



# Registering to Become a U.S. Government Contractor (SAM, CAGE, DUNS, UEI and NAICS)

Presented by:

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# Capital Edge Consulting Overview



Capital Edge is the country's largest independent consulting firm focusing solely on the U.S. Government contracting market.



Helping federal government contractors solve complex business problems using established and proven methodologies.

Cohesive, entrepreneurial culture where people are our most significant asset. Backgrounds include DCAA, DCMA, Industry, and Consulting ("Big Four" partners & staff).

Proven excellence recognized by client retention and references. Agile and adaptable, providing personalized service.

Comprehensive services for a wide range of industries across both defense and civilian federal agencies.

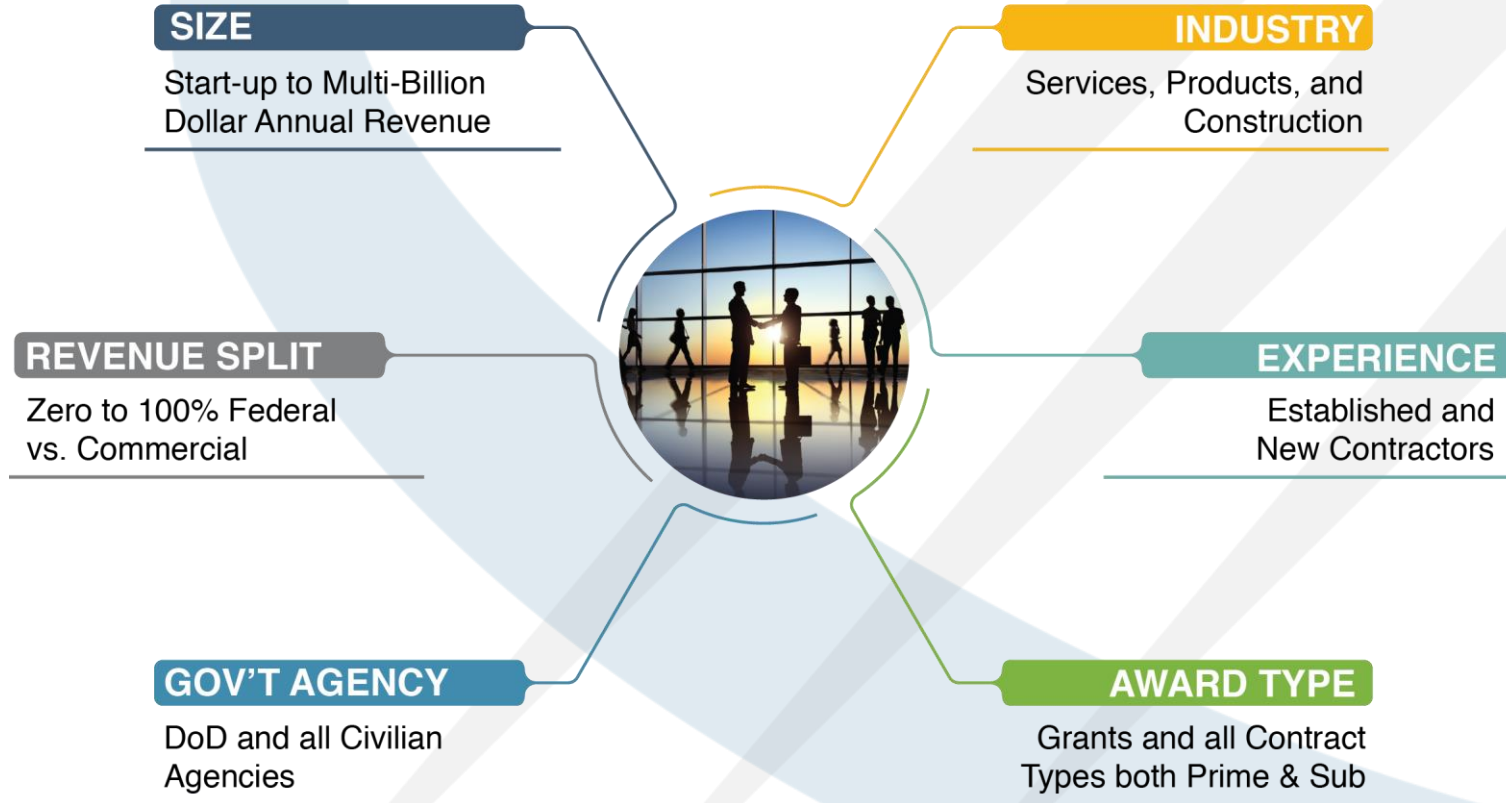
Expert instructors in high-demand on a full spectrum of government contracting topics. Prominent in professional and industry associations.





