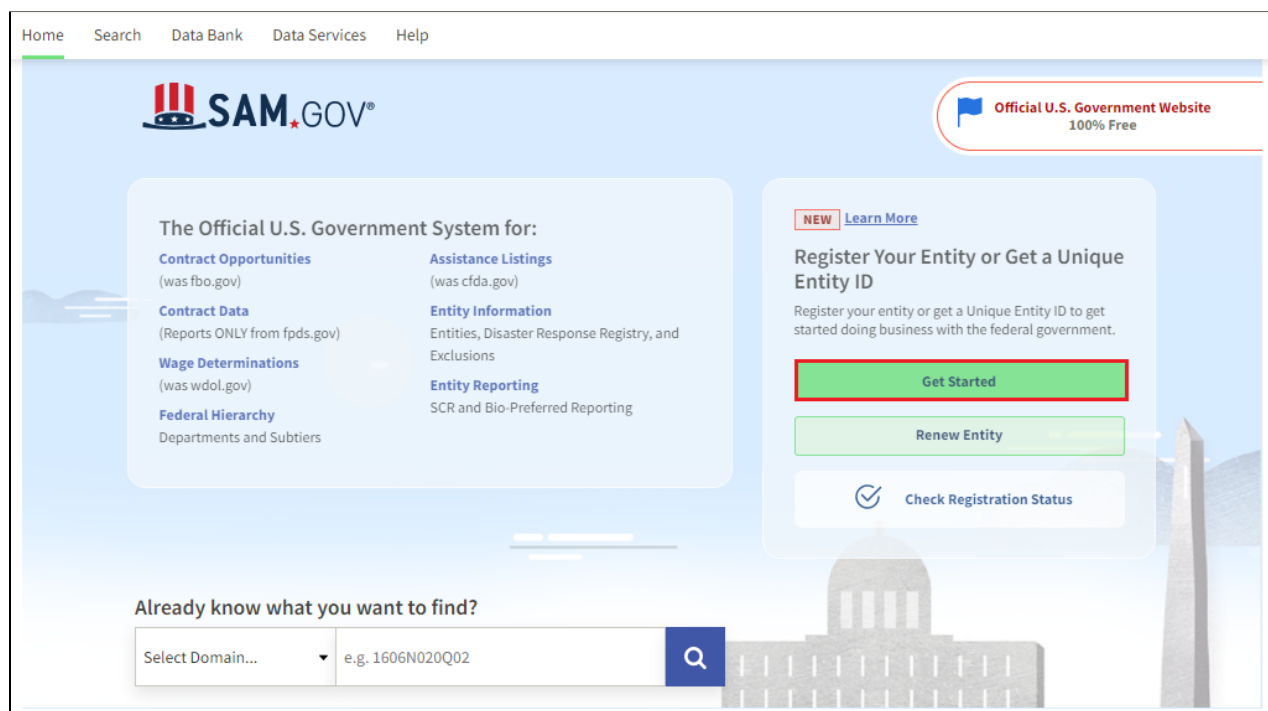


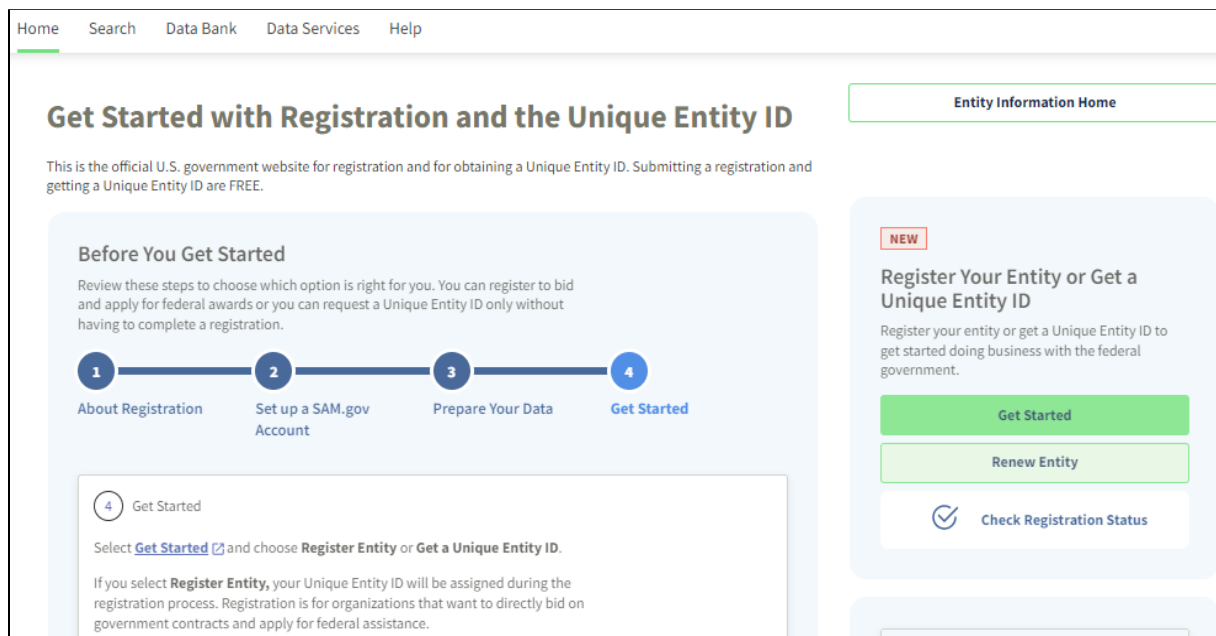
Entity Registration for All Awards: User Reference Guide

Getting Started

1. Launch <https://sam.gov>
2. Select “Get Started” under the “Register Your Entity” section.



3. Click through the four steps listed in “Before You Get Started” and review each step to help ensure you prepare and set aside enough time to complete your registration.



Home Search Data Bank Data Services Help

Get Started with Registration and the Unique Entity ID

This is the official U.S. government website for registration and for obtaining a Unique Entity ID. Submitting a registration and getting a Unique Entity ID are FREE.

Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.

- 1 About Registration
- 2 Set up a SAM.gov Account
- 3 Prepare Your Data
- 4 **Get Started**

4 Get Started

Select [Get Started](#) and choose **Register Entity** or **Get a Unique Entity ID**.

If you select **Register Entity**, your Unique Entity ID will be assigned during the registration process. Registration is for organizations that want to directly bid on government contracts and apply for federal assistance.

Entity Information Home

NEW

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

Check Registration Status

4. Select “Get Started” and “Accept” the federal government terms to sign into the website.





You must accept the U.S. Government System terms to sign into this website

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY."

This System is subject to monitoring.

Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Cancel **Accept**

5. Enter your email address and password to log into your SAM.gov account. Then, authenticate your account using the method selected when you created your Login.gov account.

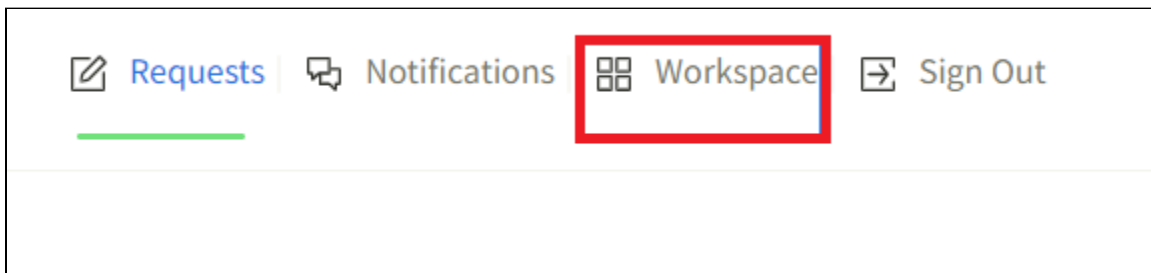
Email address

Password

☐ Show password

Sign in

6. Select “Workspace” in the subheader menu. The “Entities” widget should appear in the main panel. Select “Get Started.”



Entities

Entities

1	2	0	3	2
ACTIVE REGISTRATION	WORK IN PROGRESS REGISTRATION	SUBMITTED REGISTRATION	ID ASSIGNED	PENDING ID ASSIGNMENT

Next Update Due: **Mar 23, 2023** | Due in Next 30 days: **0 Entities**

Register Your Entity or Get a Unique Entity ID

[What do I need for registration?](#)

Get Started

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

[How to renew or update an entity](#)

Renew/Update

7. Select “Register Entity” on the “Get Started” page when you are ready to begin the registration process.

Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID.

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

Register Entity

8. Enter the purpose of your registration. This will include:
- The type of entity you are registering
 - The reason you are registering the entity to do business with the federal government

Select "Next."

Purpose of Registration




An entity within the SAM system includes prime contractors, organizations or individuals applying for assistance awards, those receiving loans, sole proprietors, corporations, partnerships, and any federal government agencies desiring to do business with the government.

What type of entity are you registering?

- ☐ Business or Organization
- ☐ U.S. State Government
- ☐ U.S. Local Government
- ☐ Tribal Government
- ☐ Foreign Government

Why are you registering this entity to do business with the U.S. government?

- ☐ I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.
- ☐ I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.

  
Previous Cancel Next


- Review and confirm the purpose of your registration. Make sure it is accurate and no changes are necessary. Select “Next.”

Confirm Purpose of Registration


Purpose of Registration
Change Purpose of Registration

ALL AWARDS


Based on the answers you provided on the previous page, you must complete the following entity registration sections.

 Unique Entity ID
All registration types


Unique Entity ID Validation includes validating the physical address, division name, and starting date associated with your Unique Entity ID.

 Core Data
All registration types


Core Data includes, but is not limited to, an entity's name and/or DoDAAC, address, CAGE or NCAGE, code, TIN or EIN number, general information, financial information, and details about any proceedings in which the entity may currently be involved.

 Assertions
"All Awards" only

Documents self assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster relief data.

 FAR and DFARS Representations & Certifications
"All Awards" only

Documents an entity's representations and certifications related to their small business status, responses to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect Engineer Responses (SF330 Part II).

 Points of Contact
All registration types

The entity will be asked to provide contact information for any mandatory POC based on the information they provided during the registration process. Includes, but is not limited to, accounts receivable, electronic business, and government business.

If you want to obtain federal contract awards, you must complete all four sections of the registration: Core Data, Assertions, Representations & Certifications (Reps & Certs), and Points of Contact (POCs). This is required by the Federal Acquisition Regulation (FAR) in FAR 52.204-7 System for Award Management.

If you are only interested in federal assistance opportunities, such as grants and loans, you must complete three sections of the registration: Core Data, Representations & Certifications (Reps & Certs), and POCs. If you decide later to pursue federal contract awards, you must update your SAM registration to change your purpose of registration and complete all four sections.

