

City of Austin

Small & Minority Business Resources (SMBR)

Certification of NAICS and NIGP Commodity Codes

**Presentation to MBE/WBE and Small Business
Advisory Committee
August 5, 2014**



National Institute of Government Purchasing Codes (NIGP)

- Codes used by the City of Austin's Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) Procurement Program for socially and economically disadvantaged business owners
- Codes are registered by vendor and certified by SMBR
- Applicant must have experience in area of specialty to warrant certification of code(s)
- Eligibility is determined by reviewing business documents per City Code 2-9(A-D)-15, Program Rules, and Small Business Administration's (SBA) Business Size Standards



North American Industry Classification System (NAICS)

- Coding system used by Department of Transportation Disadvantaged Business Enterprise (DBE) Program and by the Small Business Administration (SBA) for small business size standard determinations
- Applicants experience is reviewed in areas of specialty to determine certification of code(s)
- Business documents are reviewed based on Federal Regulations (49 CFR Parts 23 & 26), and business size standards to determine certification eligibility
 - Employee Quarterly Reports (average number of employees yearly)
- Link to website:
 - <http://www.census.gov/cgi-bin/sssd/naics/naicsrch>



DBE Certification

- The City of Austin is one of six members of the Texas Unified Certification Program (TUCP). SMBR certifies qualified applicants in:
 - Bastrop,
 - Caldwell,
 - Hays,
 - Travis, and
 - Williamson counties
- Once businesses are certified, staff adds them to the TUCP database
- Firms participate in federally funded DBE projects throughout the state



ACDBE Certification

- Airport Concession DBE Certification can be used for any Airport in Texas for opportunities including car rental contracts
- 49 CFR Part 23 compliance guidelines
- Only projects funded by Federal Aviation Administration (FAA)
- The applicant firm must be capable of providing goods or services for concessions at Airports or the general public



Staff Responsibilities

- Staff reviews scopes identified by applicant
- Tax return provides the information on firm's primary industry
- Description from NAICS database is used to match NIGP to NAICS
- Highway codes are an extended description of construction related services
- Staff only lists highway codes if company has one of the following subsectors of NAICS:
 - 236 Construction of Buildings
 - 237 Heavy and Civil Engineering Construction
 - 238 Specialty Trade Contractors



Snapshot of TUCP

Texas Unified Certification Program

[Go To Bottom](#)

[Close Window](#)

Agency Information

Agency Code: AU

Company Information

Company Name: ABC 123, LLC
 E-mail Address: ABC123.COM
 County Name: 227 - TRAVIS
 Phone Number: 512 - 1234567
 Fax Number: 512 - 9876543
 Cert Expire Date: 03 - 10 - 2015
 EIN: 123456789

Owner Information

Owner Name	Owner Gender	Owner Ethnic	Owner Percentage
1. ABEL WATERS	Male	African American	100%

Company Address Information

Mailing Information

Address: 11155 OAK GROVE
 City: AUSTIN
 State: TX
 Zip Code: 787170000

Location Information

Address: 11155 OAK GROVE
 City: AUSTIN
 State: TX
 Zip Code: 787170000

North American Industry Classification System Information

1. 236118 2. 236220 3. 237310 4. 238210 5. 238910 6. 561710

[NAICS Code Definitions](#)

Highway Code Information

1. 01 - Asphalt 2. 18 - Underground & Utility Work

General Work Area Information

- | | | | | |
|---|-------------------------------------|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Abilene | <input type="checkbox"/> Amarillo | <input type="checkbox"/> Atlanta | <input checked="" type="checkbox"/> Austin | <input type="checkbox"/> Beaumont |
| <input type="checkbox"/> Brownwood | <input type="checkbox"/> Bryan | <input type="checkbox"/> Childress | <input type="checkbox"/> Corpus Christi | <input type="checkbox"/> Dallas |
| <input type="checkbox"/> El Paso | <input type="checkbox"/> Fort Worth | <input type="checkbox"/> Houston | <input type="checkbox"/> Laredo | <input type="checkbox"/> Lubbock |
| <input type="checkbox"/> Lufkin | <input type="checkbox"/> Odessa | <input type="checkbox"/> Paris | <input type="checkbox"/> Pharr | <input type="checkbox"/> San Angelo |
| <input checked="" type="checkbox"/> San Antonio | <input type="checkbox"/> Tyler | <input type="checkbox"/> Waco | <input type="checkbox"/> Wichita Falls | <input type="checkbox"/> Yoakum |

[Back To Top](#)

[Close Window](#)



TUCP Work Areas & Highway Codes

Location Information is the same as Mailing Information

*** Location Information will STAY the same as Mailing Information unless unchecked ***

North American Industry Classification System Information

* Must have at least ONE valid NAICS Code

1. 2. 3. 4. 5. 6.

