

## **BIS-4023P INSTRUCTIONS**

To participate in NATO International Competitive Bidding (ICB), U.S. firms must be approved by the U.S. Department of Commerce. Firms should submit an application for each facility (i.e., main office, branch, subsidiary, etc.) to be considered for NATO ICB.

If there is a change in corporate status of an approved firm, (e.g., merger, acquisition or reorganization), a new application should be submitted.

The following instructions correspond to the numbered format of the BIS-4023P:

1. Complete name and address of facility.
2. For Commerce Use Only.
3. Indicate the Defense Investigative Service (DIS) clearance level or N/A. The lack of a DIS clearance does not disqualify a company from bidding on unclassified NATO contracts.
4. Complete if parent company is located outside the U.S.
5. Attach a company resume that includes a description of recent technical contracts, with reference to work performed for U.S., state and local governments as well as foreign governments.
6. Attach a current annual report/financial report indicating audit, review, or compilation by an independent CPA. If an annual report is not prepared by a subsidiary, the annual report for the parent company may be submitted instead.
7. Identify using North American Industry Classification (NAIC) numbers all goods/services to be considered for NATO ICB. Select NAIC numbers are provided at the end of this form. If other goods/services apply, please makes reference to the NAIC website: <http://www.census.gov/epcd/www/naics.html>
8. Signature of point of contact for NATO contracts.

Submit applications/questions to Elsie Carroll at Email: [ecarroll@bis.doc.gov](mailto:ecarroll@bis.doc.gov) Phone: 202-482-8228 Fax: 202-482-5650

<p><b>1. Facility:</b> Full name, address, telephone, and fax number of company's facility for which approval is desired. One form must be completed for each facility. (Copies may be made of this form or extra copies requested from the Bureau of Industry and Security.)</p> <p>Name: _____</p> <p>Street: _____</p> <p>City/State/Zip: _____</p>	<p>Form BIS-4023P OMB No. 0694-0128 Expires: 09-30-2010</p> <p>U.S. DEPARTMENT OF COMMERCE BUREAU OF INDUSTRY AND SECURITY</p> <p><b>NATO International Competitive Bidding (ICB) Application</b></p>								
<p><b>2. FOR COMMERCE USE ONLY:</b></p>	<p>No approval may be granted unless a complete application form is received. (15 U.S.C. 1512 <i>et seq.</i>; 15 U.S.C. 171 <i>et seq.</i>)</p> <p>U.S. Department of Commerce Bureau of Industry and Security HCHB Room 3878 14<sup>th</sup> Street &amp; Constitution Avenue, NW Washington DC 20230</p>								
<p><b>3. Facility Security Clearance/Classified Storage Capability:</b> A Facility Security Clearance is not a prerequisite for NATO ICB.</p> <p>Facility CAGE Code: _____</p> <table border="0"> <tr> <td>Facility Clearance:</td> <td>Storage Clearance:</td> </tr> <tr> <td>Top Secret</td> <td>Top Secret</td> </tr> <tr> <td>Secret</td> <td>Secret</td> </tr> <tr> <td>Confidential</td> <td>Confidential</td> </tr> </table>	Facility Clearance:	Storage Clearance:	Top Secret	Top Secret	Secret	Secret	Confidential	Confidential	<p><b>Agency issuing security clearance:</b></p> <p>Agency Name: _____</p> <p>City and State: _____</p> <p>Date clearance issued (<i>mm/dd/yyyy</i>): _____</p>
Facility Clearance:	Storage Clearance:								
Top Secret	Top Secret								
Secret	Secret								
Confidential	Confidential								
<p>I, as the Security Officer for the facility listed in Item 1, am cognizant that certain NATO requests for bid will involve NATO classified information and am aware of that section of the Department of Defense Industrial Security Manual that applies to handling and storage:</p> <p>Printed Name of Security Officer: _____</p> <p>Signature of Security Officer: _____</p> <p>Date: _____</p>									
<p>Public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions and completing and reviewing the collection of information. All responses to this collection of information are voluntary and will be provided confidentially to the extent allowed under the Freedom of Information Act. Notwithstanding any other provision of the law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding this burden to the Reports Clearance Officer, Bureau of Industry and Security, US Department of Commerce, Room 6622, 14<sup>th</sup> Street and Constitution Avenue, NW, Washington DC 20230.</p>									

