

# Supplier Diversity Questionnaire



**Our Mission Statement:** JumpStart unlocks the full potential of entrepreneurship to transform entire communities.

At JumpStart, Inc., we believe our suppliers, like our associates, should reflect the communities we serve. By including and supporting diverse businesses in our supply chain, we create opportunity, promote innovation, and stimulate growth that enriches our marketplace as a whole.

The information below will help us connect diverse talent, investors, researchers, and other historically underrepresented groups to the entrepreneurial ecosystem.

Please return this form by mail to JumpStart Inc. 6701 Carnegie Ave., Suite 100 Cleveland, OH 44103 or by email to [jsfinancial@jumpstartinc.org](mailto:jsfinancial@jumpstartinc.org).

**Business Name:**

**Tax ID#:**

Check appropriate box for your federal tax classification, check only one of the following boxes:

Individual/sole proprietor or **single-member LLC**     C Corporation     S Corporation     Partnership

Limited Liability company. Write in tax classification (C=C corporation, S=S corporation, P=Partnership).

Other (see IRS guidelines) ▶ \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_ Year established: \_\_\_\_\_ Total # of employees: \_\_\_\_\_

Do you have personal or business relationships with JumpStart employees or board members?

If so, please disclose: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To conduct this program JumpStart, Inc., reserves the right to verify any information provided. Additionally, any information provided may be submitted to local, state, or federal agencies that mandate these regulations.*

# Supplier 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.

JumpStart, Inc., highly recommends certifying your business. Certifying agencies, such as those listed here, provide access to government contracts, support networks, new customers at events or on social media, and opportunities for professional development. They also offer extensive research on issues such as gender and race in 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 the Q&A on the following page.

Check all that apply:

- Small Business
- Small Disadvantaged Business
- Historically Underutilized Business (HUB) Zone Business

If your business is at least 51% owned, controlled, and actively managed by any of the following, please check:

- Minority Person(s)
- Woman/Women
- Other \_\_\_\_\_
- Veteran(s)
- Disabled Person(s)
- Service-Disabled Veteran(s)
- LGBT(s)
- White/Caucasian

If Minority-Owned, please check:

- Black/African American
- Asian
- Native American/Alaskan Native
- Latino/Hispanic
- Native Hawaiian/Pacific Islander
- Other \_\_\_\_\_

Check your certifying agency or agencies:

- Women's Business Enterprise National Council (WBENC)
- National Minority Supplier Development Council (NMSDC)
- National Gay & Lesbian Chamber of Commerce (NGLCC)
- Other: \_\_\_\_\_
- Federal government
- State government
- Local government

Certification Expiration Date:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **How will my information be used?**

The name of your business, tax ID number, business address, and business type fields are necessary for completing federal 1099-MISC tax forms. If we do not have your correct information on file, the IRS can require us to withhold 28% of your payments.

The information on page two will assist JumpStart with measuring how much of the money we spend goes to diverse suppliers. In addition, we will use your answers together 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 registration forms](#). Generally, unless your business involves commercial farming, if you have fewer than 100 employees and your total income plus your cost of goods sold is less than \$7.5 million, then you have a Small Business.

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

According to the SBA, Small Disadvantaged Businesses must meet the requirements for a Small Business and also be 51% owned and controlled by one or more disadvantaged persons, which is a designation for those who are socially and economically disadvantaged. For more information and to register, visit the [SBA website](#).

## **Is my business a "(HUB) Zone Business?"**

The SBA defines HUB Zones as areas that have high unemployment, low median household incomes, or both. The SBA maintains [maps of HUB Zones](#). In addition to meeting the SBA Small Business Requirements, the principal offices of HUB Zone Businesses must be located in HUB Zones and 35% of a HUB Zone Business' employees must reside in a HUB Zone. To apply for certification, visit the [SBA website](#).

## **Why is there an "Other" option for the ownership status and minority group questions?**

Diversity and inclusion are ever-evolving fields that demand constant re-evaluation. If you believe that you and your business are not represented by any of the categories listed in this form, we would like to hear about it.

## **Why does JumpStart, Inc., value diversity and inclusion?**

JumpStart, Inc., believes that diversity and inclusion are essential for not only the strength of our business, but also the vitality of the communities we serve. Research shows that a focus on diverse suppliers has a [high return on investment](#) and increases competition, which cultivates the innovation of new and improved products and services.

US Census data from 2012 shows that while women make up over half of the US population, women-owned businesses comprise only [36.2% of all firms in the US](#). Additionally, women-owned firms only earn [11.3% of all revenue earned](#) by US companies. When it comes to race, business that are Hispanic-, African American/black-, or Asian-owned only earn [10.4% of total US revenues](#). JumpStart, Inc.'s, Supplier Diversity Program addresses these disparities by ensuring we choose our suppliers in the most equitable way possible -- by being conscious and inclusive of diversity.