

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~~ ^{Full legal name and street} address of facility.
2. ~~For Commerce Use Only:~~ ^{Facility's Commercial and Government Entity (CAGE) Code}
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~~ ^{set of financial documents} 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~~ ^{the} North American Industry Classification ^{System's} (NAICS) ~~numbers all goods/services to be considered for NATO ICB. Select NAICS numbers are provided at the end of this form. If other NAICS codes~~ ^{codes for the} goods/services apply, please ~~make~~ ^{make} reference to the NAICS website: <http://www.census.gov/epcd/www/naics.html> ^{provided by the facility. Some frequently used NAICS codes}
8. Signature of ~~point of contact for NATO contracts.~~ ^{company representative.}

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

elsie.carroll@bis.doc.gov

legal name and street address of company

<p>1. Facility: 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 Expires: 10-31-2013</p> <p>OMB No. 0694-0128</p> <p>U.S. DEPARTMENT OF COMMERCE BUREAU OF INDUSTRY AND SECURITY</p> <p>NATO International Competitive Bidding (ICB) Application</p>
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<p>2. FOR COMMERCE USE ONLY:</p> <p>Facility CAGE code: _____</p>	<p>No approval may be granted unless a complete application form is received. (15 U.S.C. 1512 et seq.; 15 U.S.C. 171 et seq.)</p> <p>U.S. Department of Commerce Bureau of Industry and Security HCHB Room 3878 14th Street & Constitution Avenue, NW Washington DC 20230</p>
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<p>3. Facility Security Clearance/Classified Storage Capability: A Facility Security Clearance is not a prerequisite for NATO ICB.</p> <p>Facility CAGE Code: _____</p> <p>Facility Clearance: ^{Level} _____</p> <p>Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Confidential <input type="checkbox"/></p> <p>^{Safeguarding Level} Storage Clearance: _____</p> <p>Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Confidential <input type="checkbox"/></p>	<p>Agency issuing security clearance:</p> <p>Agency Name: _____</p> <p>City and State: _____</p> <p>Date clearance issued (mm/dd/yyyy): _____</p>
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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:

Printed Name of Security Officer: _____

Signature of Security Officer:

Date: _____

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, 14th Street and Constitution Avenue, NW, Washington DC 20230.

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: _____

The resume
5. Resume: Attach a resume of firm's recent *the* ~~job~~ *contract* experience, with reference to work performed for U.S./state/local and foreign governments, which will assist in establishing the firm's professional competence. *ability to perform the scope of work required for participation in NATO International Competitive Bidding.*

set of financial documents
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.

List the North American Industry Classification System (NAICS) codes and
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.

corresponding description for the goods and services provided by the facility in the space below:

NAIC _{NS}	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: _____

NAICS CODES

FREQUENTLY USED NAIC NUMBERS AND THEIR DESCRIPTIONS

NAICS
NAIC #

DESCRIPTION OF PRODUCT OR SERVICE

DESIGN/CONSTRUCTION

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
238210	Electrical Contractors and Other Wiring Installation 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

COMMUNICATION/INFORMATION

334111	Electronic Computer Manufacturing
334112	Computer Storage Device Manufacturing
334113	Computer Terminal Manufacturing
334118	Computer Terminal and Other Computer Peripheral Equipment 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
517210	Wireless Telecommunications Carriers (except Satellite)
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
517911	Telecommunications Resellers

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 <i>Technical</i>
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 NAICS website:
<http://www.census.gov/epcd/www/naics.html>