

# NORTHROP GRUMMAN CORPORATION

## SUBCONTRACTOR ANNUAL COMPLIANCE CERTIFICATION (SACC) PROCESS

### FREQUENTLY ASKED QUESTIONS

Revision September 2015

#### **1. What is the Annual Certification process?**

Answer: The Annual Certification process ensures buyer and seller compliance with the applicable Federal Acquisition Regulation (FAR) and Department of Defense FAR Supplement (DFARS) certification requirements on an annual basis and eliminates the need to obtain individual certifications for each award.

#### **2. When is the Subcontractor Annual Compliance Certification required?**

Answer: If you anticipate receiving a Northrop Grumman award exceeding \$10,000 in support of a U.S. Government contract, an annual certification is required.

#### **3. What happens if we do not complete the form?**

Answer: Your Company will not be eligible to receive an award from Northrop Grumman in support of a U.S. Government prime contract in excess of \$10,000.00.

#### **4. Where can we find the web-based form?**

Answer: The current version of the web-based form is available from the Northrop Grumman OASIS website: <https://oasis-sacc.myngc.com/>

#### **5. What information is needed to complete the form?**

Answer: The following information is required to complete the form:

- Supplier Number
- Federal tax identification number or reporting social security number
- DUNS
- Cage Code
- Country of incorporation
- Socio-economic business classification/size
- North American Industry Classification Code that best describes products/services provided to Northrop Grumman Corporation
- For Hub Zone Small Business or Small Disadvantaged Business, provide the approval and/or expiration date of the SBA certification

**6. Who should complete the forms?**

Answer: It must be executed by an employee within your company who is authorized to do so.

**7. I filled out the form last year; can I resubmit last year's form?**

Answer: No. The form must be executed annually or whenever the status of your certification has changed.

**8. Is there someone I can call to get assistance in filling out the form?**

Answer: Contact your Northrop Grumman authorized purchasing representative for assistance.

**9. There are many sector choices, which one should I choose?**

Answer: Choose the sector that prompted you to fill out the certification. Contact your Northrop Grumman authorized purchasing representative, when in doubt.

<ul style="list-style-type: none"><li><input type="radio"/> Northrop Grumman Aerospace Systems</li><li><input type="radio"/> Northrop Grumman Information Systems</li><li><input type="radio"/> Northrop Grumman Enterprise Shared Services</li><li><input type="radio"/> Northrop Grumman Technical Services</li><li><input type="radio"/> Northrop Grumman Electronics Systems</li><li><input type="radio"/> Northrop Grumman Electronics Systems - Amherst</li><li><input type="radio"/> Northrop Grumman Electronics Systems - Apopka</li></ul>
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**10. Do I have to fill out the form for each sector (AS, ES, IS, ESS, TS)?**

Answer: No, the certification is shared by sectors. Once your certification is approved by one sector, it is valid for all sectors across Northrop Grumman FOR THAT VENDOR NUMBER. You will need to complete a certificate for each vendor number assigned to your company. Please review current purchase orders received to obtain your vendor number for submittal.

**11. Where do I find my DUNS number?**

Answer: Contact Dun and Bradstreet, <https://mycredit.dnb.com/search-for-duns-number/>.

**12. Where do I find my Cage Code?**

Answer: Use the following link to locate an existing Cage Code [https://www.logisticsinformationservice.dla.mil/BINCS/begin\\_search.aspx](https://www.logisticsinformationservice.dla.mil/BINCS/begin_search.aspx). For additional information relating to Cage Codes, contact the Defense Logistics Agency using the following link <https://www.logisticsinformationservice.dla.mil/BINCS/FAQ.aspx>.

**13. Where do I find my Business size and corresponding NAICS code(s)?**

Answer: To help determine your business size, contact the Small Business Administration:  
<https://www.sba.gov/content/determining-business-size>.

For help with NAICS codes, reference the following page: <http://www.census.gov/eos/www/naics/>.

Each Northrop Grumman supplier number may only have one business size (large or small) and can therefore only submit a certification under one business size. Suppliers should ONLY include NAICS codes that correspond to the business size they are certifying to. Suppliers that are classified as both large and small under different NAICS codes need to contact their Northrop Grumman authorized purchasing representative for additional instructions.

**14. Why does Northrop Grumman require the information in Section VIII - Subcontractor Executive Compensation under First-Tier Subcontracts?**

Answer: Upon award of any first-tier subcontract for \$25,000 or more, Northrop Grumman is obligated to report the Supplier's executive compensation and other information as required by FAR 52.204-10.

**15. Why do I need to complete the Supplier Certification of Accounting/Billing System and Control and Supplier Certification of Annual Incurred Cost Proposal Submission form?**

Answer: Prior to making any award other than those made based on a Firm-Fixed Price (FFP) basis, excluding those with progress or milestone payments, Northrop Grumman must make an initial determination regarding the adequacy of the supplier's accounting system. Only after a supplier's accounting/ billing system has been determined to be adequate based on Federal Government standards, can the supplier receive a flexibly-priced award or FFP award with progress payments.