As of February 2, 2019, all entities registering for All Awards or Federal Assistance Only, will be required to review the Financial Assistance Representations and Certifications. These are a common set of certifications and representations required by Federal statutes or regulations in accordance with grants guidance under Title 2 of the Code of Federal Regulations. If you intend to apply for or are a recipient of a Federal grant or agreement, you must agree to the grants certifications and representations in the Representations & Certifications section of your entity registration.

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>

Previous
Cancel
Next

10. The “Gather Your Information” page displays the information you will need to complete the registration process for your entity. Read and confirm you have the information needed to complete the registration, then select “Next.”

Gather Your Information

Purpose of Registration
Change Purpose of Registration

ALL AWARDS

U.S. REGISTRANTS:

☒ **Entity Details:**

- Legal Business Name
- Physical Address
- Date of Incorporation (if applicable)
- State of Incorporation (if applicable)

☒ **Taxpayer Information:**

- Taxpayer Identification Number (TIN)
- Taxpayer Name
- Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer information.

☒ **Banking Information:**

- Routing Number
- Account Number
- Account Type - checking or savings, to set up Electronic Funds Transfer (EFT).

INTERNATIONAL REGISTRANTS:

☒ **Entity Details:**

- Legal Business Name
- Physical Address

☒ **Taxpayer Information:**

- Taxpayer Identification Number (TIN)
- Taxpayer Name
- Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer information.

☒ **Banking Information:**

- Routing Number
- Account Number
- Account Type - checking or savings, to set up Electronic Funds Transfer (EFT).

☒ **NCAGE Code:**

- NATO Commercial And Government Entity (NCAGE) Code from the NATO Support and Procurement Agency (NSPA). If you don't already have one, you may request an NCAGE Code online for FREE from NSPA.

☒ [Go to NCAGE Request](#)

Notes:

Entity Administrators and/or Entity Registration Representatives are responsible for ensuring the accuracy of an entity registration in SAM. An entity registration must be renewed every 365 days in order to remain active and will expire if it is not updated in a timely manner. An expired registration may affect the ability to do business with the Federal government.

<
✕
>

Previous
Cancel
Next

11. On the “Enter Entity Information screen, you will need to enter the following entity information:

- Legal Business Name
- Physical Address including:
 - i. Country,
 - ii. Street address,
 - iii. Zip code +4,
 - iv. City, and
 - v. State.

- Select "Next."

1

2

3

4

Enter Entity Information

Validate Information

Request UEI

Receive UEI

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name

If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Physical Address

Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

City

State

<

×

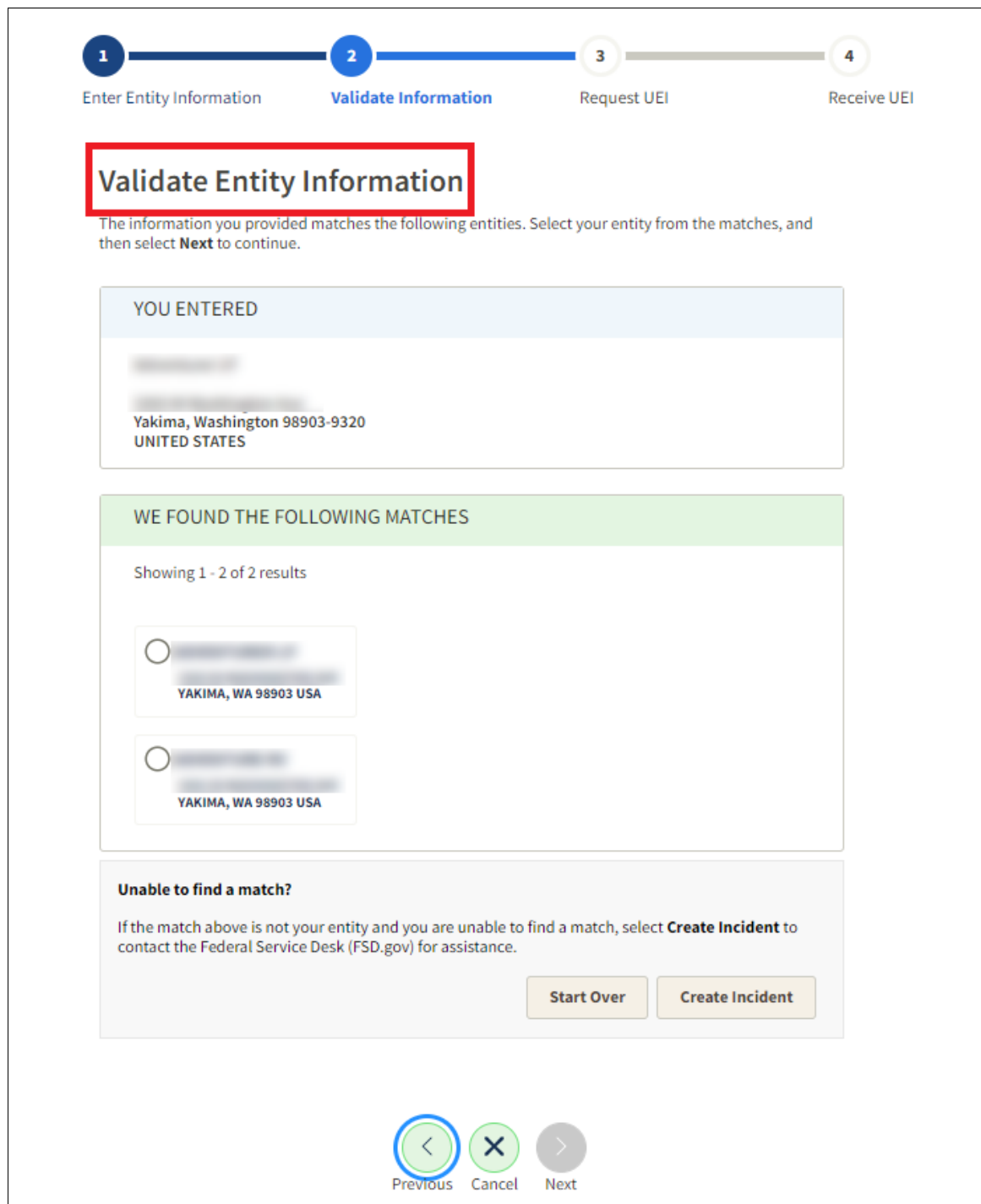
>

Previous

Cancel

Next

12. The system will proceed to the “Validate Entity Information” page where you will confirm the information you entered is accurate or that one of the potential matches provided on screen is a better match for your entity, then select "Next."



1 Enter Entity Information **2** **Validate Information** **3** Request UEI **4** Receive UEI

Validate Entity Information

The information you provided matches the following entities. Select your entity from the matches, and then select **Next** to continue.

YOU ENTERED

Yakima, Washington 98903-9320
UNITED STATES

WE FOUND THE FOLLOWING MATCHES

Showing 1 - 2 of 2 results

☐ YAKIMA, WA 98903 USA

☐ YAKIMA, WA 98903 USA

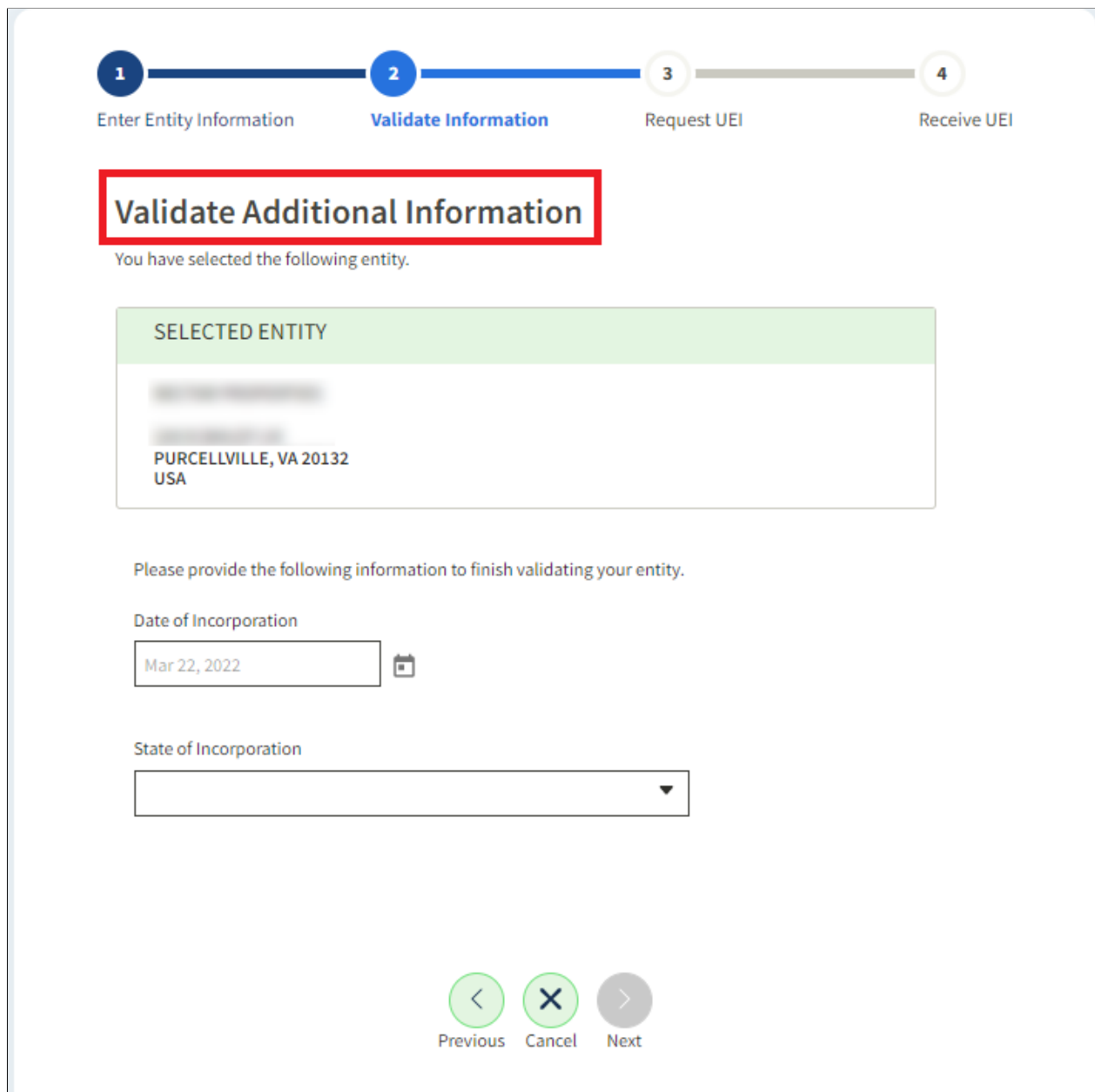
Unable to find a match?

If the match above is not your entity and you are unable to find a match, select **Create Incident** to contact the Federal Service Desk (FSD.gov) for assistance.

[Start Over](#) [Create Incident](#)

[Previous](#) [Cancel](#) [Next](#)

13. The system may display the “Validate Additional Information” page. Enter the date and state of incorporation for your entity. Select “Next” to continue.



