



NAICS CODES



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AGENDA

- **NAICS Reporting Requirements**
 - ❖ Wholesale Trade or Retail Trade NAICS code
- **What are NAICS Codes**
- **SBA Size Standards**
- **Importance of NAICS Codes**
- **Assignment of NAICS Codes**
- **Supplier Profile Self-Certification (Exostar)**

NAICS REPORTING REQUIREMENTS

- **Contractor is to assign NAICS codes and corresponding size standards to all subcontracts.** *FAR 52.219-9(d)(3) and (e)(7)*
- **To be eligible for award as a small business, an offeror must represent in good faith that it is a small business at the time of its written representation. An offeror may represent that it is a small business concern in connection with a specific solicitation if it meets the definition of a small business concern applicable to the solicitation and has not been determined by the Small Business Administration (SBA) to be other than a small business.** *FAR 19.3(a)*
- **The contractor must assign each subcontract the NAICS code and corresponding size standard that best describes the principal purpose of the subcontract.** *13 CFR 125.3 (3)(c)(v)*
- **Every solicitation, including a request for quotations, must contain only one NAICS code and only one corresponding size standard.** *13 CFR 121.402*

WHOLESALE TRADE OR RETAIL TRADE NAICS CODE (SECTOR 42 WHOLESALE TRADE, 44-45 RETAIL TRADE)

- Acquisitions for supplies must be classified under the appropriate manufacturing NAICS code, not under a Wholesale Trade or Retail Trade NAICS code. A concern that submits an offer or quote for a contract or subcontract where the NAICS code assigned to the contract or subcontract is one for supplies, and furnishes a product it did not itself manufacture or produce, is categorized as a nonmanufacturer and deemed small if it has 500 or fewer employees. *13 CFR121.402*
- Per SBA “When a company selects a manufacturer NAICS, it is declaring that it provides a manufactured product, not necessarily declaring that it is “THE MANUFACTURER.” The manufacturing codes are for manufacturers and non-manufacturers supplying products.”
 - The wholesale and retail NAICs are in the NAICS system for other uses, such as SBA loans. They are not for federal procurement.

WHAT ARE NAICS CODES

- The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy
- NAICS was developed under the auspices of the Office of Management and Budget (OMB), and adopted in 1997 to replace the Standard Industrial Classification (SIC) system. It was developed jointly by the U.S. Economic Classification Policy Committee (ECPC), Statistics Canada and Mexico's Instituto Nacional de Estadística y Geografía to allow for a high level of comparability in business statistics among the North American countries.
- NAICS are updated every five years to ensure a more accurate alignment with our economy

<https://www.census.gov/eos/www/naics/>

SBA SIZE STANDARDS

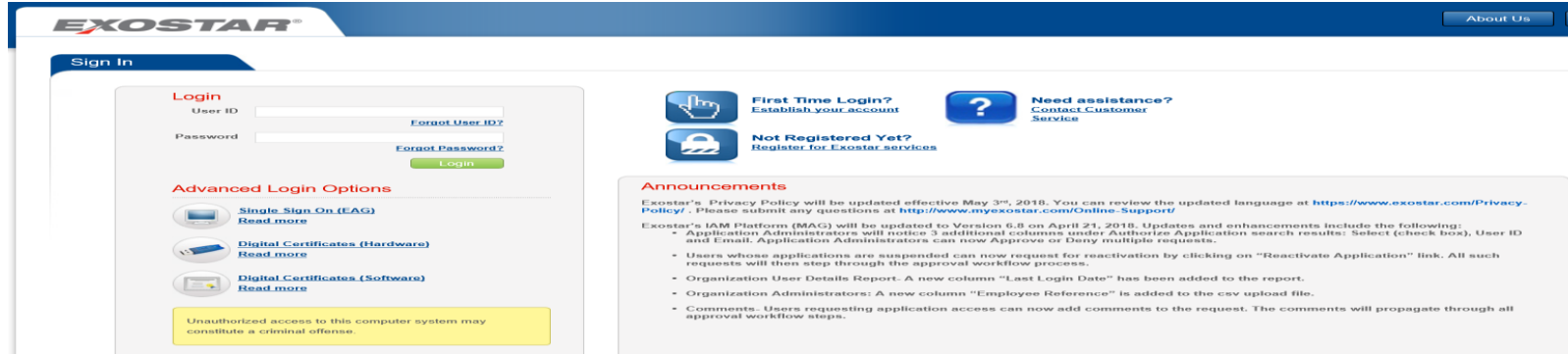
- NAICS categories do not distinguish between small and large business, or between for-profit and non-profit. The Small Business Administration (SBA) developed size standards for each NAICS category. To find more information about the SBA size standards, visit www.sba.gov/content/small-business-size-standards. You may also contact SBA's Office of Size Standards on 202-205-6618 or via email at sizestandards@sba.gov.
- The size standards are for the most part expressed in either millions of dollars or number of employees. A size standard is the largest that a concern can be and still qualify as a small business for Federal Government programs. For the most part, size standards are the average annual receipts or the average employment of a firm.
- A large business may have multiple NAICS Codes to classify their competencies and size as their offerings could be expansive.
- Small Businesses typically have 4 – 5 NAICS Codes; however, their ability to be fluid allows for a frequent addition or deletion.
- A business may qualify as large in one NAICS code and small in another.