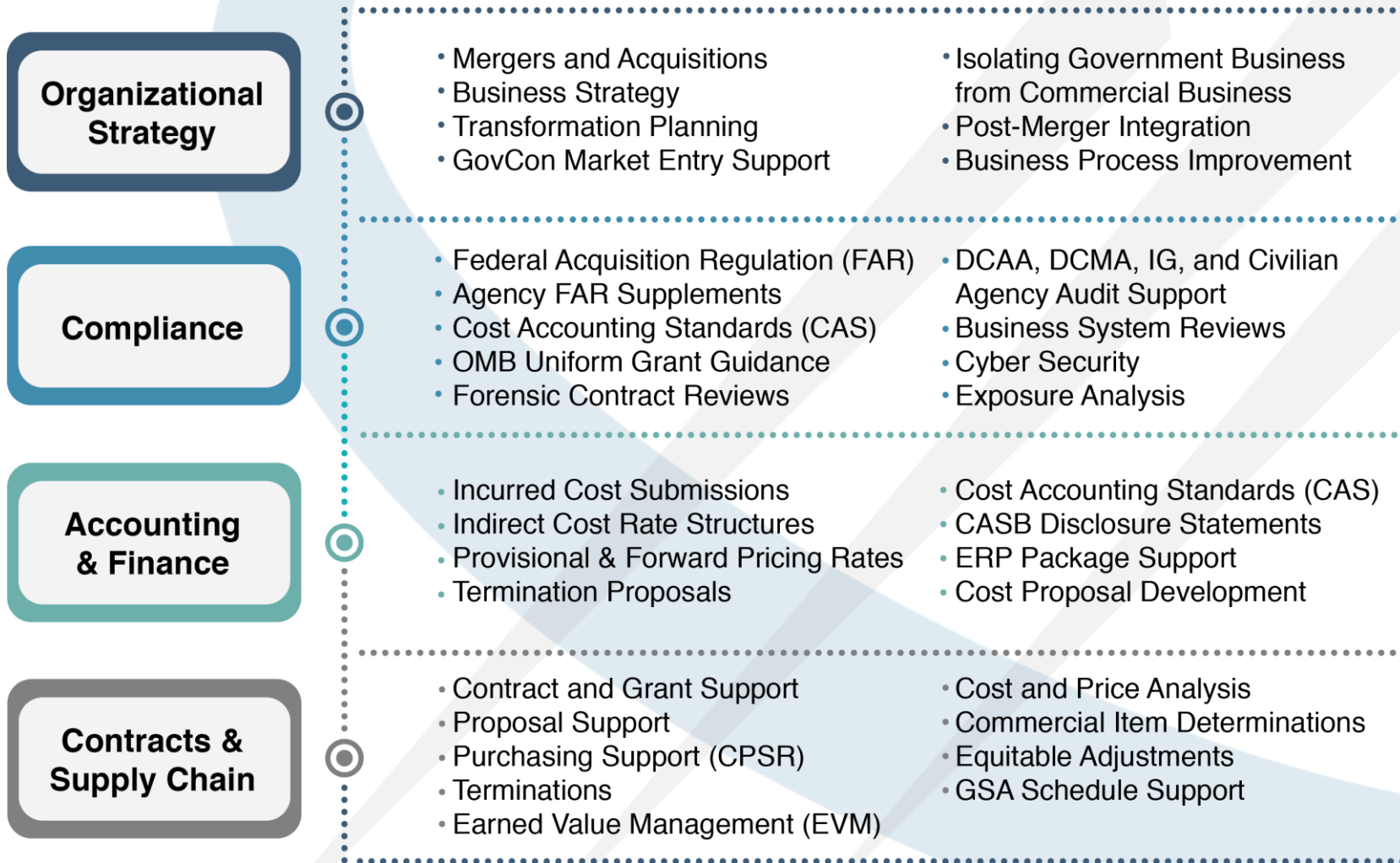
# Who We Work With

All entities receiving Federal funding





# The Solution Model





## Life Cycle Support Services

### Providing Beginning to End Contract Support

Capital Edge provides comprehensive support during each phase of a contract in its life cycle from pre-proposal activities through contract closeout and every step in between.

STRATEGY <b>01</b>	PROPOSAL DEVELOPMENT <b>02</b>	NEGOTIATIONS <b>03</b>	PERFORMANCE <b>04</b>	MODIFICATIONS <b>05</b>	CLOSEOUT / TERMINATIONS <b>06</b>
<ul style="list-style-type: none"> <li>•Identify potential opportunities</li> <li>•Assist with business planning</li> <li>•Develop rate structures to support potential new business opportunities</li> <li>•Review business system requirements and existing capabilities</li> </ul>	<ul style="list-style-type: none"> <li>•Provide project management</li> <li>•Develop cost proposals</li> <li>•Assist with documenting assumptions for audit purposes</li> <li>•Identify high risk areas in RFP terms and conditions</li> </ul>	<ul style="list-style-type: none"> <li>•Review contract terms and conditions</li> <li>•Provide proposal audit support</li> <li>•Assist with contract negotiations, including working directly with both the contractor and USG representatives</li> </ul>	<ul style="list-style-type: none"> <li>•Provide support for key functional areas and business systems</li> <li>•Provide ongoing support for finance, contracts, and procurement functions</li> <li>•Provide DCAA, DCMA, IG and agency level audit support</li> </ul>	<ul style="list-style-type: none"> <li>•Develop cost proposals for contract modification requests</li> <li>•Provide support for Requests for Equitable Adjustments (REAs)</li> <li>•Assist with subcontract modifications and tracking</li> </ul>	<ul style="list-style-type: none"> <li>•Assist with closeout of subcontract agreements</li> <li>•Provide support for contract terminations</li> <li>•Provide support for final billing process and closeout documentation</li> </ul>