The screenshot shows a four-step registration process. Step 2, 'Validate Information', is the active step. The page title 'Validate Additional Information' is highlighted with a red box. Below the title, it states 'You have selected the following entity.' and displays a box for the 'SELECTED ENTITY' with the address 'PURCELLVILLE, VA 20132 USA'. The user is prompted to 'Please provide the following information to finish validating your entity.' and is asked to enter the 'Date of Incorporation' (with a date picker showing 'Mar 22, 2022') and the 'State of Incorporation' (with a dropdown menu). At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Next'.

1 Enter Entity Information 2 **Validate Information** 3 Request UEI 4 Receive UEI

Validate Additional Information

You have selected the following entity.

SELECTED ENTITY

PURCELLVILLE, VA 20132
USA

Please provide the following information to finish validating your entity.

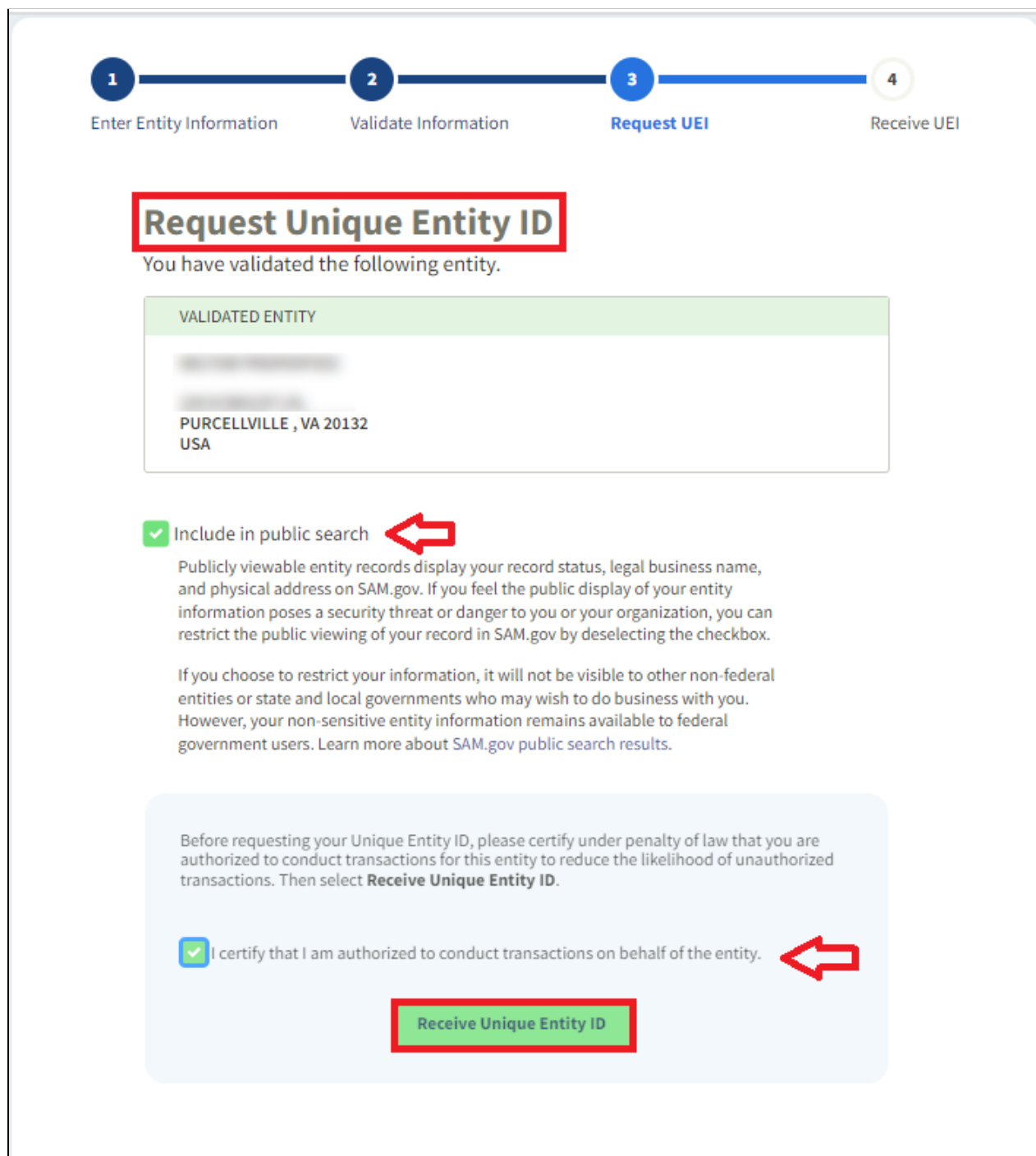
Date of Incorporation

Mar 22, 2022

State of Incorporation

Previous Cancel Next

14. The system will prompt you to request your Unique Entity ID. Confirm this is the correct entity to receive the Unique Entity ID. If you would like your entity to be displayed in public search results, leave the “Include in public search” box checked. Otherwise, uncheck this box. Also, check the box indicating that you are authorized to conduct transactions for this entity. Select the “Receive Unique Entity ID” button.



1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY

PURCELLVILLE, VA 20132
USA

☒ Include in public search

Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

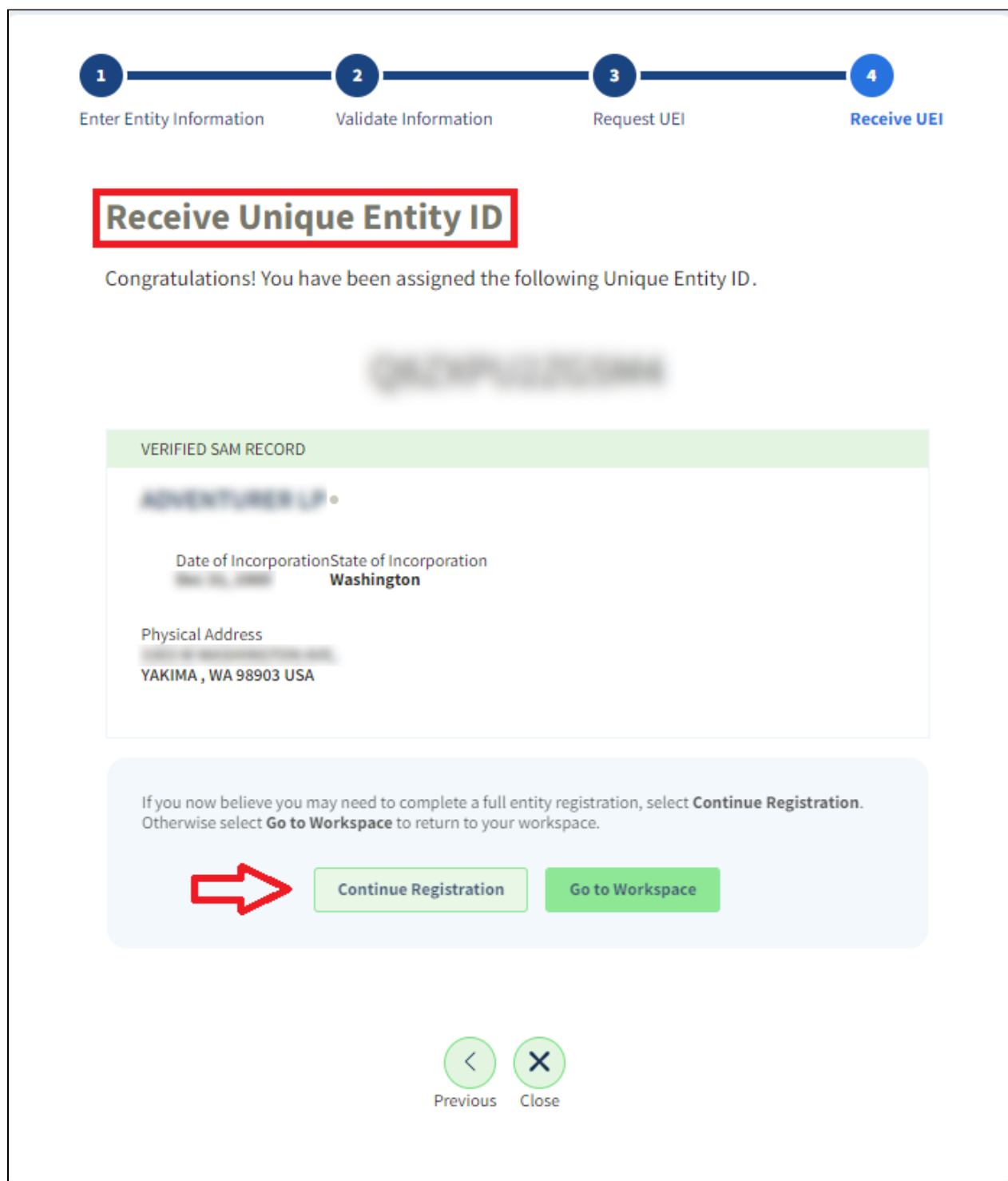
If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. Learn more about SAM.gov public search results.

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

☒ I certify that I am authorized to conduct transactions on behalf of the entity.

Receive Unique Entity ID

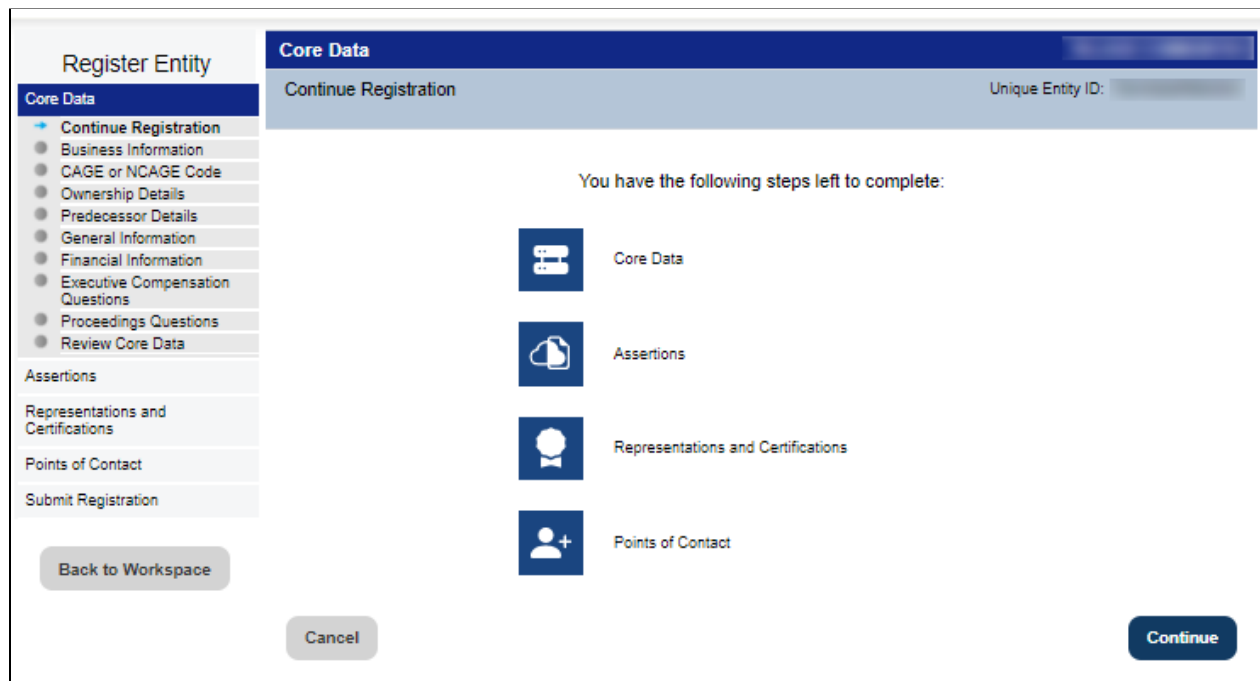
15. You will advance to the Receive Unique Entity ID screen, where your Unique Entity ID will be displayed. Select the “Continue Registration” button.



