

Dun & Bradstreet (D&B) Supplier Qualifier Report (SQR)

DHS requires submission of the prospective Respondent's Supplier Qualifier Report (SQR) prepared by Dun & Bradstreet (D&B). DO NOT SEEK TO SUBSTITUTE ANOTHER D&B REPORT. The Supplier Qualifier Report is a standard report detailing financial and operational capability. The D&B Supplier Evaluation Risk Score, a component of the SQR must be between 1 and 6 to qualify for bid consideration. Please read and follow the instructions carefully. You will insert the report into the technical response.

For assistance, the User Guide is in the following link:

http://img.en25.com/Web/TheDBCorporation/CMP_user%20guide.pdf

- Click on the **“Contractor Management Portal”** link and follow the following steps:
 - Step 1: Find your company
 - Enter your business information and select search
 - You may enter your company's D-U-N-S Number. If you don't know your company's D-U-N-S number, you may use the search feature to find it.
 - Step 2: Select from the Candidate List
 - Select you company from the “Company Search Matches” – Headquarters location preferred
 - Step 3: Confirm Company
 - Confirm your company and select “Confirm Registration”
 - Step 4: Enter Report Recipient Information
 - Place the report into the Technical Response.
 - Step 5: Accept License Agreement
 - Check box and click “Confirm” to accept License Agreement
 - Step 6: Payment Information
 - Enter payment information and complete registration. The cost of the preparation of the D&B report shall be the responsibility of the Respondent.
 - Step 7: View/Print Receipt and Report

The SQR report shall be a part of the Respondents Response. It is the duty of the Respondent to ensure the timely submission of a D&B report that accurately reflects the proposing entity. If the Issuing Officer cannot determine on the face of the documents that the SQR report is that of the proposing entity, the Respondent will be disqualified.