# Today's Presenters



## **Marie Salamone, CCP, MBA, Partner**

Marie has more than 30 years of government contract cost accounting and compliance consulting as well as cost engineering, construction claims analysis and litigation experience in an array of industries that include pharmaceutical, defense, manufacturing, service, energy, and waste management. Utilizing her expertise in the construction industry, Marie serves clients of all size by providing accounting, contracts, compliance, and claims support. She has developed numerous incurred cost proposals for a wide variety of clients, ranging from very simple to very complex rate structures with mix of contract types. Marie has also developed termination proposals, forward pricing proposals and policies and procedures for both large and small contractors across a number of industries.



## **Sammie Warnecki, Senior Consultant**

Sammie has significant experience in providing professional support to government contractors in the areas of government contract cost accounting, regulatory compliance, estimating, procurement, and training. Sammie is skilled in the areas of the Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Department of Energy Acquisition Regulation Supplement (DEARS), Cost Accounting Standards (CAS), Davis-Bacon Act, Service Contract Labor Standards (formerly SCA), and Contractor Purchasing System Reviews (CPSR). She has also supported clients with the preparation of Incurred Cost Submissions (ICS), Forward Pricing Rate Budget estimates, and Provisional Rate Models. Sammie has also developed training curricula pertaining to property management, cybersecurity, contract types, incurred cost submissions, billing, and provisional rates.





- ☞ Overview – What is SAM.gov?
- ☞ Contract Opportunities & Contract Data
- ☞ Entity Information & Entity Reporting
- ☞ Federal Hierarchy
- ☞ Assistance Listings
- ☞ Wage Determinations
- ☞ Entity Registration
- ☞ Types of Information Required for Registration
- ☞ DUNS → UEI
- ☞ NEW - Entity Validation Process





- ✍ Administrator Transfer Process
- ✍ Significance of TIN, UEI, CAGE/NCAGE and SAM Identical Information Alignment
- ✍ NAICS Codes & Small Business Size Determinations
- ✍ Reps and Certs
- ✍ Common Pitfalls
- ✍ Summary of Changes to SAM.gov
- ✍ Federal Service Desk Support



- What is your main reasoning for joining this training?
- a) I need to start or update my SAM.gov registration
  - b) I want to know all the functions that SAM.gov has to offer
  - c) I don't have a government contract but want to bid on one and need to know where to start
  - d) Other



# What is SAM.gov?

- ✧ The System for Award Management (SAM.gov) is an official website of the U.S. Government.
- ✧ There is no cost to use SAM.gov.
- ✧ You can use this site to:
  - Register to do business with the U.S. Government
  - Update, renew, or check the status of your entity registration
  - Search for entity registration and exclusion records
  - Search for assistance listings (formerly CFDA.gov), wage determinations (formerly WDOL.gov), contract opportunities (formerly FBO.gov), and contract data reports (formerly part of FPDS.gov).
  - View and submit BioPreferred and Service Contract Reports
  - Access publicly available award data via data extracts and system accounts





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# Contract Opportunities & Contract Data





- ✧ Formerly FedBizOps (FBO)
- ✧ Federal Contract Opportunities or listings greater than \$25,000 with their synopses of proposed contract actions, solicitations and associated information can be accessed on SAM.gov by the public
- ✧ Search specific contracts by number, or any opportunity using keywords.
- ✧ Use the Advanced Search to filter opportunities by Keywords, Federal Organizations, Dates, Notice Type, Product or Service Information, Set Aside, Place of Performance, Contract Awardee, or Status (Active/Inactive)
  - Additional filters can be added to ensure the correct opportunity is returned



- ✧ Formerly FPDS.gov
- ✧ Contract data reports provided detailed information on awarded contracts and can be downloaded for detailed analyses.
  - Contract data provides detailed information on all contract actions that are required to be reported by federal agencies.
- ✧ Types of Reports that can be run
  - Standard reports: information about contract activity
  - Static reports: reports prepared on a fiscal year basis for the public and aggregate data across the Federal Government
  - Administrative reports: available to Federal users (assigned appropriate roles)
  - Ad Hoc Reports: reports with the ability to select data fields from the database to run a query



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# Entity Information & Entity Reporting



- ✧ Was FAPIIS.gov
- ✧ Prime Contractors, Organizations, any U.S. federal government agencies desiring to do business with the government can be found on SAM.gov if they have completed their registration and indicated they would like to make their entity information public within their registration.
- ✧ Suspended or debarred parties can also be found on SAM.gov using the excluded parties list.
- ✧ A SAM.gov personal account will need to be made in order to search Entity Information





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# Federal Hierarchy



- ✧ The federal hierarchy is the authoritative source for managing and referencing federal funding and awarding organizations.
  - It is a directory that organizes federal government users and establishes relationships between each department or independent agency's sub-tiers and its offices.