The screenshot displays the 'Receive Unique Entity ID' screen. At the top, a progress bar shows four steps: 1. Enter Entity Information, 2. Validate Information, 3. Request UEI, and 4. Receive UEI (highlighted in blue). Below the progress bar, the title 'Receive Unique Entity ID' is enclosed in a red rectangular box. The main content area begins with the text 'Congratulations! You have been assigned the following Unique Entity ID.' followed by a blurred Unique Entity ID. Below this is a 'VERIFIED SAM RECORD' section with a light green header. It lists 'ADVENTURES LP' as the entity name, with 'Date of Incorporation' and 'State of Incorporation' (Washington) listed below. The 'Physical Address' is also listed as 'YAKIMA, WA 98903 USA'. At the bottom of the screen, there is a light blue box containing instructions: 'If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Go to Workspace** to return to your workspace.' Below the text are two green buttons: 'Continue Registration' and 'Go to Workspace'. A large red arrow points to the 'Continue Registration' button. At the very bottom, there are two circular buttons: 'Previous' (with a left arrow) and 'Close' (with an 'X').

Core Data

16. The Register Entity Core Data page displays. Select “Continue.”



The screenshot shows the 'Register Entity' page with a sidebar on the left and a main content area. The sidebar includes a 'Core Data' section with a list of steps: 'Continue Registration' (selected), 'Business Information', 'CAGE or NCAGE Code', 'Ownership Details', 'Predecessor Details', 'General Information', 'Financial Information', 'Executive Compensation Questions', 'Proceedings Questions', and 'Review Core Data'. Below this are 'Assertions', 'Representations and Certifications', 'Points of Contact', and 'Submit Registration'. A 'Back to Workspace' button is at the bottom of the sidebar. The main content area has a 'Core Data' header with a 'Continue Registration' button and a 'Unique Entity ID' field. Below this, a message states 'You have the following steps left to complete:' followed by a list of steps with icons: 'Core Data' (database icon), 'Assertions' (document icon), 'Representations and Certifications' (award icon), and 'Points of Contact' (person icon). At the bottom of the main content area are 'Cancel' and 'Continue' buttons.

17. The “Business Information” page will appear. Complete all mandatory fields (those marked with an asterisk (*) on the page), then select “Save and Continue.”

Register Entity

Core Data

Continue Registration

Business Information

IRS Consent

CAGE or NCAGE Code

Ownership Details

Predecessor Details

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

Review Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

Business Information

Unique Entity ID:

Page Description

Please respond to questions on this page to better describe your entity. If you are required to provide a Taxpayer Identification Number (TIN), you may provide either an Employer Identification Number (EIN) or Social Security Number (SSN). Do not enter your SSN as your TIN unless you are a Sole Proprietor or a single-member Limited Liability Company (LLC) without an EIN. The TIN entered on this page will be sent to the IRS for validation after you complete the consent information on the next page.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Your Entity's Business Information:

Entity Start Date (M M / D D / Y Y Y Y) : *

Fiscal Year End Close Date (MM/DD): *

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District:

CA

18

Create MPIN: *

The MPIN will be shared with authorized partner applications (e.g. Grants.gov, Past Performance Information Retrieval System (PPIRS) etc.). The MPIN acts as your password in these systems and you should guard it as such. The MPIN must be nine characters long and contain at least one letter, one number, and no spaces or special characters.

*Note: The screenshot above does not capture the entire Core Data Business Information page. Please make sure to scroll through the entire page and review all fields.

18. Complete all mandatory fields on the IRS Consent page, then select “Save and Continue.”

*Note: You can select “Copy mailing address” or “Copy Physical Address” for the taxpayer address.

Register Entity	
<div>Core Data</div> <ul style="list-style-type: none"> Continue Registration Business Information IRS Consent CAGE or NCAGE Code Ownership Details Predecessor Details General Information Financial Information Executive Compensation Questions Proceedings Questions Review Core Data <div>Assertions</div> <div>Representations and Certifications</div> <div>Points of Contact</div> <div>Submit Registration</div> <div>Back to Workspace</div>	<div>Core Data</div> <div>IRS Consent Unique Entity ID: [REDACTED]</div> <div> <p>Page Description</p> <p>Please carefully read the "Consent to Disclosure of Tax Information" on this page. Follow the instructions to provide the Taxpayer Information required for the most current tax year reported.</p> <p>Upon completion of this page, all information required to perform the TIN Match will be sent to the IRS. Confirm all information is accurate before selecting Save and Continue. You will not be able to edit this page while the TIN Match is being performed.</p> <p>Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.</p> </div> <div> <p>CONSENT TO DISCLOSURE OF TAX INFORMATION</p> <p>By entering my Marketing Partner Identification Number (MPIN) as my Signature below, pursuant to 26 U.S.C. 6103(c), I hereby authorize the Internal Revenue Service (IRS) to validate and disclose to the officers and employees of the System for Award Management (SAM) Program Office whether the name and/or name control and Taxpayer Identification Number (TIN) provided for this registration matches or does not match the name and/or name control and TIN maintained in the IRS files for [REDACTED] in the most current tax year reported.</p> <p>I recognize this IRS-validated name and TIN, which is either my Employer Identification Number (EIN) or my Social Security Number (SSN) if I am a Sole Proprietor who chooses to use my SSN instead of getting an EIN or a single-member Limited Liability Company classified as a disregarded entity, will reside in SAM and will be accessible to Federal government procurement officials and other Government personnel performing managerial review and oversight for use in all Governmental business activities including tax reporting requirements and debt collection. By providing the taxpayer information below in support of this TIN Match, I certify that I have the authority to execute this consent for disclosure for this tax return information.</p> <p>TIN Match Instructions:</p> <p>Provide the Taxpayer Information required for the most current tax year reported for this entity.</p> <p>Your Taxpayer Name may be different than the entity's Legal Business Name. However, the Taxpayer Name must exactly match the name the IRS has on file for your entity's TIN according to its most recent tax return.</p> <p>For questions about your EIN, please call the IRS at 1-866-255-0654. For questions about your SSN, please call the Social Security Administration at 1-800-772-1213.</p> </div>

Provide Taxpayer Information:

Taxpayer Name*:

Use only letters, numbers, spaces, hyphens (-), and ampersands (&). Omit any other special characters that are part of your Taxpayer Name.

Taxpayer Identification Number (TIN):

Taxpayer Address:

COPY MAILING ADDRESS

COPY PHYSICAL ADDRESS

Address Line 1*:

Address Line 2:

City*:

State/Province*:

Please select a value

ZIP/Postal Code:

Country*:

Please select a value

Type of Tax:

Applicable Federal Tax

Tax Year (YYYY)*:

(Insert Most Recent Tax Year)

Name of Individual Executing Consent*:

Title of the Individual Executing Consent*:

Signature*:

Enter your MPIN here

Date:

Date will populate when you select Save and Continue.

Cancel

Previous

Save and Continue

19. Next, the CAGE Code page displays. Select “Yes” or “No,” then select “Save and Continue.”

Register Entity

Core Data

Continue Registration

Business Information

IRS Consent

CAGE or NCAGE Code

Ownership Details

Predecessor Details

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

Review Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

CAGE Code

Unique Entity ID:

Page Description

The Commercial and Government Entity (CAGE) Code is a five-character, alpha-numeric identifier assigned to entities located in the United States and its outlying areas by the Defense Logistics Agency (DLA) CAGE Program. All registrations in SAM go through CAGE Code assignment or validation after submission.

If your entity already has a CAGE Code, provide it on this page. SAM will check to see if you entered a valid CAGE Code. If you want to search for CAGE Code information, go to the [DLA CAGE website](#). If you do not have a CAGE Code, one will be assigned by the DLA CAGE Program after you submit your entity registration.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does your entity already have a CAGE Code? *

☐ Yes
 ☐ No

CAGE Code:

Cancel

Previous

Save and Continue

20. On the Ownership Details page, select “Yes” or “No” to the question of whether another entity owns or controls the entity you are registering. If you select “Yes,” provide the required information about the entities that control your entity. Select “Save and Continue.”

Register Entity

Core Data

Continue Registration

Business Information

IRS Consent

CAGE or NCAGE Code

Ownership Details

Predecessor Details

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

Review Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

Ownership Details

Unique Entity ID:

Page Description

Federal Acquisition Regulation ([FAR](#)) [Subpart 4.18](#) requires that you provide information about your entity's ownership and control as part of your SAM registration. We are gathering this information now to populate [FAR 52.204-17](#) which you will certify to later in the Reps & Certs. If you don't know your owner's CAGE/NCAGE Code, use [CAGE Search](#) to look it up. If your owner is located in the U.S. or its territories, not required to register in SAM, and doesn't have a CAGE Code, they need to [get a CAGE Code](#) before you can complete your registration. If your owner is located outside the U.S. or its territories, not required to register in SAM, and doesn't have an NCAGE Code, they need to [request an NCAGE Code](#) right away. You cannot complete your registration without it. Please note you cannot use your own entity's CAGE/NCAGE Code for either level of owner, nor can you use the same CAGE/NCAGE Code for both Immediate and Highest-Level Owner.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does another entity own or control the entity you are registering?*

☐ Yes
 ☐ No

View the [definition of Immediate Owner](#) on Acquisition.gov.

