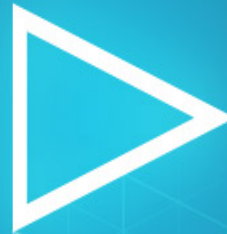


Small Business Size Standards and Classifications Guide

*BMC Software, Inc.
Global Procurement Supplier Diversity*



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Why should I self-certify as a small business?

As a requirement of our federal contracts, BMC Software, Inc. (BMC) files an annual Commercial Subcontracting Plan with the GSA (General Services Administration). This plan outlines BMC's subcontracting goals for the following categories:

- Small business (SB) concerns
- women-owned small business (WOSB) concerns
- Small disadvantaged business (SDB) concerns
- Veteran-owned business small business concerns (VOSBC)
- Service-Disabled Veteran-Owned Small Business Concerns (SDVOSBC)
- Historically Underutilized Business Zones (HUBZone)

Our commercial plan covers all of BMC 's U. S. procurement, so if you qualify for one or more of the above classifications, you can help BMC meet our goals.

How do I determine if I am a small business?

1. The Small Business Administration (SBA) uses the North American Industry Classification System (NAICS) as the basis for its size standards.
2. The [SBA](#) has links to [NAICS codes](#), as well as a [size determination tool](#) on its website.
3. If you determine that your company meets the size standard for your NAICS code and/or you meet any of the qualifications listed, please fill complete BMC's [Supplier Certification form](#) and return it to supplier_diversity@bmc.com.
4. Note: In accordance with U.S.C. 645(d), any person who misrepresents a firm's proper size classification shall (1) be punishable by imposition of a fine, imprisonment, or both, (2) be subject to administrative remedies and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.
5. If your company qualified as a small business in the past and now no longer qualifies, please fill out the [form](#) indicating "large" business (and any other categories that you meet) and return it to supplier_diversity@bmc.com.
6. If you are a wholesaler or distributor for BMC, please examine carefully the specific instructions on the next slide for determining your size status.

How does a wholesaler or distributor identify the proper NAICS code to use to determine size status?

NAICS Codes beginning with 42 (Wholesale Trade) and 44-45 (Retail Trade) shall not be used by Federal government contractors when subcontracting for the acquisition for supplies. Instead, the **applicable manufacturing NAICS code** shall be used to classify acquisition for supplies (codes that begin with 31-33).

Example 1:

- If you are a wholesaler providing ball point pens, pencils, staplers, and tape dispensers to BMC, you may use code 339940, Office Supplies (except Paper) Manufacturing.

Example 2:

- If you are a wholesaler providing keyboards, printers, monitors or other computer peripheral equipment to BMC, you may use code 334118, Computer Terminal and Other Computer Peripheral Equipment Manufacturing.

What if I provide more than one type of service and/or products to BMC?

- If you provide multiple products to BMC that are categorized under different NAICS codes, you must provide a signed [Supplier Certification form](#) for each NAICS code.
- Example: You provide wholesale printer paper, software, laptop computers, and computer to BMC and you meet the small business size standards for every NAICS code. You will sign and return **three forms** as follows:

Supplier Certification Form	Product /Service Provided to BMC	NAICS Code	NAICS Description	Size Standard
1	Printer Paper	322230	Stationery Product Manufacturing	500 Employees
2	Software	334614	Software and Other Prerecorded Compact Disc Tape and Record Reproducing	750 Employees
3	Laptop computers	334111	Electronic Computer Manufacturing	1,000 Employees
	Computer printers	335911	Computer Terminal and Other Computer Peripheral Equipment Manufacturing	

What if I have additional questions?

If you have additional questions about determining your size status or business classification, please contact BMC Supplier Diversity at supplier_diversity@bmc.com