# How Do I Search the Federal Hierarchy?

There are two ways to search the Federal Hierarchy:

Option 1:

- ✍ Log in to your account and follow the instructions below:
  - From the homepage, select either “Federal Hierarchy”
  - Enter a search term such as a department or sub-tier name or code into the search box and hit Enter.
  - Select the item you are interested in from the search results. You can use the filters on the left side of the page to narrow your results.
  - If you are interested in following the item, you can select the “Follow” link above the organization’s title. You can unfollow items from your Workspace.

## The Official U.S. Government System for:

**Contract Opportunities**

**Contract Data**

(Reports ONLY from fpds.gov)

**Wage Determinations**

**Federal Hierarchy**

Departments and Subtiers

**Assistance Listings**

**Entity Information**

Entities, Disaster Response Registry,  
Exclusions, and Responsibility/  
Qualification (was fapiis.gov) **NEW**

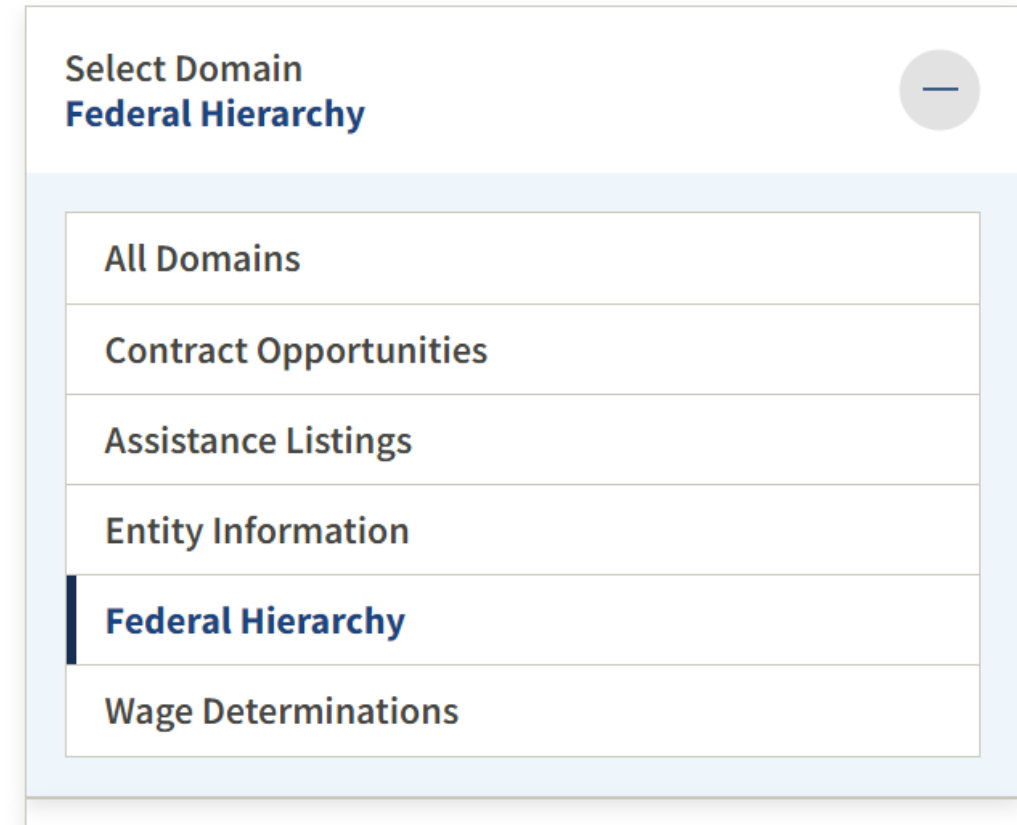
**Entity Reporting**

SCR and Bio-Preferred Reporting



## Option 2:

- ✍ Click on the “search” tab at the top of the homepage
- ✍ Select the “Federal Hierarchy” domain and conduct your search the same way you would in the previous example.







## Polling Question #2

- ✧ True or False: Proposed contract actions, solicitations, and associated information can be accessed electronically by the public on SAM.gov.



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# Assistance Listings



- ✧ Assistance listings are detailed public descriptions of federal programs that provide grants, loans, scholarships, insurance, and other types of assistance awards. You may browse assistance listings across all government agencies to learn about potential funding sources.
  - If you are an entity looking for federal assistance, you can conduct your preliminary planning using SAM.gov. Browse assistance listings across all government agencies to form a “big picture” of your options.
- ✧ You can keep track of opportunities or entities by clicking the “Follow” button at the top of the screen after your search.
- ✧ There is also an Assistance Listings catalog at the bottom of the Assistance Listings page on SAM.gov.



