

## **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 the corporate status of an approved firm, (e.g., merger, acquisition, reorganization), a new application should be submitted.

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

1. Full legal name and street address of facility.
2. 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. and foreign governments.
6. Attach a current annual 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 the North American Industry Classification System (NAICS) codes for the goods/services provided by the facility. Some frequently used NAICS codes are provided at the end of this form. If other NAICS codes apply, refer to the NAICS website: <http://www.census.gov/epcd/www/naics.html>
8. Signature of company representative.

Submit applications/questions to Lee Ann Carpenter:

[LeeAnn.Carpenter@bis.doc.gov](mailto:LeeAnn.Carpenter@bis.doc.gov) Phone: 202-482-2583 Fax: 202-482-5650

<p><b>1. Facility:</b> Full legal name and street address of company 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: 01/31/2020</p> <p>U.S. DEPARTMENT OF COMMERCE  BUREAU OF INDUSTRY AND SECURITY</p> <p style="text-align: center;"><b>NATO  International Competitive Bidding (ICB)  Application</b></p>								
<p><b>2. Facility CAGE Code:</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/Safeguarding Levels:</b>  A Facility Security Clearance is not a prerequisite for participation in NATO ICB.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Facility Clearance Level:</td> <td style="width: 50%;">Safeguarding Level:</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 Level:	Safeguarding Level:	Top Secret	Top Secret	Secret	Secret	Confidential	Confidential	<p style="text-align: center;"><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 Level:	Safeguarding Level:								
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 the firm's recent contract experience, with reference to work performed for U.S. and foreign governments. The resume will assist in establishing the firm's ability to perform the scope of work required for participation in NATO International Competitive Bidding.

**6. Financial documents:** Attach a current annual report/set of financial documents 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. NAICS:** List the North American Industry Classification System (NAICS) codes and corresponding description for the goods and services provided by the facility in the space below:

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

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

FREQUENTLY USED NAICS CODES AND THEIR DESCRIPTIONS

**NAICS**

**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  
 238210 Electrical Contractors and Other Wiring Installation Contractors  
 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

COMMUNICATION/INFORMATION

334111 Electronic Computer Manufacturing  
 334112 Computer Storage Device 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  
 517110 Wired Telecommunications Carriers  
 517210 Wireless Telecommunications Carriers (except Satellite)  
 517410 Satellite Telecommunications  
 517911 Telecommunications Resellers  
 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 Technical Consulting Services
541712	R&D in the Physical, Engineering and Life Sciences (except Biotechnology)
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>