



Send Completed form to:
 NC Dept. of Transportation
 Contractual Services Unit - SPSF
 1509 Mail Service Center
 Raleigh, NC 27699-1509

North Carolina Contractual Services Unit
 Small Professional Services Firm (SPSF)
 Contractor's Self-Certification

For Official Use Only

Vendor # _____

1	Firm's Name			
2	Type of Business Entity	<input type="checkbox"/> Individual (use SSN) <input type="checkbox"/> Joint Venture (use SSN) <input type="checkbox"/> Sole Proprietorship (use SSN or Fed ID#)		<input type="checkbox"/> Partnership (use Fed ID#) <input type="checkbox"/> Corporation (use Fed ID#) <input type="checkbox"/> Estate/Trust (use Fed ID#)
3	Social Security No. or Federal ID # (Enter one based on your firm's business entity)	_____ (Social Security #) _____ or _____ _____ (Federal Tax ID)		
4	Owner's Information • If there are more than two owners, please attach additional sheets. • Ownership percentages must total 100%. • Gender and Ethnicity information is not eligibility criteria and is gathered for reporting purposes only	Name of Owner 1 : _____ % Ownership: _____ Gender: _____ Ethnicity: <input type="checkbox"/> Asian/Pacific American <input type="checkbox"/> African American <input type="checkbox"/> Caucasian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American <input type="checkbox"/> Subcontinent Asian American	Name of Owner 2: _____ % Ownership: _____ Gender: _____ Ethnicity: <input type="checkbox"/> Asian/Pacific American <input type="checkbox"/> African American <input type="checkbox"/> Caucasian American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American <input type="checkbox"/> Subcontinent Asian American	
5	Contact Information (You must include area codes)	Business Phone: _____ Fax Number: _____ Business Cell Phone: _____ Pager: _____ Email: _____		
6	Address Information (You must include street, city, state, and zip code)	Physical Address: _____		Mailing Address: _____
7	Financial Information	Previous Tax Year _____ Receipts: \$ _____	Year 2: _____ Receipts: \$ _____	Year 3: _____ Receipts: \$ _____

Small businesses, as defined by the Small Business Administration in Sector 54, are eligible for participation in the Department of Transportation's Small Professional Services Firm (SPSF) certification program. Information submitted is subject to verification by NCDOT. False statements could result in criminal penalties being imposed, including but not limited to the above firm being barred from doing business with NCDOT.

I hereby certify that the business listed above meets the criteria for the SPSF program.

STATE OF: _____

COUNTY OF _____

I _____, **A Notary Public for said State, County, do hereby certify that**

_____ **personally appeared before me this day and acknowledged the due execution of the foregoing instrument.**

Witness my hand and official seal, this _____ **day of** _____ **20** _____

 (Signature Owner/Officer)

 (Notary Signature) **Seal }**

 (Title) **My commission expires** _____ **20** _____

The North Carolina Department of Transportation uses Small Business Administration (SBA) size standards to determine whether a business entity is small and, thus, eligible for participation in the SPSF program. Size standards have been established for Professional, Scientific, and Technical Services under the North American Industry Classification System (NAICS). The size standards are expressed either in number of employees or annual receipts in millions of dollars, and indicates the maximum allowed for a business and its affiliates to be considered small.

Please select the NAICS code for your industry by placing a check in the box. Verify your firm’s average receipts for the three previous tax years before submitting this form. Receipts means “total income” (or in the case of a sole proprietorship, “gross income”) plus “cost of goods sold” as these terms are defined and reported on Internal Revenue Service tax return forms.

NAICS Code	NAICS U. S. Industry Title Sector 54 – Professional, Scientific and Technical Services	Size Standards (in millions of dollars)	Size Standards (in number of employees)
541110	Offices of Lawyers	7.0	
541191	Title Abstract and Settlement Offices	7.0	
541199	All Other Legal Services	7.0	
541211	Offices of Certified Public Accountants	8.5	
541213	Tax Preparation Services	7.0	
541214	Payroll Services	8.5	
541219	Other Accounting Services	8.5	
541310	Architectural Services	4.5	
541320	Landscape Architectural Services	7.0	
541330	Engineering Services	4.5	
541340	Drafting Services	7.0	
541350	Building Inspection Services	7.0	
541360	Geophysical Surveying and Mapping Services	4.5	
541370	Surveying and Mapping (except Geophysical) Services	4.5	
541380	Testing Laboratories	12.0	
541410	Interior Design Services	7.0	
541420	Industrial Design Services	7.0	
541430	Graphic Design Services	7.0	
541490	Other Specialized Design Services	7.0	
541511	Custom Computer Programming Services	25.0	
541512	Computer Systems Design Services	25.0	
541513	Computer Facilities Management Services	25.0	
541519	Other Computer Related Services	25.0	
541611	Administrative Management and General Management Consulting Services	7.0	
541612	Human Resources Consulting Services	7.0	
541613	Marketing Consulting Services	7.0	
541614	Process, Physical Distribution, and Logistics Consulting Services	7.0	
541618	Other Management Consulting Services	7.0	
541620	Environmental Consulting Services	7.0	
541690	Other Scientific and Technical Consulting Services	7.0	
541711	Research and Development in Biotechnology		500
541712	Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology)		500
541720	Research and Development in the Social Sciences and Humanities	7.0	
541810	Advertising Agencies	7.0	
541820	Public Relations Agencies	7.0	
541830	Media Buying Agencies	7.0	
541840	Media Representatives	7.0	
541850	Display Advertising	7.0	
541860	Direct Mail Advertising	7.0	
541870	Advertising Material Distribution Services	7.0	
541890	Other Services Related to Advertising	7.0	
541910	Marketing Research and Public Opinion Polling	7.0	
541921	Photography Studios, Portrait	7.0	
541922	Commercial Photography	7.0	
541930	Translation and Interpretation Services	7.0	
541940	Veterinary Services	7.0	
541990	All Other Professional, Scientific, and Technical Services	7.0	