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# Wage Determinations





# Wage Determinations

- ✧ Wage determinations are mandated minimum wage rates and fringe benefits determined by the DOL that must be paid by federal contractors to their employees based on the county the work is performed for work on federal contracts.
  - Davis Bacon Act: contracts in excess of \$2,000 involving the United States or the District of Columbia for construction, alteration, or repair of public buildings or public works within the U.S., must contain FAR 52.222-6 that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the U.S. Secretary of Labor.
  - Service Contract Labor Standards (formerly SCA) establishes standards for prevailing compensation and safety and health protections for employees performing work for contractors and subcontractors on service contracts involving the federal government and the District of Columbia.:
    - Service contracts \$2,500 and under, SCA Section 2(b) (1) requires payment of the minimum wage in the Fair Labor Standards Act.
    - Service contracts more than \$2,500, the act requires the contracting officer to incorporate the requirements into the contract.



## Wage Determinations (cont.)

- ✍ If you know the SCA or DBA Identifier, you can simply input it into the search bar and the Wage Determination will appear.
- ✍ If you do NOT know the SCA/DBA Identifier, you can search by either Construction work or Service Contracts and find the WDs that way.

Select Domain  
Wage Determinations +

By Wage Determination ID

Construction (DBA)

Service Contracts (SCA)

Collective Bargaining Agreement (CBA)

Filter By −

Location

State  
Select... ▼

County/ Independent City  
Select...

DBA Construction Type  
Select... ▼

Status ^

Active

Inactive



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# SAM.gov Entity Registration



- ✧ Current and potential U.S. Government contractors, subcontractors, and vendors must register in SAM to be awarded U.S. Government contracts
- ✧ Registering with SAM enables U.S. Government agencies and contractors to search for companies based on:
  - Entity
  - Purpose of Registration
  - Entity Type
  - Socio-Economic Status
  - Product or Service Information
  - Location
  - Entity Status



## SAM Entity Registration (cont.)

- ✍ One-time registration providing basic information
- ✍ Registration must be updated/renewed annually to keep an active status **\*\*Start Early\*\***
- ✍ If a company had an active record in CCR (Central Contractor Registration), they have an active record in SAM
  - CCR transitioned to SAM.gov July, 30, 2012.
- ✍ A change in business circumstances require a records update in the SAM. Examples include but are not limited to:
  - Change in Addresses and Phone Numbers
  - Personnel Changes (Electronic & Government POCs)
  - Changes in Goods & Services





# Significance of Identical Information Alignment

- ✧ When recording information in the SAM.gov registration, it must match identically to the support used to fill out the information
  - For example: Address on your tax information is 1234 GovCon Street Suite 100
    - Street – not St. or St
    - Suite – not Ste., Ste, St
  - For example: Company name on your Articles of Incorporation is Capital Edge Consulting, Inc.
    - Capital Edge Consulting, Inc. – not Capital Edge Consulting Inc or Inc.
- ✧ SAM.gov, DLA, and other service platforms will not return the correct company and information or may not return any results at all if the information does not match identically.



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# Types of Information Required for Registration



## What is a CAGE Code?

- ✧ A Commercial and Government Entity (CAGE) Code is a 5-character ID number assigned by the DoD's Defense Logistics Agency (DLA) used extensively within the U.S. Government
- ✧ CAGE codes support various mechanized systems throughout the U.S. Government and provide a standardized method of identifying a given legal entity at a specific location

**CAGE CODE**

**1L4R1**

**Registered**



- ✧ CAGE codes support various mechanized systems throughout the U.S. Government and provide a standardized method of identifying a given legal entity at a **specific location**
- ✧ Used for facility clearance or a pre-award survey
- ✧ U.S. entities NOT receiving federal contracts/grants can request CAGE Codes for:
  - Requesting Facility Security Clearance
  - Assignment of a Department of Defense Activity Address Code (DODAAC)
  - Fulfill the FAR Subpart 4.18 requirement for Ownership of Offeror to identify their Immediate Owner and/or Highest-Level Owner



# How To Obtain a CAGE Code for New Entities

- ✍ When a company submits their Entity Registration for processing in the SAM for the first time, SAM will send your entity information to the DLA for CAGE Code assignment
  - Once SAM receives the code from the DLA, they will apply it to the respective Entity Registration
- ✍ No cost for obtaining a CAGE Code
- ✍ No CAGE Code needed prior to registering with SAM
- ✍ DLA may request more information for assignment of the CAGE code
- ✍ CAGE code can also be renewed or requested at [Commercial and Government Entity Program \(dla.mil\)](https://www.dla.mil/CommercialandGovernmentEntityProgram)





## What are NCAGE Codes?

- ✧ NATO Commercial and Government Entity (NCAGE) Codes are CAGE codes for entities **outside of the U.S.**
- ✧ NCAGE Codes are a part of the NATO Codification System (NCS), and are required for foreign entities before completion of SAM registration



## How to Obtain a NCAGE Code

- ✍ Before requesting an NCAGE Code visit [US-Instructions-for-NSPA-NCAGE.pdf \(usembassy.gov\)](#)
- ✍ Application for the NCAGE Code for entities outside the U.S.: [NCAGE Code Request Tool \(nato.int\)](#)



## What is a NAICS Code?

- ✧ North American Industry Classification System is used as the standard for classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy
- ✧ NAICS groups companies into industry types based on the primary type of activity they offer
- ✧ Entities with similar raw material inputs, capital equipment, and labor are classified in the same industry



