**NAICS CODE CHANGE LETTER**

INSTRUCTIONS: This NAICS Code Change Letter document **only** applies to Task Orders awarded under an Indefinite Delivery, Indefinite Quantity Contract (IDIQ) (FAR 16.5), Task Orders awarded under the Federal Supply Schedules (FSS) program (FAR 8.4), or a Blanket Purchase Agreement (BPA)(FAR 8.405-3 or FAR 13.303)

If an Offeror is submitting a Task Order Project that was performed under the Master IDIQ or BPA contract and the Offeror feels that the NAICS code assigned to the Master IDIQ or BPA contract does not properly represent the greatest percentage of value being performed on the Task Order, the Government will allow the Offeror the opportunity to request and submit correspondence from the cognizant Contracting Officer from the awarding agency to identify a more appropriate NAICS Code for the Task Order Project. No other format is allowable.

|  |  |
| --- | --- |
| Offeror: | Click here to enter text. |

PROJECT IDENTIFICATON (*To be filled out by the Offeror*):

|  |  |
| --- | --- |
| CONTRACTOR NAME: | Click here to enter text. |
| TASK ORDER NUMBER: | Click here to enter text. |
| PROJECT TITLE: | Click here to enter text. |

REFERENCE INFORMATION (*To only be filled out by the COGNIZANT CONTRACTING OFFICER*):

|  |  |
| --- | --- |
| NAME: | Click here to enter text. |
| TITLE: | Click here to enter text. |
| AGENCY or CUSTOMER: | Click here to enter text. |
| PHONE: | Click here to enter text. |
| E-MAIL | Click here to enter text. |

NAICS CODE CHANGE LETTER: (*To only be filled out by the COGNIZANT CONTRACTING OFFICER*):

The above identified Task Order was awarded under the IDIQ or BPA contract number **Click here to enter text.**

The single NAICS code assigned to that IDIQ or BPA contract is: **Click here to enter text.**

The scope of this Task Order was within the scope of the master IDIQ or BPA project; however, because only a single NAICS code was selected to represent the greatest percentage of value for all Task Orders awarded under this IDIQ or BPA contract, the single NAICS code assignment for the IDIQ or BPA contract may not best represent the greatest percentage of value for each and every task order individually.

Based on my professional judgement, I declare that a NAICS code assignment of: **Click here to enter text.** (assign a single NAICS code) would have been more appropriate for this individual Task Order.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contracting Officer Signature Date**