Cancel

Previous

Save and Continue

21. Read the predecessor details question on the next screen. Enter your response and select “Save and Continue.”

Register Entity

Core Data

Continue Registration

Business Information

IRS Consent

CAGE or NCAGE Code

Ownership Details

Predecessor Details

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

Review Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

Predecessor Details

Unique Entity ID:

Page Description

Federal Acquisition Regulation ([FAR](#)) [Subpart 4.1804 \(d\)](#) requires that you provide information about your entity's predecessors as part of your SAM registration. Predecessor refers to an entity that is replaced by a successor and includes any predecessors of the predecessor. We are gathering this information now to populate a provision you will certify to later in Reps & Certs. If you don't know your predecessor's CAGE/NCAGE Code(s) use [CAGE Search](#) to look it up. Please note you cannot use your own entity's CAGE/NCAGE Code for any predecessor, nor can you use the same CAGE/NCAGE Code for multiple predecessors.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Are you a successor to a predecessor that held a Federal contract or grant within the last three years?*

☐ Yes
☐ No

Cancel

Previous

Save and Continue



Register Entity

Core Data

Continue Registration

Business Information

IRS Consent

CAGE or NCAGE Code

Ownership Details

Predecessor Details

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

Review Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

General Information

Unique Entity ID:

Page Description

Please describe the entity you are registering. Use the drop-down menus and check boxes to make your selections.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Country of Incorporation:

Please select a value

Entity Security Level:

Please select a value

Highest Employee Security Level:

Please select a value

Entity Type:

You categorized your entity as: **Business or Organization**. Further describe your entity by selecting the relevant business types.

Institution Type:

Does your entity qualify as one of the following institution types? If none of these apply, select Not Applicable.

Not Applicable

Disadvantaged Business Enterprise:

Is your entity certified by a state certifying agency as a Department of Transportation Disadvantaged Business Enterprise?

No



23. Enter your financial information and select “Save and Continue.”

Tip: Make sure to answer the first question in the red box.

Register Entity

Core Data

Continue Registration

Business Information

IRS Consent

CAGE or NCAGE Code

Ownership Details

Predecessor Details

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

Review Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

Financial Information

Unique Entity ID:

Page Description

Please enter the requested information about the entity you are registering. The financial information you provide on this page will be used for payment purposes if you receive a Federal award.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Do you accept credit cards as a method of payment? *

☐ Yes

☐ No

New Account

Electronic Funds Transfer (EFT):

Account Type: *
Checking

Financial Institute:

ABA Routing Number: *

Account Number: *

Lockbox Number:

Automated Clearing House (ACH):

Please enter at least one method of contact for your A.C.H below.

A.C.H U.S. Phone: *
(xxx)xxx-xxxx

A.C.H Non-U.S. Phone:
xxxx-xxxxxxxxxxx

A.C.H Fax:
(xxx)xxx-xxxx

A.C.H Email:

*Note: The screenshot above does not capture the entire Core Data Financial Information page. Please make sure to scroll through the entire page and review all fields.

24. Answer the executive compensation questions. If you select “Yes,” provide the additional information requested, then select “Save and Continue.”

Register Entity

Core Data

Continue Registration

Business Information

IRS Consent

CAGE or NCAGE Code

Ownership Details

Predecessor Details

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

Review Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Registration

Back to Workspace

Core Data

Executive Compensation Questions

Unique Entity ID:

Page Description

Please answer the following questions to determine if you need to provide total compensation details for the five (5) most highly compensated executives in your business or organization. In accordance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006, as amended in 2008, your responses will be displayed to the public on USAspending.gov in association with any eligible Federal award your entity receives.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Executive Compensation:

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following:

1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and

2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? *

Please select a val

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? *

Not Applicable

Cancel

Previous

Save and Continue

25. Answer the proceedings questions. If you answer “Yes,” provide the additional information required, then select “Save and Continue.”

Register Entity

Core Data

Continue Registration

Business Information

IRS Consent

CAGE or NCAGE Code

Ownership Details

Predecessor Details

General Information

Financial Information

Executive Compensation Questions

Proceedings Questions

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Core Data

Proceedings Questions

Unique Entity ID: [REDACTED]

Page Description

Please answer the following questions about the entity you are registering. SAM collects information about proceedings only if you meet the conditions set forth in FAR 52.209-7, FAR 52.209-9, or 2 C.F.R. 200 Appendix XII. This information is not displayed in SAM. It is sent to FAPIIS.gov for display as applicable.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Proceedings:

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII? *

Please select a value

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Applicable

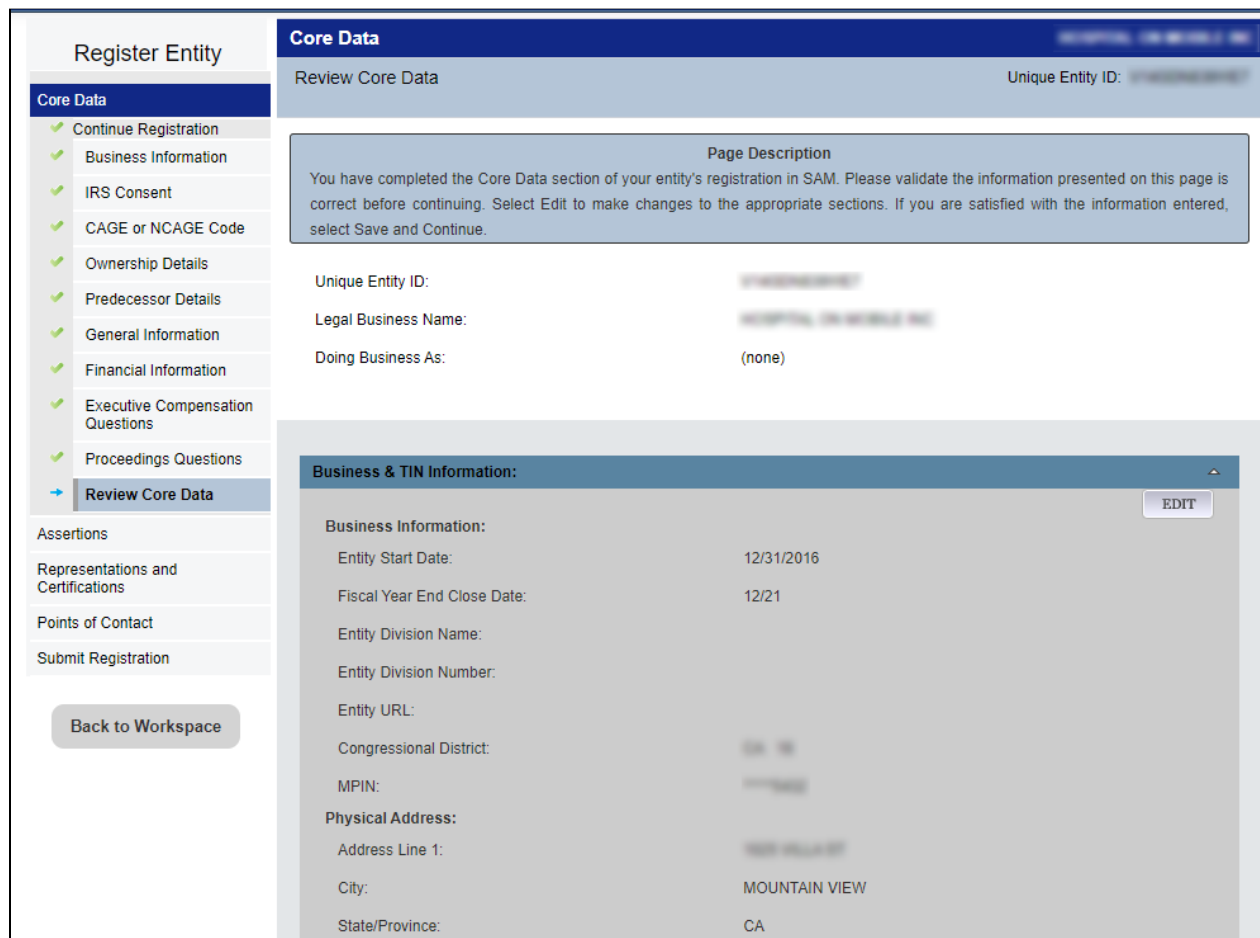
Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State

- Criminal proceeding resulting in a conviction or other acknowledgment of fault;
- Civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or
- Administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Applicable

*Note: The screenshot above does not capture the entire Core Data Proceedings Questions page. Please make sure to scroll through the entire page and review all fields.

26. Review your core data information. If you need to modify any information, select the “Edit” button displayed on each section. Select “Save and Continue.”



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- Core Data
 - Continue Registration
 - Business Information
 - IRS Consent
 - CAGE or NCAGE Code
 - Ownership Details
 - Predecessor Details
 - General Information
 - Financial Information
 - Executive Compensation Questions
 - Proceedings Questions
 - Review Core Data**
- Assertions
- Representations and Certifications
- Points of Contact
- Submit Registration

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Core Data

Review Core Data Unique Entity ID: [REDACTED]

Page Description

You have completed the Core Data section of your entity's registration in SAM. Please validate the information presented on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, select Save and Continue.

Unique Entity ID: [REDACTED]

Legal Business Name: [REDACTED]

Doing Business As: (none)

Business & TIN Information: [EDIT](#)

Business Information:

Entity Start Date: 12/31/2016

Fiscal Year End Close Date: 12/21

Entity Division Name:

Entity Division Number:

Entity URL:

Congressional District: CA 16

MPIN: [REDACTED]

Physical Address:

Address Line 1: [REDACTED]

City: MOUNTAIN VIEW

State/Province: CA

*Note: screenshot above does not capture the entire Review Core Data page. Please make sure to scroll through the entire page and review all fields.

Assertions

27. Enter goods and services information such as North American Industry Classification System (NAICS) codes and Product and Services Codes (PSCs). If you do not know your entity's NAICS codes, you can search by typing in either the beginning of NAICS code number or keywords in its description and select "Search." You can also [search for NAICS codes](#).

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Goods and Services

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Assertions

Goods and Services

Unique Entity ID:

Page Description

Please describe the Goods and Services your entity provides by selecting relevant North American Industry Classification System (NAICS) Codes. You may also select Product and Service Codes (PSCs). In the "Search for NAICS Code" or "Search for PSC" text box, you may enter the code or a word describing the type of services your business offers. Once you find the NAICS Codes or PSCs that are applicable to your entity select Add to include those codes in your entity's registration. Codes you have successfully added to your registration will show up in the "NAICS Codes Selected" or "Product and Service Codes Selected" boxes. If you need to delete a NAICS Code or PSC, you may select Remove for the chosen code.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Add NAICS Codes: *

Search for NAICS Code:

SEARCH CLEAR

NAICS Codes Selected

Mark as Primary	NAICS Code	Description	Action
Only the first 100 characters of the description are shown			

*Note: screenshot above does not capture the entire Assertions Goods and Services page. Please make sure to scroll through the entire page and review all fields.

28. Once you have found your entity's NAICS code, select "Add." You can add as many NAICS codes as you need. In the following table, you must select a primary NAICS code for your entity. Select the radio button next to the NAICS code you want as primary for your entity.

