



THE
CONTRACTING
EDUCATION
ACADEMY
AT GEORGIA TECH

Not Your Uncle ... SAM

*Tips for Navigating
the System for Award Management
October 2012*



Georgia
Tech



Enterprise
Innovation
Institute

Background

- SAM – the System for Award Management – was designed to integrate three federal acquisition data systems
 - Central Contractor Registration (CCR)
 - Online Representations and Certifications Application (ORCA)
 - Excluded Parties List System (EPLS)
- Several more stand-alone databases are to be integrated into SAM over time

Challenges

- Oct. 2011 – Full implementation of SAM delayed when GSA cut-off additional development funding.
- May 2012 – Initial launch scheduled, then postponed.
- July 2012 – SAM launched, but taken off-line a few days later, then re-launched.
- Ongoing – Assess issues reported by vendors and contracting offices alike.
- Aug. 2012 – DoD temporarily exempts vendors from registering in SAM.

The SAM Plan

- A single Federal system that combines multiple legacy databases
- <https://www.sam.gov>
- Vendors advised to:
 - Check migration of their records
 - Record all user ID's and passwords
 - Protect & safeguard your user name and password
 - Use Commercial and Gov't Entity (CAGE) Code after registration
 - Be aware registration is a key to being considered for awards and contract payments

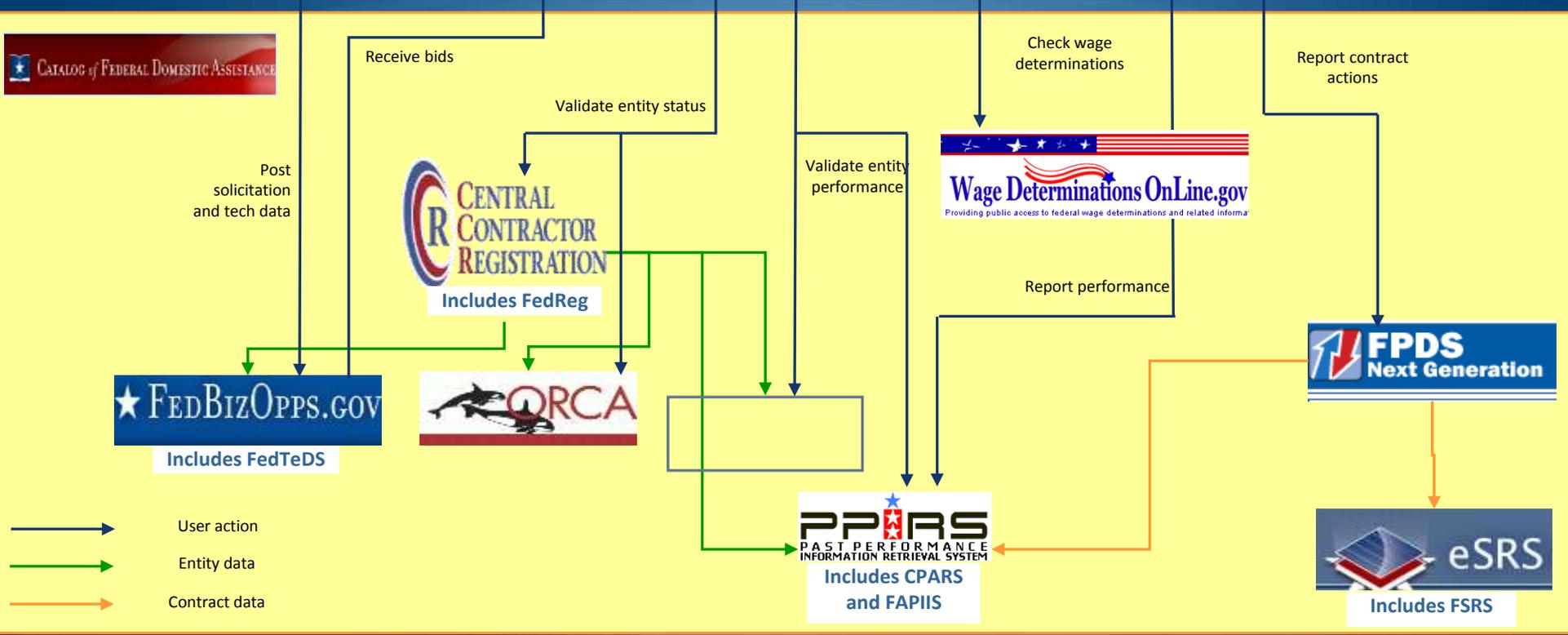
SAM's Importance to Multiple Audiences

- **Dun & Bradstreet, the SBA, and Contracting Officers**
 - Dynamic Small Business Search
 - NAICS
 - PSC/FSC
 - DUNS
 - CAGE CODE
 - Set Asides - SB, 8(a), SDVOSB, WOSB, EDWOSB, HUBZone
- **Banking (National Finance Center)**
 - Payment Information
 - Banking information
- **IRS (Internal Revenue Service)**
 - Valid TIN/EIN
 - Current Tax status
- **State & Local Agencies can use search function**
 - Identify potential vendors
 - Capabilities and references
- **Prime Vendors**
 - Primes searching for subs
 - Search for specific categories of subs to fulfill of subcontracting goals
 - Subs searching for Primes



The Big Picture

SAM's Role in the Procurement Process from a Government Perspective



SAM's Promise

Old Approach

- **Siloed** – Separate systems, each with a separate login
- **Redundant** – Overlapping data creates opportunity for error and complicates changes
- **Separate** – Multiple vendors at many hosting locations, managed separately with varying levels of service



