

**INTEGRYS ENERGY SERVICES, INC.  
SUPPLIER DIVERSITY**

**GENERAL INFORMATION**

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**1. REGISTRATION WEBSITE:**

CCR – Central Contractor Registration

<http://www.ccr.gov/>

An advantage to Small Businesses that are registered in the CCR database is that large companies and the government can search the CCR database and locate Small Businesses for their procurement needs.

**2. CONTACT INFORMATION – AGENCIES/ORGANIZATIONS’ WEBSITES**

(Information, Registration and Certification)

US Small Business Administration:

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

Disadvantaged Small Business (Self-certification)

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

Severely Handicapped – National Institute for the Severely Handicapped

<http://www.nish.org>

SBA 8(a) Business Development Program (SBA approval required)

<http://www.sba.gov/8abd/>

HUBZone Small Business Concern (SBA approval required)

<https://eweb1sp.sba.gov/hubzone/internet/index.cfm>

Minorities

NMSDC – National Minority Supplier Development Council

<http://msdc.adaptone.com/nmsdc/>

NMBC - National Minority Business Council, Inc.

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

Veterans

U.S. Department of Veteran Affairs

<http://www.vetbiz.gov>

Veterans - Service Disabled

SBA Office of Veterans Business Development  
<http://www.sba.gov/vets/>

Women

WBENC – Womens Business Enterprise Council

<http://www.wbenc.org/Default.aspx?AspsAutoDetectCookieSupport=1>

NWBOC – National Women Business Owners Corporation

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

Other State and City organizations also offer information and certification programs.

### 3. SIZE STANDARD DEFINITIONS

#### A. Size Determinations—

The size of a business must include the Parent Company and any commonly owned/controlled affiliates, including foreign companies and non-profit companies.

#### B. NAICS Code Sizes Standards – North American Industry Classification System

NAICS code sizes are determined by different criteria; either sales, the number of employees, or industry specific criteria.

(See NAICS size standards table: <http://www.naics.com/search.htm> )

#### C. Multiple NAICS Codes with Different Size Standards –

When more than one NAICS code is appropriate and one NAICS code qualifies as a small business and the other NAICS code is a large business, a separate Size Classification Form is required for the small business NAICS codes and another form for the large business NAICS codes.

#### D. Small Business—Business size standards are established by the Small Business

Administration on an industry-by-industry basis and are provided in detail in 13 CFR Part 121 (see FAR 19.101 and FAR 19.102). SBA regulations provide that a company is small if it does not exceed the size standard for the NAICS code for that product or service.

A concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria of 13 CFR part 121.

- Must be organized “for profit.”

  - (Not-for-profit concerns and governmental agencies are ineligible to be considered a small business)

- Together with its affiliates meets the size standard for the NAICS Code industry of the product or service it is providing.

- Foreign-owned concerns can be considered small businesses if they

  - have a place of business located in the US, or

  - operate primarily in the US, or

  - make a “significant contribution” to the US economy by paying US taxes or using American products or materials or labor.

**E. Large Business**—A business that does not meet the criteria of a Small Business (as defined by the Small Business Administration and FAR Part 19) is considered to be a Large Business. Not-for-profit businesses and governmental agencies are classified as Large Businesses.

### 4. BUSINESS TYPE CLASSIFICATION DEFINITIONS

**A. Small Disadvantaged Business (SDB)**—Minimum 51% owned, controlled, and operated day-to-day by one or more socially and economically disadvantaged individual or individuals. May be Section 8(a)-certified per 13 CFR 124.1002. Small

Disadvantaged Ethnicity definitions include the following categories: African American, Hispanic American, Native American (American Indian, Eskimo, Aleut, Native Hawaiian), Asian-Pacific American, and Asian-Indian American

- B. Historically Black Colleges and Universities (HBCUs)**—Institutions determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2 (see DFARS 226.7000). The term also means a nonprofit research institution that was an integral part of such a college or university before November 14, 1986.
- C. Minority Institutions (MIs)**—Institutions meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1135d-5(3)). The term also includes Hispanic-serving institutions as defined in Section 316(b) (1) of such Act (20 U.S.C. 1059c (b)(1)).
- D. HUBZone small business concern**—a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration. (see - <http://www.sba.gov/hubzone>)
- E. Women-Owned Small Business (WOSB)**—a small business concern which is:
  - i. At least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
  - ii. Whose management and daily business operations are controlled by one or more women.
- F. Veteran-Owned Small Business (VOSB)**—a small business concern which is:
  - i. At least 51 percent owned by one or more veterans (as defined at 38 U.S.C. 101 or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans; and
  - ii. The management and daily business operations of which are controlled by one or more veterans.
- G. Service-Disabled Veteran-Owned Small Business (SDVOSB)**—a small business concern which is:
  - i. At least 51 percent owned by one or more service-disabled veterans or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more service-disabled veterans; and
  - ii. The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
  - iii. Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).
- H. Native American/Alaskan/Hawaiian-Indian organizations**, Indian owned economic enterprises, Native Alaskan and Native Hawaiian business concerns of at least 51 percent ownership.
- I. Foreign-Owned**-a business concern that - 1) is primarily owned by a foreign party or parties, or 2) has any of its parent companies that is primarily foreign owned.

## 5. SUBMISSION OF THE COMPLETED CLASSIFICATION FORM

The Business Size/Type Classification Form is to be submitted to:  
Raymond Suennen  
Governmental Contracts Compliance Coordinator  
Integrus Energy Services, Inc.  
1716 Lawrence Drive

De Pere, WI 54115

[RFSuennen@integrysenergy.com](mailto:RFSuennen@integrysenergy.com)

Phone: 920-617-6147

Fax: 920-617-6020

Submission of the Business Size/Type Classification Form does not constitute approval of your firm as an Integrys Supplier nor obligate Integrys to solicit request for quotation.

The data on this form will be used to evaluate the potential of your firm as an Integrys Supplier and if procurement does occur, provide the proper classification of the Integrys spend with your business.

**6. CONTACT INFORMATION – CONDUCT & PERFORMANCE ISSUES**

Concerns, comments and questions related to the Integrys Energy Services, Inc. Supplier Diversity Program should be directed to:

Raymond Suennen  
Governmental Contracts Compliance Coordinator  
Integrys Energy Services, Inc.  
1716 Lawrence Drive  
De Pere, WI 54115

[RFSuennen@integrysenergy.com](mailto:RFSuennen@integrysenergy.com)

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