NAICS Code Definitions

Highway Code Information

* If interested in HEAVY CONSTRUCTION and NAICS code starts with '236', '237' or '238', then select at least one Highway Code

* Description for Extended Highway Code is optional

1. 2.

Description of Extended Highway Code

Description of Extended Highway Code

3. 4.

Description of Extended Highway Code

Description of Extended Highway Code

5.

Description of Extended Highway Code

General Work Area Information

* Must select at least ONE or up to TEN preferred work area(s) unless Statewide is preferred

Statewide Work Area is Preferred

- | | | | | |
|---|-------------------------------------|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Abilene | <input type="checkbox"/> Amarillo | <input type="checkbox"/> Atlanta | <input checked="" type="checkbox"/> Austin | <input type="checkbox"/> Beaumont |
| <input type="checkbox"/> Brownwood | <input type="checkbox"/> Bryan | <input type="checkbox"/> Childress | <input type="checkbox"/> Corpus Christi | <input type="checkbox"/> Dallas |
| <input type="checkbox"/> El Paso | <input type="checkbox"/> Fort Worth | <input type="checkbox"/> Houston | <input type="checkbox"/> Laredo | <input type="checkbox"/> Lubbock |
| <input type="checkbox"/> Lufkin | <input type="checkbox"/> Odessa | <input type="checkbox"/> Paris | <input type="checkbox"/> Pharr | <input type="checkbox"/> San Angelo |
| <input checked="" type="checkbox"/> San Antonio | <input type="checkbox"/> Tyler | <input type="checkbox"/> Waco | <input type="checkbox"/> Wichita Falls | <input type="checkbox"/> Yoakum |

Update DBE

[Back To Top](#)

[Main Menu](#) [Log Off](#)

[TUCP Help](#)



NIGP to NAICS - Example

NAICS Codes for Construction Management

**City of Austin
Construction
Management
NIGP
95826**



[236115](#) Construction management, single-family building
[236116](#) Construction management, multifamily building
[236118](#) Construction management, residential remodeling
[236210](#) Construction management, industrial building (except warehouses)
[236220](#) Construction management, commercial and institutional building
[237110](#) Construction management, water and sewer line
[237110](#) Construction management, water and sewage treatment plant
[237120](#) Construction management, oil refinery and petrochemical complex
[237120](#) Construction management, oil and gas pipeline
[237130](#) Construction management, power and communication transmission line
[237310](#) Construction management, highway, road, street and bridge
[237990](#) Construction management, outdoor recreation facility
[237990](#) Construction management, tunnel
[237990](#) Construction management, dam
[237990](#) Construction management, marine structure
[237990](#) Construction management, mass transit

For example: In Construction Management there is one NIGP code but the NAICS shows many codes for the same scope of work.



Types of Codes & Certification

Type of Code	Certification	Organization
National Institute of Government Purchasing Codes (NIGP)	MBE/WBE HUB	City of Austin & State of Texas
North American Industry Classification System (NAICS)	DBE/ACDBE	Department of Transportation & SBA

The City has a Memorandum of Agreement with the State of Texas which enables staff to make recommendations for HUB certification. SMBR does not send any code information with the recommendation; therefore, vendors are responsible for registering their own codes.



Expansion of Services

- **City of Austin**

- Vendor adds NIGP codes using Vendor Connection
- SMBR then receives an email advising of added codes

- **DBE**

- Vendor contacts SMBR to request NAICS code addition or expansion of services

- In both processes, staff determines eligibility after review of resources on file to ascertain owners' ability to control scopes of work



SMBR Certification Division

Phone: (512) 974-7645 Certification

Fax: (512) 974-7609 Certification

Email us: dsmbrcertification@austintexas.gov

- Elton Price, Division Mgr. (512) 974-7725
- Deanna Brown (512) 974-7612
- Keisha Houston-McCutchin (512) 974-7738
- Ricky Allen (512) 974-7667
- JuaQuin Gonzalez (512) 974-7726
- Amy Amaya (512) 974-7645

