



## Vendor Profile Form Instructions

Thank you for your interest in doing business with the Housing Authority of Bexar County (HABC).

In order for the HABC to procure goods or services from you, we need the information requested on the Vendor Profile Form. The information about you will be entered into our computerized payment system and will allow us to make required reports to the Federal government about our business and payment transactions.

The Vendor Profile Form also requests information about whether your business is owned and controlled by women or minorities, and/or is a small business. The following are definitions of these terms for your use.

- A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals.
- A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
- Small Business: A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration's established guidelines provided to such businesses.

We look forward to doing business with you. If you have any questions about completion of the Vendor Profile Form, please call us at (210) 225-0071.