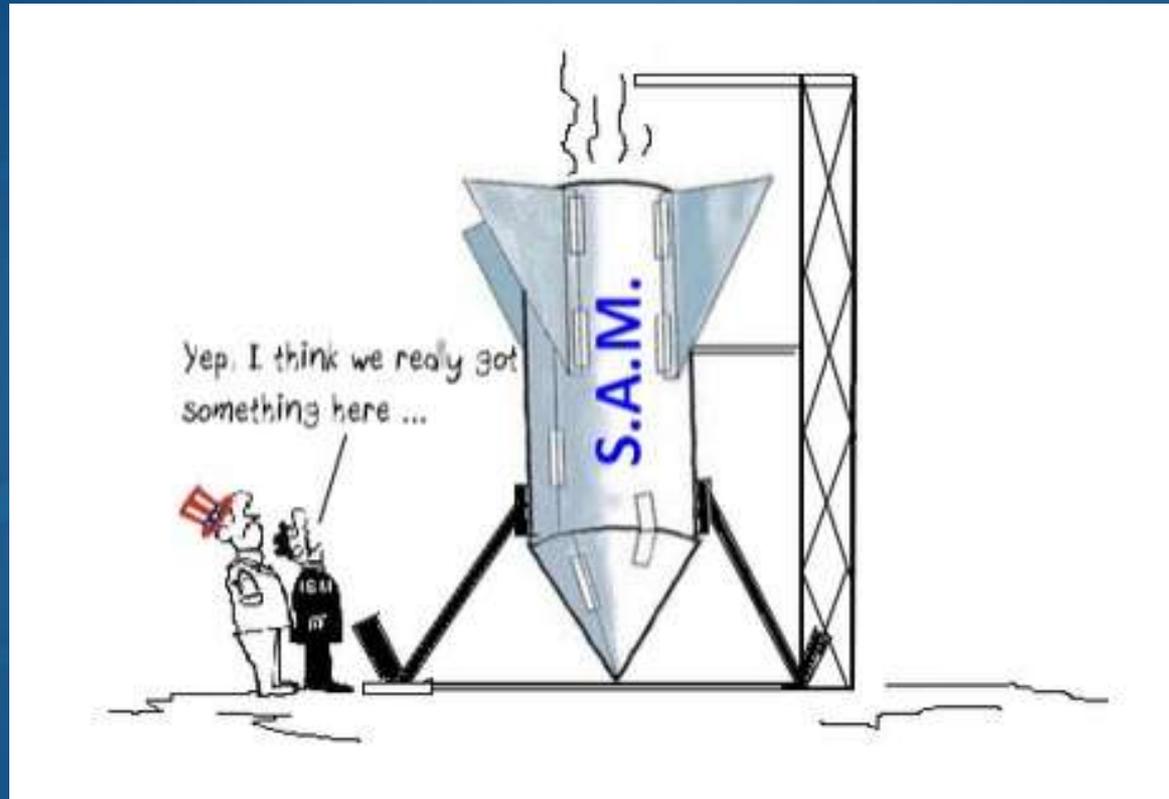
New Approach

- **1 Login!** – Functionality accessible at one online location to streamline the process
- **1 Data Source!** – Centralized, normalized data to eliminate potential for conflicting values and improves agility to deal with future changes
- **1 Host!** – Consolidated hosting by GSA to reduce O&M costs



Existing capabilities, streamlined for efficiency.

A Cartoon Circulating in the Contracting Community



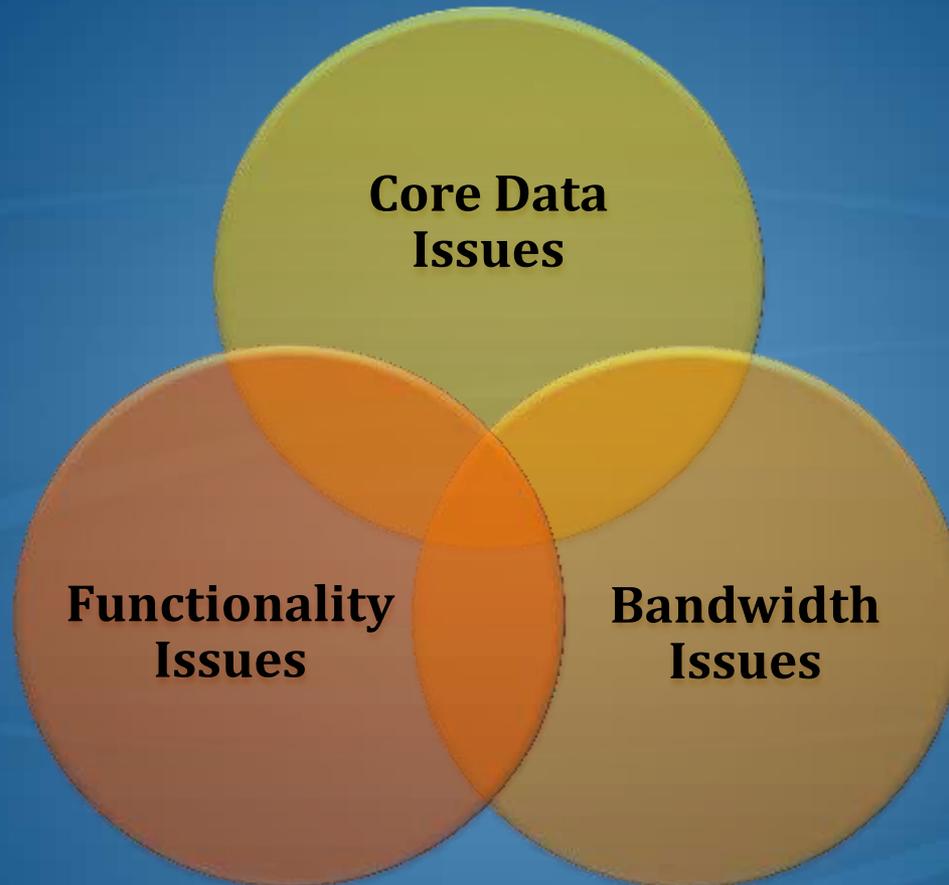
Frustrations Abound

- System slow to respond
- Navigation problems
- Missing data fields
- User familiarity with CCR not compatible with SAM
- Help desks overwhelmed