## What is a NAICS Code? (cont.)

- ✧ The NAICS was introduced in 1997 to focus on emerging economic activities
- ✧ It has a 6-digit hierarchical structure allowing greater coding flexibility than the 4-digit structure of the Standard Industrial Classification (SIC), which was developed and altered for over 60 years prior
  - An establishment can only have one Primary NAICS code, but an establishment that operates in more than one activity may have additional Secondary NAICS Codes
    - Secondary NAICS codes are other revenue-producing activities a company operates in but is not the primary activity of business.
      - There is no limit to the amount of Secondary NAICS codes a company can have



# Coding Structure of NAICS Code

- ✧ NAICS uses a six-digit hierarchical coding system to classify all economy activity into 20 industry sectors
- ✧ The longer code accommodates the larger number of sectors allowing more flexibility in designating subsectors
  - First 2 digits identify the sector (e.g. 11 – Agriculture, Forestry, Fishing and Hunting)
  - 3rd digit identifies the subsector (e.g. 114 – Fishing, Hunting, and Trapping)
  - 4th digit identifies the Industry Group (e.g. 1141 – Fishing)
  - 5th digit identifies the NAICS Industries at a level at which Canada, Mexico, and the United States formally agreed to maintain comparability (e.g., 11411 – Fishing)
  - 6th digit identifies the U.S. detail (e.g. 114112 – Shellfish Fishing)



# Coding Structure of NAICS Codes (cont.)

As of November 30, 2022:

<u>Code</u>	<u>Industry Title</u>	<u>Number of US Entities</u>			
11	Agriculture, Forestry, Fishing and Hunting	371,471	53	Real Estate Rental and Leasing	923,515
21	Mining	33,321	54	Professional, Scientific, and Technical Services	2,523,557
22	Utilities	50,884	55	Management of Companies and Enterprises	96,271
23	Construction	1,542,659	56	Administrative and Support and Waste Management and Remediation Services	1,618,114
31-33	Manufacturing	658,503	61	Educational Services	435,735
42	Wholesale Trade	711,410	62	Health Care and Social Assistance	1,708,132
44-45	Retail Trade	1,872,169	71	Arts, Entertainment, and Recreation	390,084
48-49	Transportation and Warehousing	713,786	72	Accommodation and Food Services	917,895
51	Information	380,600	81	Other Services (except Public Administration)	1,964,486
52	Finance and Insurance	799,894	92	Public Administration	262,375
				<b>Total US Business Entities</b>	<b>17,974,861</b>





- ✧ NAICS is used as the standard for classifying business establishments and groups companies into industry types based on the primary type of activity they offer
  - Self-identifying
- ✧ NAICS code classifications are used in correlation with the SBA size standards to determine the “threshold” to satisfy as a small business.
  - Determined on either revenue or headcount
    - Ex. Pharmaceutical company small business determination might be 2500 heads, while a consulting firm might be \$25,000,000 in revenue.
- ✧ SBA considers economic characteristics comprising the structure of an industry, including degree of competition, average firm size, start-up costs and entry barriers, and distribution of firms by size.



## Polling Question #3

- ✍ True or False: The process for obtaining a CAGE Code is the same as for obtaining a NCAGE Code.



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# DUNS to UEI



## What are the DUNS and UEI?

- ✧ DUNS is the Data Universal Numbering System by Dun and Bradstreet
- ✧ DUNS is a 9-character official identifier to a business entity and is used for doing business with the U.S. Government
- ✧ The DUNS number allowed the U.S. Government to track how money is allocated
- ✧ UEI is the SAM-generated Unique Entity Identifier that has replaced the DUNS as the official identifier for doing business with the U.S. Government as of 4/4/2022.



## Who is the New Provider?

- ✧ Ernst and Young (EY) will be the new entity validation services provider replacing Dun and Bradstreet
- ✧ EY will validate that entities are unique, though the definition of “unique” will not change
- ✧ Based on the uniqueness determination, a UEI is assigned to that entity



## Why Change?

- ✧ Creates a more efficient process to request an UEI in order to do business with the U.S. Government
- ✧ Validates entity uniqueness
- ✧ Streamlines the process of obtaining a UEI and registering by going to a single place, SAM.gov





# Transition from DUNS to UEI

**1963 to July 2019**

**Phase 1:**  
DUNS number is  
the official  
identifier

**October 2021**

**Phase 2:**  
DUNS number  
remains the  
official identifier.  
GSA assigns  
Unique Entity ID  
to all SAM  
records

**April 2022**

**Phase 3:**  
SAM's Unique  
Entity ID is the  
official identifier.  
DUNS number  
retained for  
historical  
purposes

\*Transition started in July of 2019 and was supposed to take 18 months, extended due to Covid



## Transition from DUNS to UEI (cont.)

### ✍ Phase 1 (July 2019):

- DUNS number is still official identifier
- GSA publishes the technical standard for the new UEI

### ✍ The Unique Entity ID is a 12-character, alphanumeric value that adheres to the following rules:

- The letters “O” and “I” are not used to avoid confusion with zero and one.
- The first character is not zero to avoid cutting off digits that can occur during data imports, for example, when importing data into spreadsheet programs.
- Nine-digit sequences are not used in the identifier to avoid collision with the nine-digit DUNS Number or Taxpayer Identification Number (TIN).
- The first five characters are structured to avoid collision with the Commercial and Government Entity code formatting or CAGE code.
- The Unique Entity ID is not case sensitive.
- The final character is a checksum of the first 11 characters used to detect errors within data.