**4.** If the facility listed in Item 1 has a parent company outside the U.S., please provide the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**5. Resume:** Attach a resume of firm's recent job experience, with reference to work performed for U.S./state/local and foreign governments, which will assist in establishing the firm's professional competence.

**6. Financial documents:** Attach a current annual report/financial report indicating audit, review, or compilation by an independent CPA. If a separate annual report or financial statement is not prepared by a subsidiary entity, an annual report for the parent company may be submitted.

**7. NAIC:** For the goods/services offered by the firm, please refer to the attached list of North American Industry Classification (NAIC) numbers and enter the numbers and corresponding description below. If other goods/services apply, please include their NAIC numbers and the related descriptions.

NAIC	Description

**8. Certification:** I, the undersigned, certify that the information on this form and the accompanying data are true and correct to the best of my knowledge and belief.

**Signature:** \_\_\_\_\_ **Date** (mm/dd/yyyy): \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Title: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

FREQUENTLY USED NAIC NUMBERS AND THEIR DESCRIPTIONS

<b>NAIC #</b>	<b>DESCRIPTION OF PRODUCT OR SERVICE</b>
<b>DESIGN/CONSTRUCTION</b>	
236210	Industrial Building Construction
236220	Commercial & Institutional Building Construction
237110	Water & Sewer Line & Related Structures Construction
237120	Oil & Gas Pipeline & Related Structures Construction
237130	Power/Communication Line & Related Structures Construction
237310	Highway, Street & Bridge Construction
237990	Other Heavy & Civil Engineering Construction
238910	Site Preparation Contractors
541310	Architectural Services
541330	Engineering Services
541340	Drafting Services
541360	Geophysical Surveying & Mapping Services
541370	Surveying & Mapping (except Geophysical) Services
541380	Testing Laboratories
541420	Industrial Design Services
541430	Graphic Design Services
541490	Other Specialized Design Services
<b>COMMUNICATION/INFORMATION</b>	
334111	Electronic Computer Manufacturing
334112	Computer Storage Device Manufacturing
334113	Computer Terminal Manufacturing
423430	Computer & Computer Peripheral Equipment and Software Merchant Wholesalers
423440	Other Commercial Equipment Merchant Wholesalers
423610	Electrical Apparatus & Equipment, Wiring Supplies and Related Equipment Merchant Wholesalers
423690	Other Electronic Parts and Equipment Merchant Wholesalers
517110	Wired Telecommunication Carriers
517212	Cellular & Other Wireless Telecommunications
517310	Telecommunications Resellers
517410	Satellite Telecommunications
517910	Other Telecommunications
518110	Internet Service Providers
518210	Data Processing, Hosting & Related Services
541511	Custom Computer Programming Services
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
611420	Computer Training

## MANAGERIAL/TECHNICAL

541611	Administrative Management & General Management Consulting Services
541614	Process, Physical Distribution & Logistics Consulting Services
541618	Other Management Consulting Services
541620	Environmental Consulting Services
541690	Other Scientific and Consulting Services
541710	R&D in the Physical, Engineering and Life Sciences
541720	R&D in the Social Sciences & Humanities
541870	Advertising Material Distribution Services
541910	Marketing Research & Public Opinion Polling
541930	Translation and Interpretation Services
541990	All Other Professional, Scientific & Technical Services
561110	Office Administrative Services
561612	Security Guards and Patrol Services
561613	Armored Car Services
561621	Security Systems Services (except Locksmiths)
611430	Professional & Management Development Training
722310	Food Service Contractors

If other goods/services apply, please refer to the NAIC website:

<http://www.census.gov/epcd/www/naics.html>