NAICS CODE ASSIGNMENT

- **Contractors assign the correct NAICS Code and business size to the solicitation for products and services. The supplier must then submit their offer, aligned with the assigned NAICS Code. The supplier must certify to their size, in accordance with the SBA NAICS Size Standard, at the time of their offer.**
- **The size of the supplier at time of award prevails for the life of the contract.**
- **NAICS Code assignments are reviewed in CPSR & Small Business audits and are included in semi-annual and annual government reporting.**

SUPPLIER PROFILE SELF-CERTIFICATION (EXOSTAR)

- Login to your [Exostar MAG account](#)
 - You will need your User ID and Password



- Access the Organization Details sub-tab under My Account Tab
- Select 'View in Trading Partner Management (TPM)' to access the organization profile. Review the address information on the Organization Summary screen. If changes are necessary, they must be done on the dun & bradstreet website
- Select Self-Certification on the left-hand navigation
- Certify by answering Yes or No to all categories
- Scroll to the bottom and select Certify Size & Status (by selecting the 'Certify Size and Status' button will save your selections and certify them for another year)
- Each time you respond to a solicitation, make sure the NAICS code for the procurement is in your profile. The following slides will help.

EXOSTAR SELF-CERTIFICATION SCREEN

<i>Step</i>	<i>Action</i>
20.	<p><u>At least one (1) NAICS must be tagged as Primary.</u> Click the Browse and Add button for additional information. Once you have determined the correct information for your company, scroll to the bottom of the box and click OK</p> <p>Click the NAICS Primary Code checkbox applicable your company's primary NAICS code only.</p>
21.	<p>Click the NAICS Company Size field dropdown and select the appropriate item for the each NAICS code. To add more NAICS codes, click the button titled "Add new NAICS Code".</p>
22.	<p>All fields preceded by asterisks (*) must be completed. All other fields are optional and may be entered as appropriate.</p> <p>On the <i>Self Certification</i> screen, the Not Selected is the default selection for each field. Select the appropriate responses for your company.</p>
23.	<p>Click the Certify NAICS, Size & Status button to certify these selections for one year.</p>
24..	<p>Click Next to continue.</p>

EXOSTAR SELF-CERTIFICATION SCREEN

EXOSTAR

US TEST COMPANY 624 - Socio-economic Self-certification

Instructions:

- Click on "Previous" and "Next" buttons at all screen pages content and perform validation on the current page before displaying the next page.
- The **Save** icon indicates that a Save/Cancel operation is available. To make changes to these fields, contact EXOSTAR directly. Phone: 1-800-234-0282 (3637), Web: www.DIME.gov
- You are advised that the information you enter here is confidential. It is not to be used for any other purpose. It is provided to you for informational purposes only. You may be contacted by EXOSTAR regarding the information you enter here. You may also be contacted by EXOSTAR regarding the information you enter here.