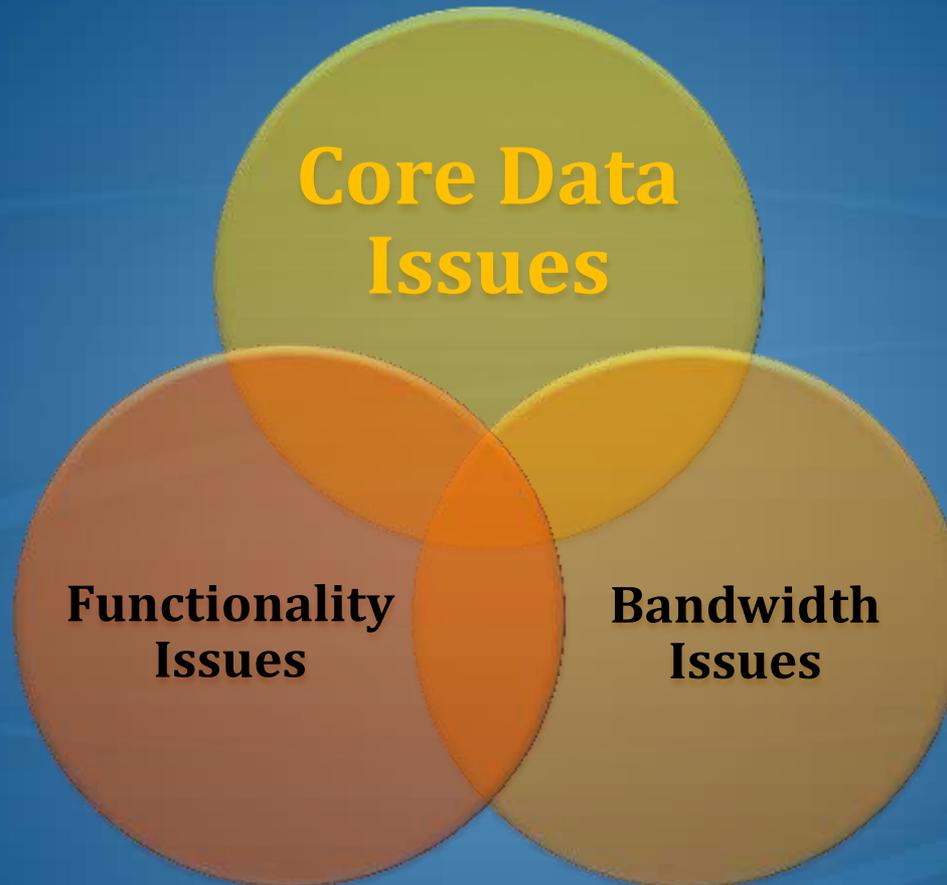
What Are the Problems

*... and What Are the
Work-Arounds?*

“SAM’s Rings”



“SAM’s Rings”



Need for Familiarity with User Guide

Table of Contents

- 1 Welcome to SAM
 - 1.1 What is SAM?
 - 1.2 The Federal Procurement World of the Past and Future
 - 1.3 Who Should Use SAM?
 - 1.4 Public User Capability
 - 1.5 Navigating SAM
- 2 User Management in SAM
 - 2.1 Creating an Account in SAM
 - 2.1.1 Types of Accounts
 - 2.1.2 Creating an Individual Account
 - 2.2 Account States
 - 2.2.1 Active
 - 2.2.2 Pending Validation
 - 2.2.3 Locked
 - 2.2.4 Inactive
 - 2.2.5 Deactivated
 - 2.2.6 Password Expired
 - 2.3 Troubleshooting Your User Account
 - 2.3.1 Forgot Password
 - 2.3.2 Forgot Username
 - 2.4 Features of an Individual Account
 - 2.4.1 My SAM Page
 - 2.4.2 Manage My User Roles
 - 2.4.3 Register/Update Entity
 - 2.4.4 Account Settings
 - 2.4.5 Data Access
 - 2.4.6 Accessing your Saved Searches
 - 2.5 Introduction to SAM Roles
 - 2.5.1 U.S. Federal Government Roles
 - 2.5.2 Non-Federal Government Roles
 - 2.6 Managing Your Roles
 - 2.6.1 Migrating a Legacy Account to SAM
 - 2.6.2 Requesting a Role with an Entity
 - 2.6.3 Managing Roles with an Existing Entity
 - 2.6.4 Managing Invitations to Accept Roles from an Administrator
 - 2.6.5 Accepting an Invitation to Join SAM
- 3 Entity Management Registration
 - 3.1 Who Registers in SAM Entity Management?
 - 3.1.1 What You Need before Getting Started
 - 3.2 Determining your Purpose of Registration

