

Small Business Classifications / Certifications

Originator: Jeannine McMillan
Job Title: Small Business Liaison Officer (SBLO)
Business Unit: Defense Aerospace and Civil
Aerospace

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For the attention of Director / VP Sales

Dear Sir or Madam,

Scope/Applicability:

Defense and Civil Aerospace Small Business Suppliers

Introduction:

The National Defense Authorization Act of 2013 implemented several changes to the Small Business Government contracting program. Included in these changes is the requirement for contractors to add the North American Industry Classification System (NAICS) code to All Government Purchase Orders.

Action Required:

Small Businesses need to recertify their size, not just on an annual basis based on the majority of the work awarded by Rolls-Royce, but based on the NAICS included on every Government Purchase Order award.

Small Businesses are required to:

- ❖ Continually update your Business Classification annually via the Procurement Information Booklet (PIB) on-line. To update the PIB, you will need to access the unique URL sent to you by Assent Compliance.
- ❖ Additionally, when you receive a Government Purchase Order from us, you will need to search for the NAICS code on the order and determine if you are still considered a Small Business based on the order NAICS code.
- ❖ If the order NAICS code changes your size from Small to Large, you must go back to the on-line PIB and update your Business Classification from Small to Large. To update the PIB, you will need to access the unique URL sent to you by Assent Compliance.
- ❖ Finally, whether or not the order NAICS code impacts your size, you must sign off on the Small Business statement found on the DPAS/Order Acknowledgement form.

Should you have any questions regarding this change, please contact your Rolls-Royce Buyer or the Rolls-Royce Defense Aerospace Small Business Liaison Officer, [Jeannine McMillan](#).

NTS Category:

Regulatory / Legislation

Authorised by:

Shawn Burkle
Purchasing Development Executive