## Transition from DUNS to UEI (cont.)

### Phase 2 (July 2019 – October 2021):

- Technical specification for interfacing systems, including the new UEI, are published by GSA
- GSA develops tools needed to generate Unique Entity IDs in SAM.gov
- GSA starts assigning UEIs for all SAM registration records
- GSA develops interface to determine entity uniqueness
- Testing of new interfaces with agency systems
- GSA communicates changes to stakeholders as details become available



## Transition from DUNS to UEI (cont.)

### ✍ Phase 3 (April 2022):

- SAM-generated Unique Entity Identifier becomes the official identifier for doing business with the U.S. Government
- New entities will be automatically assigned a UEI
- Existing entities will begin to use the new UEI
- Before starting entity registration, entities must request new Unique Entity IDs through SAM.gov
- Entity uniqueness is determined by new entity validation service provider
- Previously assigned DUNS numbers are retained for historical purposes



## Polling Question #4

✍ True or False: UEI numbers are the same as DUNS numbers.



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# Entity Validation





## NEW – Entity Validation

- ✧ With the UEI change in April 2022 came a new process that occurs before the registration renewal begins – “Entity Validation”
- ✧ Entity Validation is required in SAM when you:
  - Register an entity for the first time
  - Renew your entity registration annually
  - Get a Unique Entity ID (UEI)
  - Update or change your entity’s name or address
- ✧ Whether you are a new entity, or an entity already registered in sam.gov, you will need to complete this Entity Validation
  - Provide entity information
  - Confirm entity results are correct (update if required)
  - Submit documentation to support validation



# What Do You Want To Do?

- ✧ The first question when you get started on your registration is “What do you want to do?”:
  - Federal Assistance Awards Only
  - All Awards
  - Get a Unique Entity ID Only
    - THIS IS NOT A REGISTRATION AND YOU WILL NOT BE ABLE TO BID ON CONTRACTS OR RECEIVE FEDERAL ASSISTANCE AWARDS WITH ONLY A UEI.



# Entity Validation Options

Entity is in results and all info is correct

Entity is in results but some info incorrect

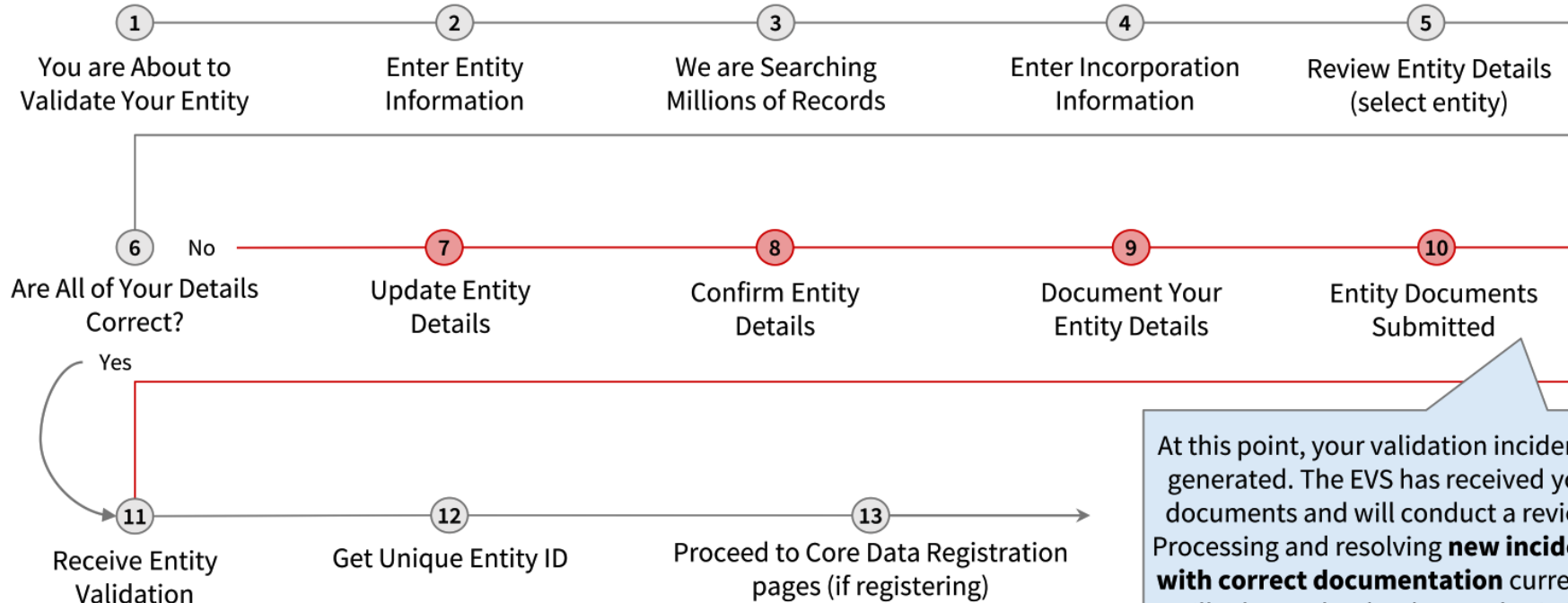
Entity not in results

No results

\*\*Each entity results will be different. With any of the different results, you may be able to finish registering right away, or you may need to stop, submit documentation to the EVS, and wait for a resolution before you continue.