SAM User Guide - v2.1

- 3.3 Registering your Entity if you are interested in Federal Assistance Awards Only
 - 3.3.1 Entering Core Data
 - 3.3.2 Entering Points of Contact (POCs)
 - 3.3.3 Submitting Your Registration
- 3.4 Registering Your Entity if you are interested in Federal Contracts
 - 3.4.1 Entering Core Data
 - 3.4.2 Entering Assertions
 - 3.4.3 Entering Representations and Certifications
 - 3.4.4 Entering Points of Contact (POCs)
 - 3.4.5 Submitting the Registration
- 3.5 Registering your Entity if you are interested in Intra-Governmental Transactions
 - 3.5.1 Entering Core Data
 - 3.5.2 Entering Assertions
 - 3.5.3 Entering Points of Contact (POCs)
 - 3.5.4 Submitting Your Registration
- 3.6 Registering your Entity if you are interested in Federal Contracts and Intra-Governmental Transactions
 - 3.6.1 Entering Core Data
 - 3.6.2 Entering Assertions
 - 3.6.3 Entering Representations and Certifications
 - 3.6.4 Entering Points of Contact (POCs)
 - 3.6.5 Submitting Your Registration
- 3.7 Registering Your Entity if you are interested in Federal Assistance and Intra-Governmental Transactions
 - 3.7.1 Entering Core Data
 - 3.7.2 Entering Assertions
 - 3.7.3 Entering Points of Contact (POCs)
 - 3.7.4 Submitting the Registration
- 3.8 Status Indicators for your Registration
- 3.9 Maintaining Your Entity's Data
 - 3.9.1 Your responsibilities
 - 3.9.2 Editing Your Entity's Data
 - 3.9.3 Data Received From External Sources
- 4 Administrator
 - 4.1 Federal Administrators
 - 4.1.1 Becoming a Federal Administrator in SAM
 - 4.1.2 Federal Roles
 - 4.2 Non-Federal Entity Administrators
 - 4.2.1 Becoming a Non-Federal Entity Administrator in SAM
 - 4.2.2 Non-Federal Roles

SAM User Guide - v2.1

More Important Topics

SAM User Guide – v2.1.

- 4.3 Managing Entity Users
 - 4.3.1 Inviting Users to Your Entity
 - 4.3.2 Managing Existing Users
 - 4.3.3 Managing Role Requests
 - 4.3.4 Deactivating an Entity Registration
- 5 Search
 - 5.1 Performing Search
 - 5.1.1 Search Filters
 - 5.1.2 Impacts of Roles on Search Results
 - 5.1.3 Downloading Search Results
 - 5.1.4 Saving and Running Search Queries
 - 5.2 Viewing Records
 - 5.2.1 Entity Dashboard
 - 5.2.2 Exclusion Records
- 6 Data Access in SAM.
 - 6.1 Viewing Data in SAM
 - 6.2 Legacy Interfaces in SAM
 - 6.3 Creating a System Account
 - 6.3.1 Features of System Accounts
 - 6.4 SAM Data Access Roles
 - 6.4.1 Public Data
 - 6.4.2 FOUO Entity Management Data Viewer
 - 6.4.3 Sensitive Entity Management Data Viewer
 - 6.5 Requesting Data Access Roles.
 - 6.5.1 Data Access Request for Individual Account
 - 6.5.2 Approving Data Access Requests
 - 6.6 How to Access Data for Which You Have Been Approved.
 - 6.6.1 Accessing Data from the Website
 - 6.6.2 Accessing Data as CSV Extracts
 - 6.6.3 Accessing Data Using SFTP or Web Services
 - 6.7 System Accounts – Sending Data to SAM
- 7 Performance Information - Exclusions
 - 7.1 Overview
 - 7.2 Exclusions Terminology
 - 7.2.1 Overview
 - 7.2.2 Exclusions Types
 - 7.3 Managing Exclusions
 - 7.3.1 My Exclusions
 - 7.3.2 My Agency's Exclusions
 - 7.3.3 Agency Exclusion Points of Contact (POCs)
 - 7.3.4 Add New Exclusion

SAM User Guide – v2.1.

- 7.3.5 Edit an Existing Exclusion Record
- 7.3.6 D&B Monitoring
- 7.3.7 View Record History
- 7.3.8 Upload Interface
- 7.3.9 Web Service Interface
- 8 Federal Government Hierarchy Maintenance
 - 8.1 Hierarchy Background
 - 8.2 Maintaining the Federal Government Hierarchy
 - 8.2.1 Requesting a New Department, Agency or Office
- 9 SAM Help
 - 9.1 SAM Help Pages
- 10 General Information
 - 10.1 General Information Pages
- Appendix A – Acronym List
- Appendix B – Glossary
 - 1 Entity Management Content Glossary
 - 2 Representations and Certifications Content Glossary
 - 3 Performance Info Glossary

How to register your entity to be eligible for CONTRACTS in SAM:

Before you register, you need to know the following:

What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity".

- REGISTERING IN SAM IS FREE.
- If you want to register in SAM, you must provide information that is already in SAM. You can see the "Migrating Files" Client Center.

Your Entity's DUNS Number

- You need a DUNS to register your entity in SAM.
- If you do not have a DUNS number, you can register for a DUNS number for free by visiting D&B at www.dunsmnb.com/webform
 - It takes 1-2 business days to obtain a DUNS.

Your Entity's Taxpayer Identification Number (TIN)

You need your entity's Tax ID Number (TIN) and tax year (the year that appears on your last tax return). Foreign entities that do not have employees within the U.S. do not need to provide a TIN.

- A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
- Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be used for registration data in SAM.
- To obtain an EIN visit: www.irs.gov/businesses/small/article/0,,id=102767,00.html
- Activating a new EIN with the IRS takes 2-5 weeks.

