



Dear Prospective Supplier:

Thank you for your interest in doing business with Kean University. It is the mission of University Purchasing to provide fair and equal treatment to all suppliers involved in the procurement process. All contracts for the purchase or lease of goods and services are awarded through competitive bidding or negotiation, or through other processes established by University Purchasing.

However, it should be noted by the supplier that Kean University will make NO payment(s) for any goods delivered or services rendered unless a valid purchase order (contract) is received by the supplier and the purchase order number appears on the invoice.

Also, in order to update our file of Registered Suppliers and to comply with various government reporting regulations, Kean University is requesting that University suppliers complete and return a Supplier Information Form and submit their State of New Jersey Business Registration Certificate. If you are not familiar with this new requirement (no fee), information is available on the State of New Jersey Procurement website at www.nj.gov/dca/lgs/lpcl or on the Treasury Department Hotline (609) 292-1730.

Kean University must have a copy of your Business Registration Certificate for all purchase orders and bids, in order to do business with your company

Your cooperation will assist us in developing a supplier profile to be used to meet general reporting requirements and assist our buying staff in supplier evaluation and consideration for bid requests. All individual information will be held in the strictest of confidence. **THIS FORM MUST BE COMPLETED AND RETURNED IN ORDER TO BE MAINTAINED ON THE UNIVERSITY BIDDER'S LIST.**

Please use the following definitions when completing the questionnaire:

- Small Business Enterprises (SBE): A business that is independently owned and operated with 100 or fewer full-time employees.
- Minority Business Enterprise (MBE): A business that is at least 51% owned and controlled by a minority (ties). Qualifying groups include:
 - Black Americans: Persons with origins in any of the black racial groups

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- Hispanic Americans: Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture regardless of race.
- Portuguese Americans: Persons of Portuguese, Brazilian, or other Portuguese.
- Asian Pacific Americans: Persons with origins in any original peoples of the Far East, Southeast Asia, and Indian Subcontinent, Hawaii, or the Pacific Islands.
- Native Americans: Persons with origins in any original peoples of North America and who maintain cultural identity through tribal affiliation or community recognition.

Women Business Enterprise (WBE): A business which is at least 51% owned and controlled by a female(s).

Thank you for your assistance and cooperation.

Sincerely,

George M. Thorn

George M. Thorn, Jr.
University Purchasing and
Contract Services