## How Does Entity Validation Work in SAM.gov?



At this point, your validation incident is generated. The EVS has received your documents and will conduct a review. Processing and resolving **new incidents with correct documentation** currently will take 7 calendar days. Submitting incorrect documents will delay incident resolution timeframes.



IAE Stakeholder Forum

System for Award Management | For People Who Make, Receive, and Manage Federal Awards



- ✧ The documentation you will need to provide will depend on your answers, but the documents may need to prove your entity's legal business name, physical address, start year, and state of incorporation or national identifier. Some examples include:
  - Certified articles of incorporation/formation
  - Certified business filing from your Secretary of State's office
  - EIN assignment letter from IRS
  - Recent bank statement (less than 5 years old)
  - Recent utility bill (less than 5 years old)
- You will not be able to save the Entity Validation like you can the registration and it must be submitted before you can begin your registration.



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# Administrator Transfer/Assignment





# Administrator Transfer

- ✍ An administrator is the person in charge of renewing and submitting the registration each year.
- ✍ Only an administrator can submit the Entity Validation and SAM Registration.
- ✍ There are two ways to complete an Administrator Transfer or Assignment:
  - Through a Current Administrator (either at your company or a parent company)
  - Through a Notarized letter
- ✍ A time may come when your previous Administrator is no longer at the company or is anticipating leaving and someone else may need become an Administrator in order to complete the registration.



## Administrator Transfer (cont.)

- ✧ If there is a current person at the company that holds the Administrator role, the current Administrator can simply assign a new person at the company the role as well.
  - “Assign Role” button in the “Workspace” area of sam.gov account.
- ✧ A Notarized Letter is required when:
  - Your organization has an active or inactive registration, but no one has the Entity Administrator role.
  - You want to register an entity that is part of a larger organization and there is no active Entity Administrator to review your request.



## Administrator Transfer (cont.)

- ✍ When a Notarized Letter is required, it must be submitted to the Federal Service Desk with the following requirements:
- Be on an FSD approved template
  - Be on your company's letterhead and signed by President, CEO, or authorized signature authority
  - Contain your UEI
  - Contain the new Administrator's name, phone number, and email address
  - Provide a justification for the change



- ☞ How can I become an Entity Administrator?
- a) Submitting a Notarized Letter
  - b) Being assigned by the current Entity Administrator at your company
  - c) Being assigned by the current Entity Administrator at your parent company
  - d) All of the above



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# Reps & Certs



- ✧ Reps and Certs are completed during your SAM.gov registration and can be found by others if you make your entity information public at the end of your registration.
- ✧ When searching for Entity Information, a company's reps & certs can be found and downloaded from SAM.gov.
- ✧ This includes debarred or suspended parties - should be avoided





- ✧ Complying with the FAR Subpart 4.12, Representations and Certifications, during the SAM entity registration process:
  - Eliminates the administrative burden for contractors of submitting the same information to various contracting offices;
  - Establishes a common source for this information to procurement offices across the U.S. government; and
  - Allows the contracting officer to incorporate by reference the contractor's representations and certifications in the awarded contract.
- ✧ If you misrepresent your entity in order to obtain a contract, you may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code. Criminal Penalties could include imposition of a fine, imprisonment, or both.



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# Common Pitfalls



- ✂ Incorrectly entering entity information when completing the Entity Validation process.
- ✂ Waiting too long to complete your SAM.gov registration.
- ✂ Trying to complete your registration in one sitting.
- ✂ Mistaking the option to “Receive a UEI” as registering.



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# Summary of Changes to SAM.gov



# Summary of Changes to SAM.gov

- ✧ DUNS to UEI transition
- ✧ Entity Validation process
- ✧ Integrated Award Environment



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# Federal Service Desk Support





- ✧ Linked to SAM.gov is the Federal Service Desk which has Q&As, release notes, and an associated phone number to answer any and all of your questions about SAM.gov.
- ✧ The Q&As consist of Knowledge Articles where a popular question has been answered online and may link to other articles to help answer your question in further detail.
  - Guides to certain SAM.gov capabilities are also available at FSD.gov.
    - Ex. Registering as a New Entity, Registering as an International Entity, etc.
- ✧ Release notes consist of periodic changes to SAM.gov.
- ✧ The FSD phone line is available to answer any questions that the FSD online portal cannot answer.
- ✧ The FSD chat line is also available to answer any questions.



Questions?



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