Steps For Registering Your Entity in SAM

- Go to www.sam.gov
- Create Personal Account
- Click "Register New User" and "Manage Entity" on your "My Account" page
- Select your type of Entity
- Select "Yes" to "Do you wish to bid on contracts?"
- Complete "Corporate Information"
 - Validate your DUNS information
 - Enter Business Information (TIN, etc.)
 - Enter NCAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
 - Enter General Information (business types, organization structure, etc.)
 - Enter Financial Information (Electronic Funds Transfer (EFT) Information)
 - Enter Executive Compensation
 - Enter Proceedings Details
- Complete "Assertions"
 - Goods and Services (NAICS, PSC, etc.)
 - Size Metrics
 - Financial Information
 - Executive Compensation
 - Proceedings Information
- Complete "Representations and Certifications"
 - FAR Responses
 - Architect-Engineer Responses
 - DFARS Responses
- Complete "Points of Contact"
- Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

3 Main Vendor Uses:
New Record
Updates
Migrating

How do I get more information? Take a look at the SAM User Guide.

Go to Our Website: www.sam.gov

Contact the SAM Help Desk: www.fsd.gov

Where to Find Help

The screenshot shows a help page with a sidebar on the left and a main content area on the right. The sidebar contains a 'Help' menu with the following items: FAQs, User Guides (highlighted), Quick User Guides (highlighted), Full User Guide, Helpful Hints, Demonstration Videos, and Exclusions Information. The main content area is titled 'User Help' and contains three sections, each with a 'Description' and a 'DOWNLOAD PDF' button:

- Quick Start Guides for Updating/Renewing Registrations**
Description: A short reference guide to help you renew or update your registration that was previously in CCR (and in some cases ORCA) and is now in SAM.
[DOWNLOAD PDF](#)
- Quick Start Guides for Contract Registrations**
Description: A short reference guide on what you must know to register your entity for contracts in SAM.
[DOWNLOAD PDF](#)
- Quick Start Guides for Grant Registrations**
Description: A short reference guide on what you must know to register your entity for grants and federal assistance in SAM.
[DOWNLOAD PDF](#)

More SAM Website Help

FAQs

User Guides

Demonstration Videos

Exclusions Information

Demonstration Videos

Demonstration Videos

The following videos will help familiarize you with the features and functionalities of SAM. Click on a video to launch the video in a new window. Adobe Flash Player is required.

SAM Overview Video



Description: New to SAM? This video will introduce you to SAM and how it fits into GSA IAE suite of systems.

[VIEW TRANSCRIPT](#)

Register a New Entity in SAM to be Eligible for Government Contracts



Description: Learn how to create an Entity Management registration so that your entity is eligible for Government contracts.

[VIEW TRANSCRIPT](#)

SAM Data Entry Tips

- Self-formatting
- *Tab* from one field to another
- Attention to detail is paramount
- No abbreviations (or be consistent)
- No punctuations
- No dashes
- No commas
- CAPS or lower case – no difference

SAM Tips for Vendors

- Know all your data (DUNS number, TIN, EFT data, NAICS code, SB size-standard, etc.) before starting.
- Ensure your Internet browser is set-up correctly. *(Tips coming up!)*
- Your registration should become active within 3-8 business days, after IRS validation.
 - *Allow at least 3-5 business days to complete SAM if you are using an existing TIN.*
 - *Allow at least 8 business days to complete your SAM if you have to apply for a TIN with IRS.*
 - *CAGE code assigned within 3 business days after IRS/TIN Validation*
- You will receive a confirmation e-mail with your CAGE code once SAM registration is activated.

Remember!

There must be an
exact match
between the data entered in
SAM and
existing D&B (DUNS)
and IRS data.

Creating a SAM Account

SAM
SYSTEM FOR AWARD MANAGEMENT

USERNAME PASSWORD [LOG IN](#)
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

[HOME](#) [SEARCH](#) [REPORTS](#) [SAM HELP](#)

WHAT IS SAM?

The **System for Award Management (SAM)** is a free web-site which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. Currently CCR, FedReg, ORCA and EPLS have been migrated into SAM. Over the coming years, additional system migrations will be completed.

REGISTER WITH SAM

Why Register? Registering with SAM will allow you to access the full functionality of the system. Learn more [About SAM](#).

What will you need? You only need your personal information to create an account on SAM.

[Create an Account](#)

SEARCH SAM

[Search](#)

Even if you do not wish to register at this time, you can still Search SAM.

Please enter your search criteria above to view registered vendors.

NEWS AND ANNOUNCEMENTS

SAM is still experiencing some performance issues, which may result in a slowness of page loading or maybe even a web page error. We are working to improve these issues as quickly as possible. We appreciate your patience. SAM has the most users online from 11 am to 4 pm Eastern Time.

USER GUIDES

- [PDF](#) SAM Users Guide
- [PDF](#) Grants Registrations
- [PDF](#) Federal Administrators
- [PDF](#) Federal Employees
- [PDF](#) Exclusions
- [PDF](#) Non-Federal Administrators
- [PDF](#) Contract Registrations

Creating a SAM Account

SAM
SYSTEM FOR AWARD MANAGEMENT

USERNAME: PASSWORD: [LOG IN](#)
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH REPORTS SAM HELP

Account Registration

Choose Account Type

Individual Account Details

Choose an Individual Account

- If you need to perform tasks such as register your entity (legacy CCR/FedReg and ORCA functionality).
- If you need to create and manage exclusion records (legacy EPLS functionality).
- If you require CCR Tools type of functionality to view non-public level data for entity management registration records and exclusion records.
- If you are the only person in your entity who needs access to the extract/web service.
- Unless you know you need a system account, you should create an individual account.

Once the account is created, you will have the opportunity to associate yourself with either a federal or a non-federal entity. This can be performed by either registering your non-federal entity, migrating your roles from legacy systems or by requesting roles with an entity.

