

## SUB-CONTRACTOR UTILIZATION FORM INSTRUCTIONS

**Submittal:** This form is to be turned in to the APS Supplier Diversity and Development department by the 30th day of the month following the close of each calendar year. Please e-mail your forms to:

[sandra.gilbert@aps.com](mailto:sandra.gilbert@aps.com)

**Contract/PO # Reference:** Please indicate for which contracts/PO's the information provided pertains to. If there are several, and you want to consolidate the information on to one form, please indicate that you are doing so.

It is **very important** that each segment of the form be completed especially the name of each **Diverse Supplier** the **Certifying Agency** and the **Diversity Type**.

### **Diversity Type Definitions:**

A minority owned business is a business concern that meets both of two requirements:

1. Is at least 51% owned by one or more individuals belonging to a minority class, or in the case of a publicly held business, at least 51% of the stock of which is owned by one or more such individuals,

**AND**

2. Whose overall management and daily vital business operations are controlled by one or more such individuals. Minority types include the following. Please indicate into which group the ownership/management of the company falls:

- A. Asian Pacific American
- B. Hispanic Americans
- C. Asian Indian American
- D. Native Americans
- E. African American

A woman-owned business is a business concern that meets both of two requirements:

1. Is at least 51% owned by one or more woman, or in the case of a publicly held business, at least 51% of the stock of which is owned by one or more woman,

**AND**

2. Whose overall management and daily vital business operations are controlled by one or more women.

**A Historically Underutilized Business Zone – HUBZone:** Is a program regulated and implemented by the SBA to stimulate economic development and create jobs in urban and rural communities by providing Federal contracting preferences to small businesses. These preferences go to small businesses that obtain HUBZone certification in part by employing staff who live in the HUBZone. The company must also maintain a “principal office” in the one of these specially designated areas.

A small business **must** meet **all** of the following criteria to qualify for the HUBZone program:

1. It **must** be located in a “historically underutilized business zone” or HUBZone (go to <http://map.sba.gov/hubzone/init.asp#address> to see if your business is in the HUBZone).
2. It **must** be owned and controlled by one or more US Citizens, and
3. At least 35% of its employees **must** reside in the HUBZone.

**A Veteran Owned Small Business** is a business owned by a veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines, or Coast Guard and who was discharged or released under conditions other than dishonorable. People who were called to active duty, plus any reservist or National Guardsman who was injured while in training status, also qualify as veterans. To be considered a veteran-owned business, 51 per cent of the ownership and control of the enterprise must be maintained by veteran(s).

A **Service-Disabled Veteran-Owned** Small Business (see above for definition of veteran) A business where not less than 51 per cent of which is owned by one or more service-disabled veterans or in the case of any publicly owned business, not less than 51 per cent of the stock of which is owned by one or more service-disabled veterans; and the management and daily operations of which are controlled by one or more service-disabled veterans.

**Accepted Certifying Agencies:**

Being certified as a DIVERSE business means that a business concern has gone through a rigorous and stringent certification process that confirms the business is a small business concern that is at least 51 percent owned, managed, and controlled by at least one or more individuals who is a minority or a woman or one or more such individuals.

Suppliers must be certified by one or more of the APS recognized certification organizations listed below:

- ✚ City of Phoenix
- ✚ National Minority Supplier Development Council – or one of the 37 regional councils
- ✚ Grand Canyon Minority Supplier Development Council's (GCMSDC)
- ✚ Women's Business Enterprise National Council – or one of the 14 Regional Partner Organizations (RPO)
- ✚ Women's Business Enterprise Council – West
- ✚ California Public Utilities Commission (CPUC) – Supplier Clearing House
- ✚ Navajo Nation Division of Economic Development
- ✚ ADOT - or other state Department of Transportation DBE programs
- ✚ NMDOT
- ✚ SBA 8(a)
- ✚ HubZone

**Direct Diverse Sub-Contracting:**

This section is for reporting those dollars your company spent with **Diverse** suppliers for work that is directly traceable to fulfillment of your contract/PO with APS. Enter the total dollars paid to **Diverse** suppliers for such work during the reportable year.

**Indirect Diverse Sub-Contracting:**

This section is for reporting those dollars your company spent with **Diverse** suppliers that cannot be directly attributed to your fulfillment of a contract/PO with APS. An example would be: A transformer vendor who supplies transformers to APS buys all their bolts for all their transformers from a **Diverse** supplier. That **Diverse** bolt vendor does not invoice the transformer vendor by transformer, rather by quantity delivered - a quantity that will be used on many transformers that will be sold to many different customers.

In order for APS to convert such **Diverse** purchases into a reasonable estimate of **Diverse** purchases attributable to APS, we need to know the percentage of your company's total gross revenue that is a result of your sales to APS for the reportable year. Then list total dollars paid to **Diverse** suppliers for this type of indirect purchases during the reportable year. The next step is to calculate the dollars attributable to APS based on the percentage provided.