

## **Definitions for Terms on Company Qualification Form**

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### DUNS Number

DUNS stands for "Data Universal Numbering System." It is a unique nine-digit numbering system that is used to identify a business. To find your DUNS number, please go to <http://smallbusiness.dnb.com>  
[http://www.geotrust.com/true\\_businessid/order/duns\\_number.htm](http://www.geotrust.com/true_businessid/order/duns_number.htm)

### Cage Code

A CAGE Code is a five (5) position code that identifies companies doing or wishing to do business with the Federal Government. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant.  
[http://www.dlis.dla.mil/CAGESearch/cage\\_faq.htm](http://www.dlis.dla.mil/CAGESearch/cage_faq.htm)

### North American Industry Classification System Number (NAICS)

Beginning in 1997, the Standard Industrial Classification (SIC) was replaced by the North American Industry Classification System (NAICS). This six digit code is a major revision that not only provides for newer industries, but also reorganizes the categories on a production/process-oriented basis. This new, uniform, industry-wide classification system has been designed as the index for statistical reporting of all economic activities of the U.S., Canada, and Mexico.  
<http://www.naics.com/>

### SBA Certified SDB Business

The Small Business Administration offers the 8(a) and SDB programs to provide opportunities for qualifying small businesses seeking access to the government contracts marketplace. These programs will position your company for contract opportunities with government agencies and major prime contractors in a wide variety of industries.  
<http://www.sba.gov>  
[http://www.fedaccess.com/8\(a\)-sdb-redirect-menu.htm](http://www.fedaccess.com/8(a)-sdb-redirect-menu.htm)

### SBA 8(a) Certified

The Small Business Administration's (SBA) 8(a) Program was created in 1974 to help minority and other small disadvantaged businesses (SDBs) to grow through a program of Federal contracting preferences and set-asides. Through the 8(a) program, eligible firms can be awarded Government contracts on a sole-source, non-competitive basis.

You must meet the following qualifications in order to become certified under the 8(a)BD Program:

- You must be a small business concern based on applicable size standards for small businesses in your industry.
- All individuals upon whom eligibility is based must be U.S. citizens.
- You must be the unconditional majority owner of the business.
- Outside business interests are strictly limited.
- You must work full-time in your business.
- You must be in immediate charge of your business.
- Board control in the case of a small business corporation can be exercised only by disadvantaged persons.
- You must be a socially disadvantaged individual. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities. The social disadvantage must stem from circumstances beyond their control. Under the Small Business Act, certain presumed groups include African Americans, Native Americans, Hispanic Americans, Asian Pacific Americans, and Subcontinent Asian Americans. Other individuals can

be admitted to the program if they can show evidence that they are disadvantaged because of race, ethnicity, gender, physical handicap, or residence in an environment isolated from the mainstream of American society

- Ultimate control of your company must not reside with anyone other than those upon whom eligibility is based.
- You must be an economically disadvantaged individual. For the 8(a) program this means all applicant individuals must have a net worth of \$250,000 or less, excluding the value of the business and personal residence.
- You must be in business for at least two years or apply for a waiver of the two-year requirement.
- You must not have any significant unresolved federal or state tax financial issues.
- You must be of good moral character.
- You must not operate a business that is not eligible for certification.

<http://www.sourcetec.org/>

#### HUB Zone

The HUBZone Empowerment Contracting Program stimulates economic development and creates jobs in urban and rural communities by providing Federal contracting preferences to small businesses. These preferences go to small businesses that obtain HUBZone (Historically Underutilized Business Zone) certification in part by employing staff who live in a HUBZone. The company must also maintain a "principal office" in one of these specially designated areas. [A principal office can be different from a company headquarters, as explained in our section dedicated to Frequently Asked Questions.] The program resulted from provisions contained in the Small Business Reauthorization Act of 1997.

<http://www.sba.gov/hubzone/>

#### Electronic Data Interchange Capability

**Electronic Data Interchange (EDI)** is the computer-to-computer exchange of business data in a publicly published and globally standardized format. EDI is the transfer of structured business data, by agreed message standards, from one computer application to another by electronic means and with a minimum of human intervention.

[http://www.bambooweb.com/articles/e/1/Electronic\\_Data\\_Interchange.html](http://www.bambooweb.com/articles/e/1/Electronic_Data_Interchange.html)

#### Facility Clearance Cleared Employees

**Facility (Security) Clearance.** An administrative determination that, from a security viewpoint, a facility is eligible for access to classified information of a certain category (and all lower categories).

If you go to the [www.dss.mil](http://www.dss.mil) website and search for SF-86, it should give you the instructions for filling out the form electronically.

**Cleared Employees.** All contractor employees granted a personnel security clearance (PCL) and all employees in-process for a PCL.

<http://www.dss.mil/isec/appendixc.htm>

#### MIL -Q-9858A Approved

This specification has been approved by the Department of Defense and is mandatory for use by all Agencies. This specification requires the establishment of a quality program by the contractor to assure compliance with the requirements of the contract. The program and procedures used to implement this specification shall be developed by the contractor. The quality program, including the procedures, processes and product shall be documented and shall be subject to review by the Government Representative. The quality program is subject to disapproval of the Government Representative whenever the contractor's procedures do not accomplish their objectives. The Government, at its option, may furnish written notice of the acceptability of the contractor's quality program.

<http://www.quality-control-plan.com/mil-q-9858.htm>

#### MIL-I-45208A Approved

This specification establishes requirements for contractors' inspection systems. These requirements pertain to the inspections and tests necessary to substantiate product conformance to drawings, specifications and contract requirements and to all inspection and tests required by the contract. These requirements are in addition to those inspections and tests set forth in applicable specifications and other contractual documents. Like all the military standards, MIL-I-45208A focuses on prevention of defects over the out-moded inspection methods of quality control.  
<http://www.siloxane.com/qual/mila/index.htm>

Are your rates DCAA Approved

DCAA shall perform all necessary contract audit for the Department of Defense and provide accounting and financial advisory services regarding contracts and subcontracts to all Department of Defense components responsible for procurement and contract administration. These services will be provided in connection with negotiation, administration and settlement of contracts and subcontracts.  
<http://pkec.robins.af.mil/DCAA/Mission.htm>

ISO 9000 Series

**ISO 9000** specifies requirements for a Quality Management System overseeing the production of a product or service. It is not a standard for ensuring a product or service is of quality; rather, it attests to the process of production, and how it will be managed and reviewed.  
[http://www.bambooweb.com/articles/i/s/ISO\\_9000.html](http://www.bambooweb.com/articles/i/s/ISO_9000.html)

ISO 10012-1

It specifies the requirements for a measurement management system that can be used by an organization performing measurements as part of the overall quality management system, and for ensuring that metrological requirements are met  
<http://www.iso.ch/iso/en/commcentre/pressreleases/2003/Ref856.html>

Additional useful website for Central Contractor Registration is <http://www.ccr.gov>