Click the "Create an Individual Account" button below to begin.

[Create an Account](#)

System Account Details

Choose a System Account

- If the account involves system-to-system communication or you are automating your pull of the data.
- If multiple people in your entity need access to the same extracts/web services. You may have up to three POCs on each System account.
- You will not be able to request roles with an entity.

• You **cannot** register an entity or manage exclusion records with a system account. This account is only for system to system communications.

In SAM, access to data is gated by Functional Area and Sensitivity Level. Once you have been granted access, you can access the respective data packages via any protocol and file formats in which they are distributed. It is recommended that a SAM specific email address be established for all communications.

Click the "Create a System Account" button below to begin.

[Create System Account](#)

SAM | System for Award Management 1.01

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

Service Desk
URL: <http://www.FSD.gov>
(8am - 8pm Eastern Time)
US Calls: 866-606-8220
International Calls: 334-206-7828

GSA USA.GOV

Creating a SAM Account

USERNAME **PASSWORD** **LOG IN**
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME **SEARCH** **REPORTS** **SAM HELP**

Create Account: Individual

- ▶ **Personal Information**
- ▶ Account Information
- ▶ Summary

Personal Information

Page Description
Please provide your personal information requested below.
Fields marked with an asterisk (*) are mandatory.

Title :

First Name* :

Middle Initial :

Last Name* :

Suffix :

Email Address* :

Confirm Email Address* :

Phone* :

Phone Extension :

Fax :

Address Line 1 :

Address Line 2 :

City :

State/Province:

Country*:

ZIP/Postal Code:

Content Glossary

Status Indicators:

○ Only basic information about the user is required

○ A user will receive an email to validate his access to the email address associated with the account

Creating a SAM Account

- Users will have 1 password for all functionality
 - SAM will help with defining a password
 - There will be fewer security questions

The screenshot displays the 'Create Account: Personal' page in the SAM System for Award Management. The page includes a navigation bar with 'HOME', 'SEARCH', 'REPORTS', and 'SAM HELP'. The main content area is titled 'Account Information' and contains a 'Page Description' section. Below this, there are input fields for 'Username', 'Password', and 'Confirm Password'. A 'Password Requirements' box is open, showing the following rules: 'Must be at least 6 characters in length', 'Must contain at least 1 number', 'Must contain at least 1 lowercase character', and 'Must contain at least 1 uppercase character'. There are also three 'Security Question' fields, each with a dropdown menu and an associated 'Security Answer' field. The page also features a 'Content Glossary' on the right side and a 'Service Desk' section at the bottom right.