Add NAICS Codes: *

Search for NAICS Code:
SEARCH
CLEAR

NAICS Code	Description	Action
541990	All Other Professional, Scientific, and Technical Services	ADD
541940	Veterinary Services	ADD
541930	Translation and Interpretation Services	ADD
541922	Commercial Photography	ADD

NAICS Codes Selected

Mark as Primary	NAICS Code	Description	Action
Only the first 100 characters of the description are shown			
<input checked="" type="radio"/>	541380	Testing Laboratories	REMOVE

29. In the table following, add Product and Service Codes (PSCs) of your entity if available. Then, select “Save and Continue.” You can find a listing of PSCs at [acquisition.gov](https://www.acquisition.gov).

Add Product and Service Codes:

Search for PSC:

SEARCH

CLEAR

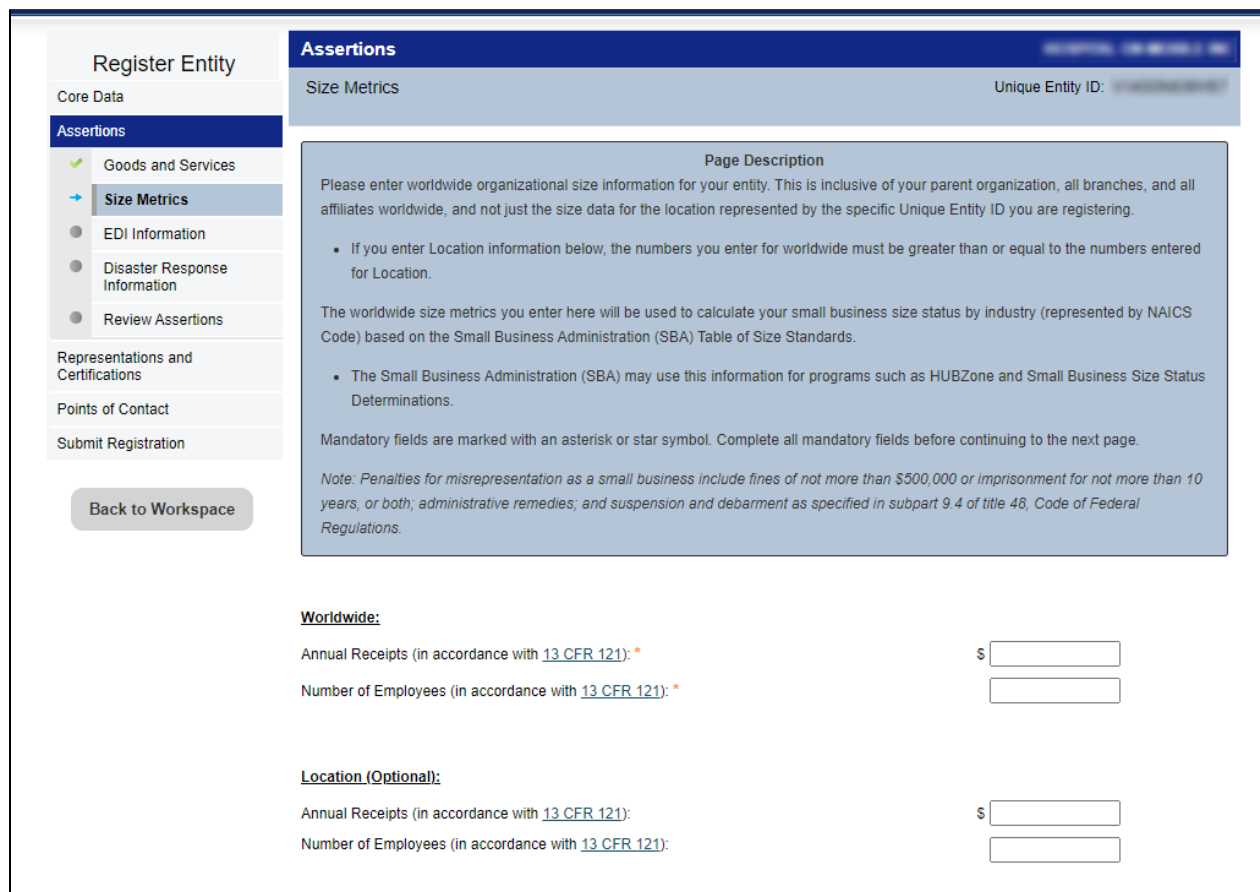
Product and Service Codes Selected		
PSC	Description	Action
Only the first 100 characters of the description are shown		

Cancel

Previous

Save and Continue

30. Enter Size Metrics, such as worldwide organizational size information, and select “Save and Continue.”



Register Entity

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- Goods and Services
- Size Metrics**
- EDI Information
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Assertions

Size Metrics Unique Entity ID: [REDACTED]

Page Description

Please enter worldwide organizational size information for your entity. This is inclusive of your parent organization, all branches, and all affiliates worldwide, and not just the size data for the location represented by the specific Unique Entity ID you are registering.

- If you enter Location information below, the numbers you enter for worldwide must be greater than or equal to the numbers entered for Location.

The worldwide size metrics you enter here will be used to calculate your small business size status by industry (represented by NAICS Code) based on the Small Business Administration (SBA) Table of Size Standards.

- The Small Business Administration (SBA) may use this information for programs such as HUBZone and Small Business Size Status Determinations.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Note: Penalties for misrepresentation as a small business include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies; and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations.

Worldwide:

Annual Receipts (in accordance with [13 CFR 121](#)): * \$

Number of Employees (in accordance with [13 CFR 121](#)): *

Location (Optional):

Annual Receipts (in accordance with [13 CFR 121](#)): \$

Number of Employees (in accordance with [13 CFR 121](#)):

*Note: The screenshot above does not capture the entire Assertions Size Metrics page. Please make sure to scroll through the entire page and review all fields.

31. Enter Electronic Data Interchange (EDI) Information and select “Save and Continue.”

Register Entity

Core Data

Assertions

✓ Goods and Services

✓ Size Metrics

→ EDI Information

● Disaster Response Information

● Review Assertions

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Assertions

EDI Information Unique Entity ID: 1

Page Description

Most registrants do not provide Electronic Data Interchange (EDI) information for their entity. The system defaults to “No” for this question. If you do not want to provide EDI information, select Save and Continue.

If you want to provide EDI information, and already use a Value Added Network (VAN) provider, change the question answer to “Yes.” You will be asked to provide specific EDI information. Please only answer “Yes” if you already use an EDI VAN provider.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Your Entity's EDI Information:

Do you wish to enter EDI Information for your non-government entity?^{*}

No ▼

EDI VAN Provider:

ISA Qualifier:

ISA Identifier:

Functional Group Identifier:

820s Request Flag:

Please select a val ▼

Cancel

Previous

Save and Continue

32. Enter disaster response information and select “Save and Continue.”

Register Entity

Core Data

Assertions

✓ Goods and Services

✓ Size Metrics

✓ EDI Information

→ Disaster Response Information

● Review Assertions

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Assertions

Disaster Response Information

Unique Entity ID: 12345678901234567890

Page Description

Complete this section if you want to be listed in the Disaster Response Registry to potentially provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Do you wish to be included in the Disaster Response Registry? *

Please select a value ▼

Does your company require bonding to bid on Contracts?

Please select a value ▼

Bonding Level:

Please provide the bonding level type, value must be input in whole dollars.

☐ Construction Bonding Level, Per Contract (dollars)

☐ Construction Bonding Level, Aggregate (dollars)

☐ Service Bonding Level, Per Contract (dollars)

☐ Service Bonding Level, Aggregate (dollars)

Geographic Area Served:

Select whether your entity can provide disaster response services. If you select "Any State", you are saying your organization can perform in any declared disaster area nationwide. Alternatively, you can narrow the geographic area you serve to three or less states. If you narrow your area served down to just one state, you can further restrict it to specific counties or metropolitan statistical areas.

☐ Any State

☐ One State

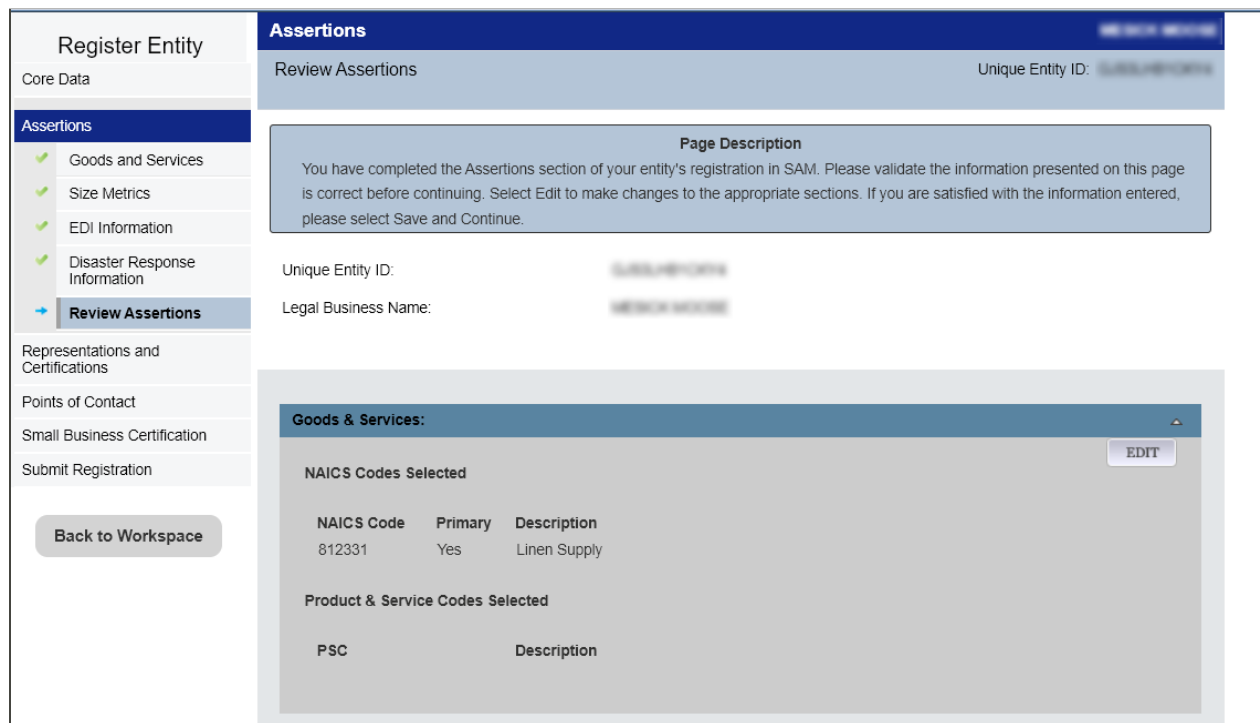
☐ Multiple States

Cancel

Previous

Save and Continue

33. Review your assertions information. If you need to modify any information, select the “Edit” button displayed on each section. Once you have reviewed all sections, select “Save and Continue.”



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Assertions

Review Assertions

Unique Entity ID: 12345678901234567890

Page Description

You have completed the Assertions section of your entity's registration in SAM. Please validate the information presented on this page is correct before continuing. Select Edit to make changes to the appropriate sections. If you are satisfied with the information entered, please select Save and Continue.

