native American	%
Asian American	%
Pacific Islander	%

7	**Is your company a scrutinized company? Please answer either a, b, or c as described below.**	**Response**
	Any Supplier that currently and/or previously, within the last three years, has had business activities or other operations outside of the United States, must certify that it is not a "scrutinized company." A **scrutinized company** is a company conducting business operations in Sudan that is involved in power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, but excludes a company which can demonstrate any of the following exceptions noted in O.C.G.A. Section 50-5-84. False certification hereunder may result in civil penalties, contract termination, ineligibility to bid on state contractors for three or more years, and/or any other available remedy. If the Supplier is a **scrutinized company**, the Supplier shall not be eligible to bid on or submit a proposal for a contract with the State Entity unless DOAS makes a determination in accordance with O.C.G.A. Section 50-5-84 that it is in the best interests of the State to permit the scrutinized company to submit a bid or proposal. Any scrutinized company desiring DOAS to make such a determination should contact both DOAS and the Issuing Officer immediately. Please answer either a, b or c in the response column of this worksheet to indicate your answer: a. I certify my company is NOT a "scrutinized company." b. I certify my company is a "scrutinized company." c. I certify I have requested and received written permission from DOAS to submit a response to this Event in accordance with O.C.G.A. Section 50-5-84.	

8	**Have you submitted a completed Tax Compliance form?**	**Response**
	To be eligible for contract award, the supplier must not owe taxes to the State of Georgia. Also, in accordance with Official Code of Georgia Annotated §50-5-82, the State Entity is prohibited from awarding any contract valued at more than $100,000.00 to a nongovernmental vendor if that vendor or an affiliate of the vendor is a "dealer" failing or refusing to collect sales or use taxes on its sales delivered to Georgia. Each Supplier must submit a completed Tax Compliance Form (SPD-SP045), which has been provided as a downloadable document by accessing the link below. In the event the Supplier is being considered for contract award (and the contract is valued at more than $100,000.00), the information provided in the Tax Compliance Form will be submitted by the State Entity to the Georgia Department of Revenue ("DOR") for a determination as to whether the Supplier is a "prohibited source" or has other tax deficiencies. The State Entity reserves the right to submit the Supplier's completed form to DOR for review even if the contract is valued at less than $100,000.00. Download the Tax Compliance Form using the link below and include the completed form as part of your response: http://doas.ga.gov/state-purchasing/seven-stages-of-procurement/stage-3-solicitation-preparation Any supplier identified as a prohibited source will be ineligible for award. Accordingly, the supplier is strongly encouraged to check its tax status now and resolve any outstanding tax liabilities prior to submitting this response. DOR has identified the following source to allow Offerors to check current tax status: https://gtc.dor.ga.gov/_/	

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