- Passwords expire every 180 days

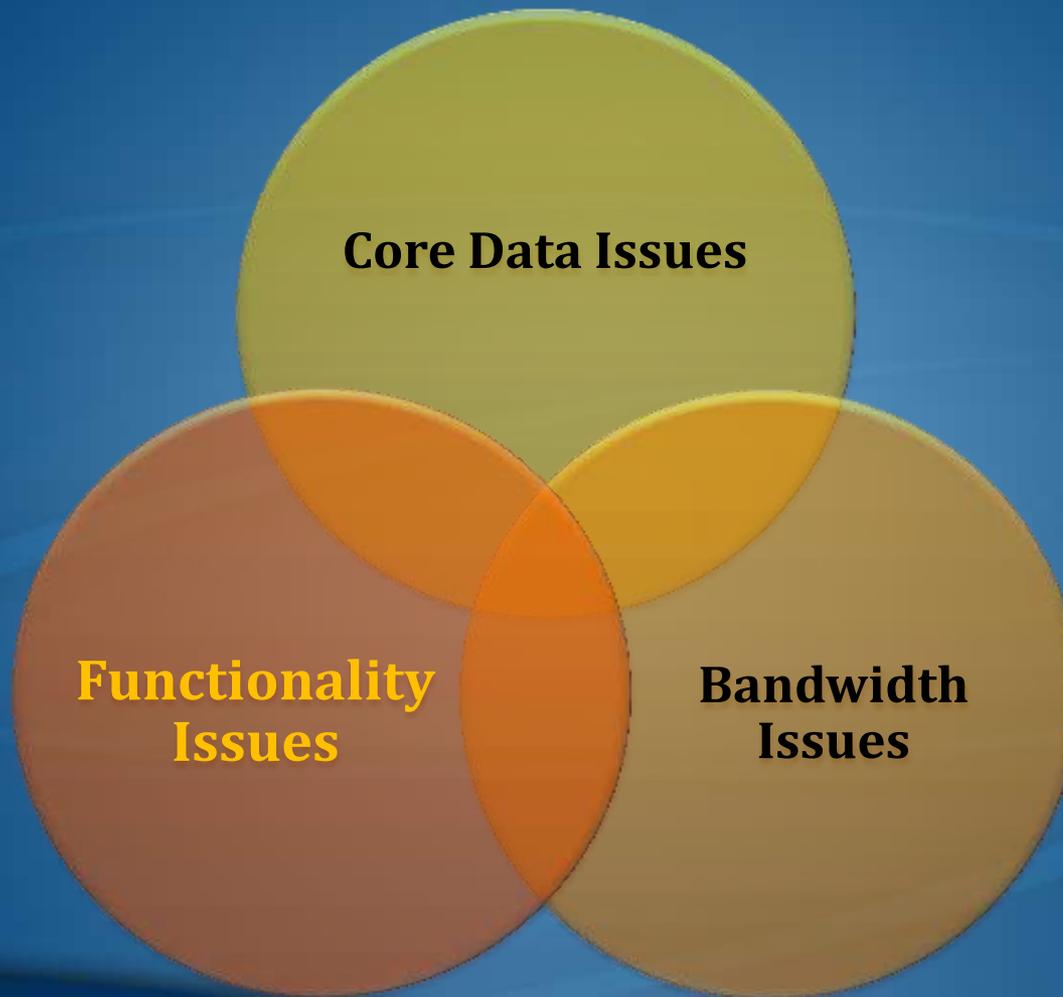
Registering “Entities” in SAM

The screenshot shows the SAM website interface. The top navigation bar includes 'MY SAM', 'SEARCH', 'REPORTS', and 'SAM HELP'. The main content area is titled 'Register Entity' and 'Determine Purpose of Registration'. A sidebar on the left lists the registration steps: 'Registration Overview', 'Purpose of Registration', 'Determine Purpose', 'Confirm', 'Core Data', 'Assertions', 'Representations and Certifications', 'Points of Contact', and 'Submit Certification'. The 'Core Data' step is circled in red. A callout box points to the 'Core Data' step with the text: 'SAM walks users through the Entity Registration (or validation) process in four steps.'

Vendors and award recipients are now called “Entities”
Entity Registration is organized in four steps:

- 1. Core Data** – Name, address, etc.
- 2. Assertions** – Information used to determine small business status, NAICS codes, etc.
- 3. Representations and Certifications** – Federal Acquisition Regulation compliance
- 4. Points of Contact** – Contact details for specified roles

“SAM’s Rings”



Critical Browser Set-Up Tips

- Order of preference: Firefox, Chrome, Microsoft Internet Explorer (IE)
- Disable pop-up blockers
 - Ensure your browser is up-to-date
 - Affects IE 7 & 8 & 9, Firefox, and Chrome
- Enable TLS 1.0 (transport label security)
- Enable JavaScript & Cookies
- If using IE, click on the icon on far right that looks like a torn piece of paper
 - Improves compatibility

>TOOLS
>INTERNET OPTIONS
>ADVANCED



SAM Tips - 1 of 3

- When selecting an Entity, do not select “non-profit” unless you are a bonafide non-profit. *Reason:* Non-profits are considered large businesses in the eyes of the federal government.
- When you are asked if you want to make your “Core Data” information public, vendors should say **YES!** (Only public information is displayed, not sensitive financial information.)

SAM Tips - 2 of 3

- Migrating an expired record requires FSD (Fed Service Desk) assistance.
- Every page of SAM must get updated; Save then Proceed.
- POC must open all pages in the review process.
- To select a NAICS, it must be highlighted and moved.
- Don't start, get stuck, stop, and call help desk. Press on.
- Know the difference between “draft”, “WIP” (core data), and “submitted.”
- Limit NAICS code to primary and use 2012 edition.
- Don't jump around. Stay the course.
- Pay attention to the details and be patient.
- If your SAM registration can wait, do just that ... *WAIT*.

SAM Tips - 3 of 3

- Towards the end of your registration, look for a button labeled “Register or Update SBA Profile.”
- This takes you to SBA’s Dynamic Small Business Search data base. You absolutely want to perform this task (Small Businesses only).
- **DO NOT** miss this step.

*Screen shot
on next slide ...*

SAM's Interface with the SBA's DSBS

SBA Supplemental

Entity Name, DUNS and CAGE is displayed

SBA Supplemental

You have successfully completed the Assertions portion of your entity's registration. Please review the information below if you would like to apply for a Small Business Administration (SBA) certification program.

If you are applying for certification as a HUBZone, 8(a) Business Development, or 8(a) Joint Venture Program, you must complete the SBA Supplemental page. Click the Register or Update your SBA Profile button located at the bottom of the page to go directly to the supplemental page specific to your entity. Note: When you click the button, you will be logged out of SAM and must log back in when you are ready to proceed with the registration process. The SBA will notify SAM if and when your entity is added to a certification program. SAM will send an e-mail to your entity's administrator when the SBA sends the confirmation. If your entity is added to the 8(A) or 8(a) Joint Venture program, the Business Type information will be updated. You will be instructed to review the changes found on the General Information page and to re-certify to your entity's small business status. If you are added to the HUBZone program, the Representations and Certifications portion of your entity's registration must be updated. You will be instructed to review the changes and re-certify to your entity's small business status.

