**Contractor Data Form Guidance**

This guidance document provides information on how to successfully complete CRDF Global’s [Contractor Data Form](https://crdfglobal.formstack.com/forms/contractor_data_form) (CDF). CRDF Global utilizes the secure online platform Formstack to capture this information.

To comply with various regulations, institutions are required to complete the Contractor Data Form annually. CRDF Global cannot execute your contract or provide funding without a completed version of this Form. This form will collect your institution’s UEI number if required, information on financial controls and audits, and information related to executive or management reporting requirements.

For organizations with significant findings in recent audit reports, past contract terminations, or previous or current legal matters, CRDF Global would deem your contract higher risk, and may require compensating controls to mitigate risk. Your procurement representative will discuss this during the contract negotiation process after reviewing your Contractor Data form.

**Note: Please contact a financial manager or administrator at your institution if you need information related to financial controls, audits, executive/management reporting and past performance.**

**Section 1: Basic Contractor Data**

|  |  |
| --- | --- |
| **Requirement** | **Guidance** |
| **Contractor Legal Name** | The legal entity that CRDF Global is contracting with. Please include any DBAs (Doing business as). Ex. Johnson Inc DBA Smith Industries. |
| **Contractor Address** | The address of the legal entity CRDF Global is doing business with. |
| **Corporate Website** | The website of the legal entity CRDF Global is doing business with. |
| **Authorized Signatory for Agreements** | The individual who is authorized to sign a contract agreement. Please include their Name, Email, and Title. |
| **UEI Number** | A UEI (Unique Entity Identifier) is a 12-character unique number assigned to all entities who register to do business with the federal government in SAM.This is required for contracts exceeding $25,000.00.More information on applying can be found at https://sam.gov/content/duns-uei |
| **Contractor Point of Contact** | The individual who can be contacted to discuss the purchase of contractor goods or services. Please include their Name, Email, and Phone Number. |
| **Contractor Country of Incorporation** | The country in which the legal entity CRDF Global is doing business with is incorporated. |
| **Cage Code (If Applicable)** | This is required under some prime contracts. Your subcontract representative will let you know if it's required.  |
| **Industry**  | Please identify the specific industry per the checkboxes identified. |
| **Business Size Type** | US-based Contractors must provide their business size as defined by the [SBA](https://www.sba.gov/document/support-table-size-standards). Non-US Contractors may select ‘Foreign Owned (Non-US).US Small Businesses are also asked to provide federal tax classifications, NAICS code(s), and any small business designations. |

**Section 2: Contractor Questionnaire**

CRDF Global, as part of its Contractor onboarding and due diligence procedures, is required to ask certain questions of all Contractors that receive funding from CRDF Global. CRDF Global will perform a risk assessment based on these questions to ensure proper due diligence of any Contractor. These questions cover the following areas:

1. ***Financial Controls and Audits***
	1. Institutions/Organizations that expend more than $750,000.00 in USG Awards in the most recent fiscal year are required to submit a copy of their single audit report.  **Prime contracts do not count as federal awards.**
	2. Any institution/organization that has been audited in the past three years must provide a copy of their most recent audit report if they have received any material or significant findings in their audit report.
	3. All questions or concerns regarding audits should be addressed by your financial manager or administrator.
2. ***Legal Representations***

CRDF Global, as part of its Contractor due diligence procedures, is required to ask the questions below; the Contractor must answer each question truthfully and may, depending on the response, be asked to provide additional detail or context. Answering ‘yes’ to any of these questions does not automatically disqualify a Contractor from receiving an Award. CRDF Global will assess the situation and risk and discuss it with the contractor. The contractor should provide additional details and context to their procurement representative if they say ‘yes’ to any of these questions.

* 1. Has the company or predecessor company, or any owner, officer, or director been debarred or proposed for debarment, suspended, restricted, or declared ineligible in the past 10 years by the US or any other government?
	2. Has the company or predecessor company, or any owner, officer, or director in past 10 years been convicted or had a civil judgment rendered against them for a criminal offense in connection with a US Government solicitation, grant or contract; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property?
	3. Does the company have any pending material legal proceedings or pending bankruptcy or insolvency proceedings, or owe delinquent taxes to the US Government?
	4. Has your organization ever had a grant or contract terminated for cause?
1. ***Organizational Practices***

CRDF Global requires Contractors to provide truthful answers to the questions below related to organizational policies and controls.

* 1. Does the company have established procedures and controls that reasonably ensure that any entity owned or controlled by you are and will remain in compliance with all applicable laws?
	2. Does your organization have an export control compliance program and training?
	3. Does your organization utilize an accounting system to track expenses?
	4. Does your organization have an ethics policy and associated staff training?
	5. Does your organization have a timekeeping system for labor such as timesheets?
1. ***Executive Compensation***

Pursuant to the Federal Funding Accountability and Transparency Act (FFATA), CRDF Global is required to provide the names and total compensation of the five most highly compensated executives or managers of our Contractors. This requirement is waived if one of the following is true:

1. The Contractor receives LESS than 80 percent of its annual gross revenues in U.S. federal funding (Contracts, Grants, Subgrants, Subcontracts or Loans).
2. The Contractor receives LESS than $25,000,0000 in annual gross revenues from U.S. federal funding sources (Contracts, Grants, Subgrants, Subcontracts or Loans).
3. Executive compensation is publicly reported under section 13(a) or 15(d) of the Security Exchange Act or section 6104 of the Internal Revenue Code.