Unique Entity ID: 12345678901234567890

Legal Business Name: 12345678901234567890

Goods & Services:

NAICS Codes Selected

NAICS Code	Primary	Description
812331	Yes	Linen Supply

Product & Service Codes Selected

PSC	Description
-----	-------------

Edit

*Note: The screenshot above does not capture the entire Assertions review page. Please make sure to scroll through the entire page and review all fields.

Representations and Certifications

34. Enter answers for Federal Acquisition Regulation (FAR) Response 1 questions and then select “Save and Continue.”

Register Entity

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FAR Response 1

FAR Response 2

FAR Response 3

FAR Response 4

Architect-Engineer Response

Defense Response

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Representations and Certifications

FAR Response 1

Unique Entity ID:

Page Description

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the first. Each question is designed to complete a specific FAR provision. The direct link to each provision follows the question. Selecting the FAR reference will open a new window and take you to the full text of the provision.

All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section.

1. Who are the person(s) within VILLAGE COMMUNITIES responsible for determining prices offered in bids/proposals? (FAR 52.203-2)

Add New Person

Name :

Title :

Delete

*You must select Save and Continue on this page to save this information.

2. Does VILLAGE COMMUNITIES have other plants/facilities at different addresses routinely used to perform on contracts? (FAR 52.214-14, FAR 52.215-8)

No

If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)

Add New Plant/Facility

3. TIN is on file. (FAR 52.204-3, FAR 52.212-3)

4. For products designated by the Environmental Protection Agency and provided by VILLAGE COMMUNITIES , does the percentage of recovered material content meet the applicable EPA guidelines? (FAR 52.223-4, FAR 52.223-9)

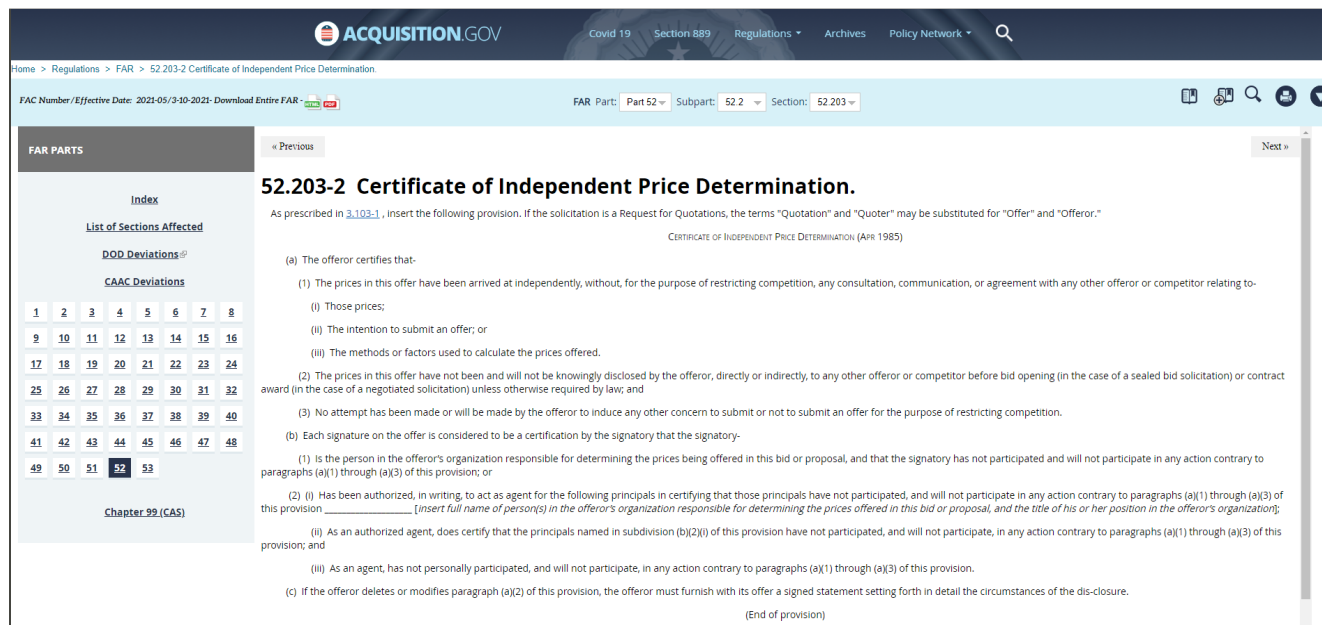
No

Cancel

Previous

Save and Continue

Tip: Each question references a specific FAR provision. If you need information on a provision, select the FAR reference link that immediately follows the question. A new window or tab will open and take you to the full text of the provision.



The screenshot shows the ACQUISITION.GOV website. The top navigation bar includes links for Covid 19, Section 889, Regulations, Archives, and Policy Network. The main content area is titled '52.203-2 Certificate of Independent Price Determination.' and includes a sidebar with a table of contents. The table of contents lists sections 1 through 52, with section 52 highlighted. The main content area displays the text of the FAR provision, including the title '52.203-2 Certificate of Independent Price Determination.', the purpose of the provision, and the specific requirements for the offeror.

*Note: As an example, when selecting the FAR 52 203-2 reference link, a new window will open and take you to the full text of the provision.

35. Enter answers for FAR Response 2 questions and then select “Save and Continue.”

Register Entity

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Representations and Certifications

FAR Response 2

Unique Entity ID: [REDACTED]

Page Description

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the second. Each question is designed to complete a specific FAR provision. The direct link to each provision follows the question. Selecting the FAR reference will open a new window and take you to the full text of the provision.

All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section.

5. Is [REDACTED] a small business concern that wishes to be considered for status as a labor surplus area (LSA) concern? ([FAR 52.219-2](#))

If yes, indicate the LSA in which the manufacturing or production costs amount to more than 50% of contract price: ([FAR 52.219-2](#))

Begin by selecting a state to show the labor surplus areas within that state, and then select the area

6. Is [REDACTED] owned or controlled by a common parent, that files its Federal Income Tax returns on a consolidated basis? ([FAR 52.204-3](#), [FAR 52.212-3](#))

If yes, please provide the company name and TIN for the common parent. ([FAR 52.204-3](#), [FAR 52.212-3](#))

Company Name :

TIN :

*Note: screenshot above does not capture the entire Representations and Certifications FAR Response 2 page. Please make sure to scroll through the entire page and answer all required fields.

36. Enter answers for FAR Response 3 questions and then select “Save and Continue.”

Register Entity

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FAR Response 2

FAR Response 3

FAR Response 4

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Representations and Certifications

FAR Response 3

Unique Entity ID: [REDACTED]

Page Description

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the third. Each question is designed to complete a specific FAR provision. The direct link to each provision follows the question. Selecting the FAR reference will open a new window and take you to the full text of the provision.

All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section.

16. Our records indicate that [REDACTED] has selected the Entity Structure type of Sole Proprietorship ([FAR 52.204-3](#), [FAR 52.212-3](#))

17. Are you a Small Disadvantaged Business?

The answers below regarding your small business status ("Small" or "Other than Small") are pre-filled based on your previously entered size standard information (number of employees and total receipts). When you answer the question on your Small Disadvantaged Business status, you are doing so for each NAICS for which you have been identified as "small".

The NAICS for which you are identified as small are shown in the table below; these Y/N answers are located in the "Small Business?" column where a "Y" indicates "Small" and "N" indicates "Other than Small". These answers are derived from the SBA's size standards. The NAICS shown are those you have entered. You may click the "View More" button to see your entity's size status for any existing NAICS. If you disagree with any of the pre-filled information, you must return to Assertions and change your values there. The "Edit" button will return you to the correct location to make these changes.

([FAR 52.212-3](#))

NAICS Code	Name	NAICS Exception	Size Standard	Small Business?
541611	Administrative Management and General Management Consulting Services		\$16,500,000.00	Y

EDIT

*Note: The screenshot above does not capture the entire Representations and Certifications FAR Response 3 page. Please make sure to scroll through the entire page and answer all fields.

37. Enter answers for FAR Response 4 questions and then select “Save and Continue.”

Register Entity

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Representations and Certifications

FAR Response 4

Unique Entity ID:

Page Description

Please answer the following questions related to the Federal Acquisition Regulation (FAR). There are four pages of questions. This is the fourth. Each question is designed to complete a specific FAR provision. The direct link to each provision follows the question. Selecting the FAR reference will open a new window and take you to the full text of the provision.

All questions are mandatory. You will review your answers in the context of the FAR provisions at the end of this section.

25. Does provide services as described in FAR 22.1003-4(d)(1)? (FAR 52.212-3, FAR 52.222-52)

Please select a value

If yes, please answer the following questions: Are the services described in FAR 22.1003-4(d)(1) by offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations? (FAR 52.212-3, FAR 52.222-52)

Not Applicable

Are the services furnished at prices which are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR 52.222-52)

Not Applicable

Does ensure that each service employee who will perform the services described in FAR 22.1003-4(d)(1) spend only a small portion of his/her time (a monthly average of less than 20% of the available hours on an annualized basis, or less than 20% of available hours during the contract period if the contract period is less than a month) servicing the Government contract? (FAR 52.212-3, FAR 52.222-52)

Not Applicable

Does have the same compensation (wage and fringe benefits) plan for all service employees performing work for Government and commercial customers? (FAR 52.212-3, FAR 52.222-52)

Not Applicable

*Note: The screenshot above does not capture the entire Representations and Certifications FAR Response 4 page. Please make sure to scroll through the entire page and answer all required fields.

38. Based on how you answered the previous FAR Response questions and the NAICS codes you have selected for your entity, additional information may be required to complete the Standard Form (SF) 330 Part II. Complete the section and select “Save and Continue.”

Register Entity

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Representations and Certifications

Architect-Engineer Response

Unique Entity ID:

Page Description

If you selected a NAICS Code in the Assertions section connected to architect and engineering activities (NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620), you must provide additional information used to complete the Standard Form (SF) 330 Part II. If you didn't select one of the relevant NAICS Codes, this page will contain pre-filled text stating the SF 330 Part II does not apply, and you may select Save and Continue.

34. Our records indicate that have not selected NAICS 541310, 541320, 541330, 541360, 541370, 541410 or 541620. SF 330 part II information is not applicable.

Cancel

Previous

Save and Continue

39. Enter answers for defense response questions related to the Defense Federal Acquisition Regulation Supplement (DFARS), as needed.

Register Entity

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FAR Response 1

FAR Response 2

FAR Response 3

FAR Response 4

Architect-Engineer Response

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Representations and Certifications

Defense Response

Unique Entity ID: [REDACTED]

Page Description

Please answer the following question related to the Defense Federal Acquisition Regulation Supplement (DFARS). If you indicate you have, or are pursuing, Department of Defense (DoD) issued or funded contracts, the additional questions will complete a specific DFARS provision. The direct link to each provision follows the question. Selecting the DFARS reference will open a new window and take you to the full text of the provision. You will review your answers in the context of the DFARS provisions at the end of this section.