SBA.GOV
U.S. Small Business Administration

Register or Update SBA Profile

CANCEL PREVIOUS SAVE AND CONTINUE SAVE AND EXIT

Important Links

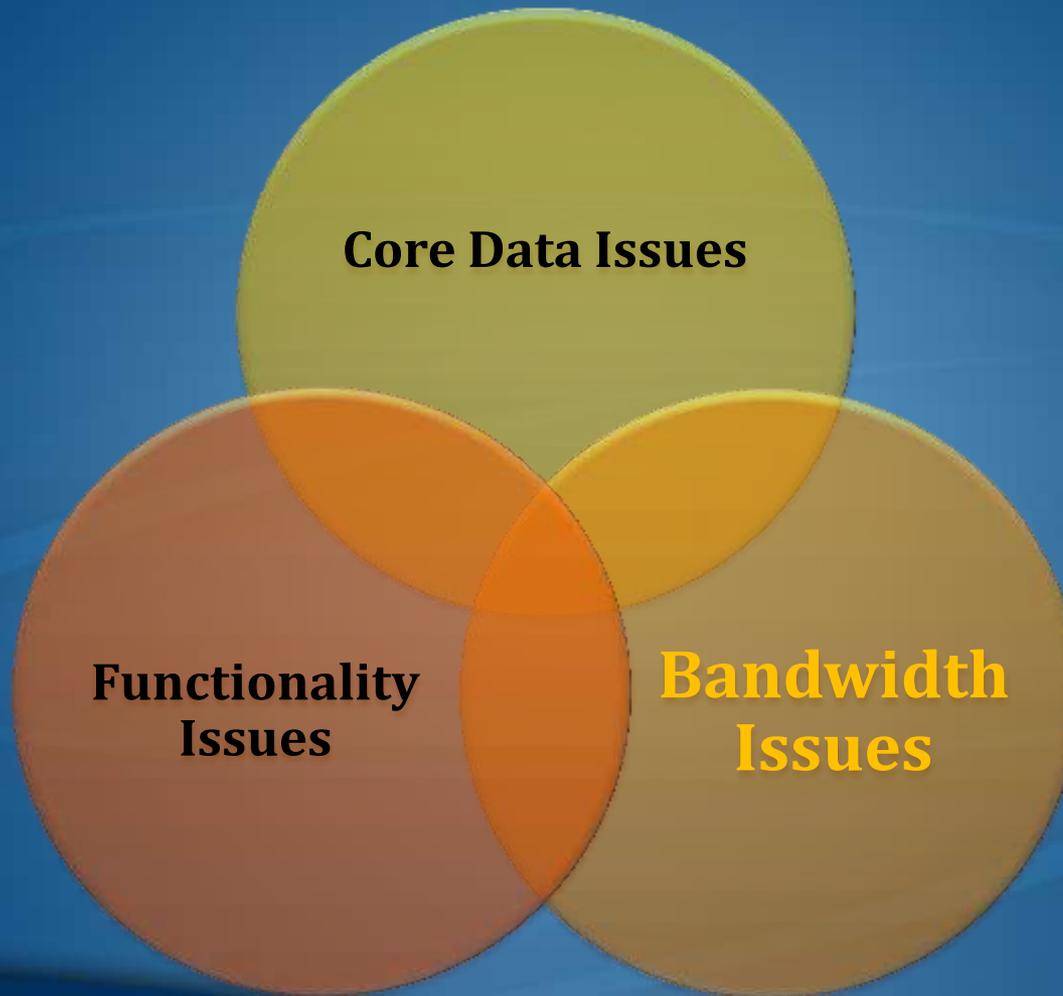
(These are hyperlinks)

- [SAM](#)
- [SAM Quick Start Guide](#)
- [SAM User's Guide](#)
- [SAM User Help Regarding Small Business Information](#)
- [SAM Registration Tips – 2012](#)
- [Dynamic Small Business Search](#)

Why Must SAM & DSBS Be Perfect?

- Contracting Officers routinely use SAM to verify vendor eligibility.
- Contracting Officers make judgments about a vendor's wherewithal to perform – *and attention-to-detail* – based, in part, on the completeness of your SAM file.
- Primes look in SAM/DSBS for potential subs.
- Businesses look for potential teaming partners in SAM/DSBS.

“SAMs Rings”



Bandwidth Limits – Tech and Human

- Help desks are swamped.
- Try SAM website during non-peak hours.
- Contact your local PTAC for “power user” assistance.
 - www.aptac-us.org
 - Scroll down and select state.
- Don't pay for what you can do yourself.
 - Don't delegate the management and control of your records.

*Screen shot
on next slide ...*

This Is Not SAM!

(<https://www.sam.gov> takes you to SAM)

File Edit View Favorites Tools Help

Google **sam.gov** Search Check More >>

Sign In

Georgia Tech Procuremen...

**CONTRACTOR
REGISTRATION**
Complete System for Award Management Assistance

**Googling "sam.gov"
may lead you to this.**

Call Now for Government Contractor Registration

System for Award Management Assistance

REGISTER ONLINE

For Government Contracts.

Confirmations

By clicking here, I authorize US Federal Contractor Registration to bill the associated card **\$599.00** one time for Federal Contractor Registration. I understand that registration fees are non-refundable after filing completion.

Services include SAM Migration, DUNS Number Registration, CCR Registration, ORCA File Preparation, and FEMA Registration or Grants.gov Registration.

SAM MIGRATION IS HERE



Complete System for Awards Management assistance including CCR & ORCA

SAM REGISTRATION



Get SAM Registered to get government contracts. Renew CCR or complete ORCA filing if necessary.

CALL TODAY



The United States Government spends approximately \$1,000,000,000 a day.

DoD Issues a Temporary Deviation



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

AUG 21 2012

In reply refer to:
DARS Tracking Number: 2012-O0015

(click for
full text)

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Class Deviation – System for Award Management (SAM)

Effective immediately, until further notice, deviation is granted from the initial registration requirements of Federal Acquisition Regulation (FAR) subpart 4.11 and the Defense FAR Supplement (DFARS) 204.1103(2)(i); and the required use of annual representations and certifications per FAR 4.1201 and DFARS 204.1202.

Recap of Recent SAM News

(These are hyperlinks)

- 10/24/2012 - [GSA appoints a new duo to run SAM](#)
- 8/28/2012 - [Browser Settings Can Affect SAM's Performance](#)
- 8/24/2012 - [DoD Temporarily Alters Vendor Registration Rule Due to SAM's Launch Shortcomings](#)
- 8/15/2012 - [GSA Issues IBM a Letter of Concern for SAM Problems](#)
- 8/1/2012 - [It's a Mistake to Rush into the SAM Vendor Registration Process](#)
- 7/24/2012 - [CCR Closed until SAM emerges on July 30th](#)
- 5/21/2012 - [SAM Implementation Changed from May 29 to the End of July 2012](#)
- 10/25/2011 - [SAM Deployment Likely To Be Delayed, GSA Might Replace DUNS](#)



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