US TEST COMPANY 624 - Socio-economic Self-certification

Instructions:

- Click on "Previous" and "Next" to initially enter or to add to your existing NAICS codes. To assist you with this task, your company information (PIC and NAICS data) from then & back (DMZ) is displayed. When complete, click on the OK button to save and return to main page.
- For each NAICS displayed, select whether its primary or not and your company size for (Small or Other).
- Verify your NAICS, Size, and Status then click "Save" or "Next" to proceed.

DMZ (Domestic Market) Socio-economic Self-certification (PIC) to NAICS Information (your entry) to update your company (DMZ) directly (see page header for additional information regarding DMZ)

PIC Code	PIC Description	NAICS Code	NAICS Description
000000	UNKNOWN AND UNIDENTIFIED	10000	Food, Textile, and Apparel Manufacturing

DMZ (Domestic Market) Socio-economic Self-certification (PIC) to NAICS Information (your entry) to update your company (DMZ) directly (see page header for additional information regarding DMZ)

NAICS is a standardized coding system used to identify the type of product or service you provide. You choose from NAICS code by clicking on the NAICS code in the list. You may also search for your industry by keyword (industry name, product, etc.) for the NAICS code. You may also search for the NAICS code by clicking on the NAICS code in the list. You may also search for the NAICS code by clicking on the NAICS code in the list. You may also search for the NAICS code by clicking on the NAICS code in the list.

NAICS Code	Description	Primary	Size	SEA Size Std. in Millions of Dollars	SEA Size Std. in Number of Employees
<input type="checkbox"/> 228115	New Single-Family Housing Construction (except Operative Builders)	<input checked="" type="checkbox"/>	Other	34.5	0
<input type="checkbox"/> 228116	New Multifamily Housing Construction (except Operative Builders)	<input type="checkbox"/>	Small	34.5	0
<input type="checkbox"/> 228117	New Housing Operative Builders	<input type="checkbox"/>	Small	34.5	0
<input type="checkbox"/> 228118	Residential Remodeling	<input type="checkbox"/>	Small	34.5	0

Instructions:

- Default information: If you have certified as a "Service Disabled Veteran Owned" company, please make sure to check the "Veteran Owned" status. If you have certified as a "Small Disadvantaged Business" please make sure to check the "Small Disadvantaged Business" status.
- Business size and status information are available at: www.DIME.gov
- For additional support contact EXOSTAR Business Operations (303) 427-2345 or EXOSTAR.BusinessOperations@DIME.gov

I certify the following organization NAICS, size, and status attributes to Lockheed Martin:

My Business is: Large Selected

My Business is: Small Other

Is this a Service Disabled Veteran Owned? Yes No

Is this a Small Disadvantaged Business? Yes No

Is this a Veteran Owned? Yes No

Is this a Service Disabled Veteran Owned? Yes No

By clicking the "Save NAICS, Size, & Status" button, I agree that I am authorized to affirm the accuracy of the representations and certifications contained herein, including the NAICS code. I understand that I may be contacted by EXOSTAR regarding the information you enter here.

Clicking on the "Save NAICS, Size, & Status" button will save your selections and certify them for another year.

Save and Continue Later

Self-Certification Status: Current
 Self-Certification Date: 2017-08-21 16:30:33
 Self-Certification Expiration Date: 2018-08-21 16:30:33
 Self-Certification User ID: [XXXXXXXXXXXXXXXXXXXX](#)
 Self-Certification User Name: Karen Teaback

RESPONDING TO A SOLICITATION/RFQ/PROPOSAL

- **Review the documentation and the NAICS code associated with the procurement**
- **If you qualify for the NAICS code identified, check your Exostar profile and make sure it is there, and you size standard for that code is correct**
- **Respond to the buyer, providing them with all of the information requested, in the appropriate timeframe**

NEED HELP?

- Exostar website: <http://www.myexostar.com>
- Exostar Help Desk: 1-703-793-7800
- Supplier Communications: supplier.communications@lmco.com
- NAICS Code Frequently Asked Questions:
<https://www.lockheedmartin.com/en-us/suppliers/faqs.html>
- US Census Bureau's FAQ's on NAICS Codes
<https://www.census.gov/eos/www/naics/faqs/faqs.html>