35. Does [REDACTED] wish to bid on, or currently hold any DoD-issued or DoD-funded contracts?

Please select a value

36. Does [REDACTED] anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation? (DFARS 252.247-7022)

Not Applicable

37. Does [REDACTED] represent that the prices set forth in this contract are based on the wage rate(s) or material price(s) established and controlled by a foreign government and do not include contingency allowances to pay for possible increases in wage rates or material prices? (DFARS 252.216-7008)

Not Applicable

If yes, please select the name of the host Country: (DFARS 252.216-7008)

Country : Please select a value

*Note: The screenshot above does not capture the entire Representations and Certifications Defense Response page. Please make sure to scroll through the entire page and answer all fields.

Tip: Each question references a specific DFARS provision. If you need information on a provision, select the DFARS reference link that immediately follows the question. A new window or tab will open and take you to the full text of the provision.

252.247-7022 Representation of Extent of Transportation by Sea.
As prescribed in [247.574\(a\)](#), use the following provision.

REPRESENTATION OF EXTENT OF TRANSPORTATION BY SEA (JUN 2019)

(a) The Offeror shall indicate by checking the appropriate blank in paragraph (b) of this provision whether transportation of supplies by sea is anticipated under the resultant contract. The term "supplies" is defined in the Transportation of Supplies by Sea clause of this solicitation.

(b) *Representation.* The Offeror represents that it—

_____ Does anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

_____ Does not anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

(c) Any contract resulting from this solicitation will include the Transportation of Supplies by Sea clause.

(End of provision)

252.247-7023 Transportation of Supplies by Sea.
Basic. As prescribed in [247.574\(b\)](#) and (b)(1), use the following clause:

TRANSPORTATION OF SUPPLIES BY SEA—BASIC (FEB 2019)

(a) *Definitions.* As used in this clause—

"Components" means articles, materials, and supplies incorporated directly into end products at any level of manufacture, fabrication, or assembly by the Contractor or any subcontractor.

"Department of Defense" (DoD) means the Army, Navy, Air Force, Marine Corps, and defense agencies.

"Foreign-flag vessel" means any vessel that is not a U.S.-flag vessel.

"Ocean transportation" means any transportation aboard a ship, vessel, boat, barge, or ferry through international waters.

"Subcontractor" means a supplier, materialman, distributor, or vendor at any level below the prime contractor whose contractual obligation to perform results from, or is conditioned upon, award of the prime contract and who is performing any part of the work or other requirement of the prime contract.

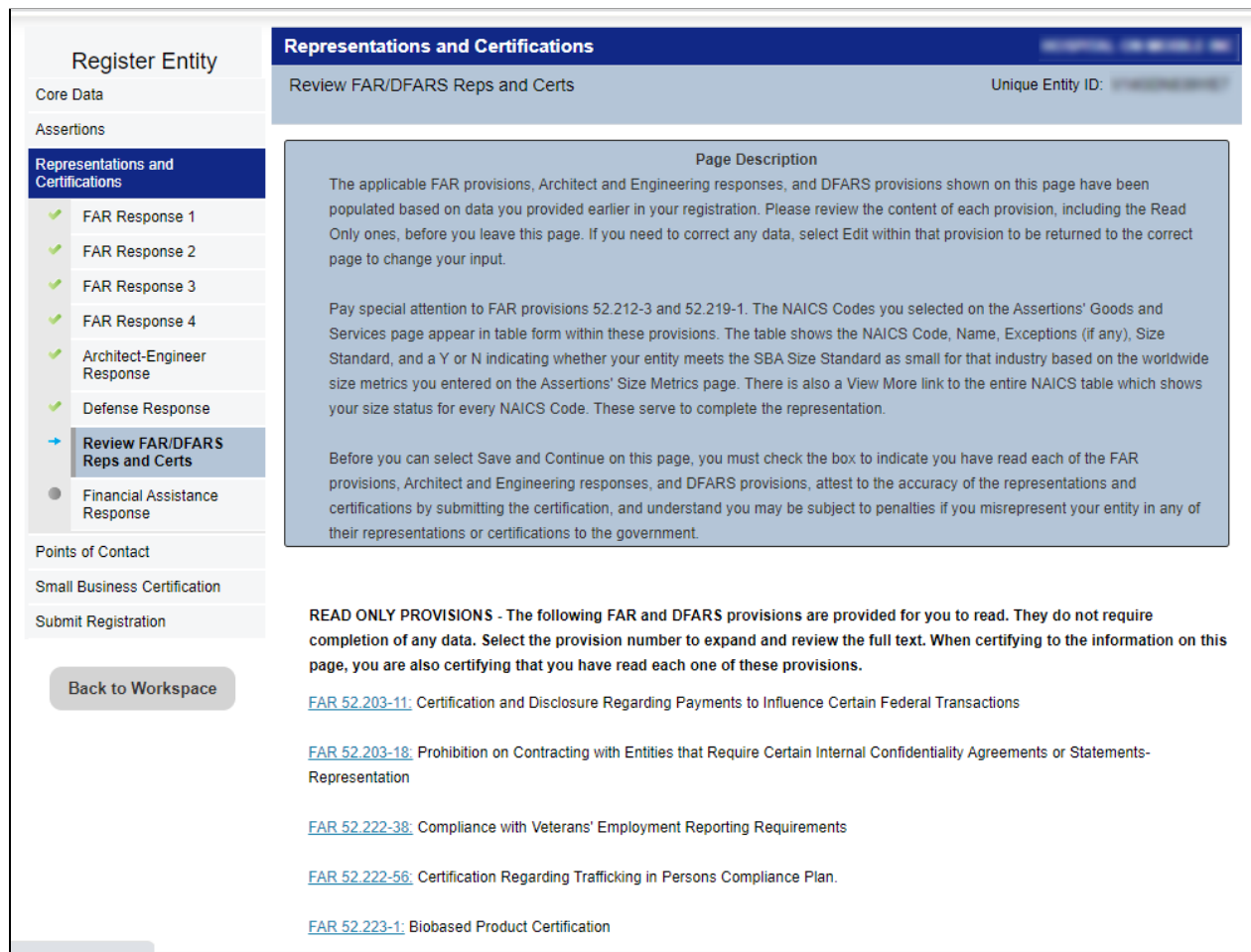
"Supplies" means all property, except land and interests in land, that is clearly identifiable for eventual use by or owned by the DoD at the time of transportation by sea.

(i) An item is clearly identifiable for eventual use by the DoD if, for example, the contract documentation contains a reference to a DoD contract number or a military destination.

(ii) "Supplies" includes (but is not limited to) public works, buildings and facilities, ships, floating equipment and vessels of every character, type, and description, with parts, subassemblies,

***Note:** As an example, when selecting the DFARS 252 247-7022 reference link, a new window will open and take you to the full text of the provision.

40. Review the FAR/DFARS Representations and Certifications information. Make sure to read through all information presented on the page. Select the FAR/DFARS provision reference links as needed.



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 - Defense Response
 - Review FAR/DFARS Reps and Certs**
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Representations and Certifications

Review FAR/DFARS Reps and Certs Unique Entity ID: [REDACTED]

Page Description

The applicable FAR provisions, Architect and Engineering responses, and DFARS provisions shown on this page have been populated based on data you provided earlier in your registration. Please review the content of each provision, including the Read Only ones, before you leave this page. If you need to correct any data, select Edit within that provision to be returned to the correct page to change your input.

Pay special attention to FAR provisions 52.212-3 and 52.219-1. The NAICS Codes you selected on the Assertions' Goods and Services page appear in table form within these provisions. The table shows the NAICS Code, Name, Exceptions (if any), Size Standard, and a Y or N indicating whether your entity meets the SBA Size Standard as small for that industry based on the worldwide size metrics you entered on the Assertions' Size Metrics page. There is also a View More link to the entire NAICS table which shows your size status for every NAICS Code. These serve to complete the representation.

Before you can select Save and Continue on this page, you must check the box to indicate you have read each of the FAR provisions, Architect and Engineering responses, and DFARS provisions, attest to the accuracy of the representations and certifications by submitting the certification, and understand you may be subject to penalties if you misrepresent your entity in any of their representations or certifications to the government.

READ ONLY PROVISIONS - The following FAR and DFARS provisions are provided for you to read. They do not require completion of any data. Select the provision number to expand and review the full text. When certifying to the information on this page, you are also certifying that you have read each one of these provisions.

[FAR 52.203-11](#): Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

[FAR 52.203-18](#): Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation

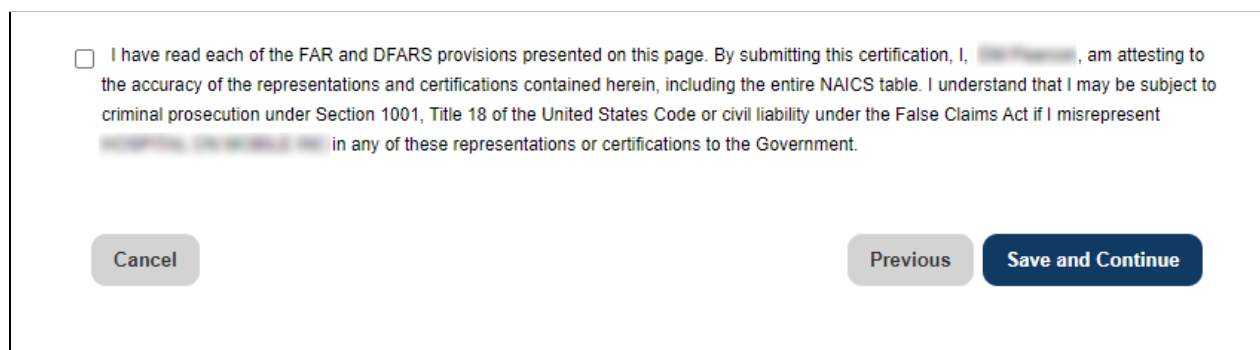
[FAR 52.222-38](#): Compliance with Veterans' Employment Reporting Requirements

[FAR 52.222-56](#): Certification Regarding Trafficking in Persons Compliance Plan.

[FAR 52.223-1](#): Biobased Product Certification

*Note: The screenshot above does not capture the entire Representations and Certifications review page. Please make sure to scroll through the entire page and review all sections.

41. Read through all the provisions on the page, then check the box at the bottom of the page to indicate that you have read them, and select "Save and Continue."



☐ I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification, I, [REDACTED], am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent [REDACTED] in any of these representations or certifications to the Government.

[Cancel](#) [Previous](#) [Save and Continue](#)

42. Enter answer(s) for the Financial Assistance Response question(s) and select “Save and Continue.”

Register Entity

Core Data

Assertions

Representations and Certifications

✓ FAR Response 1

✓ FAR Response 2

✓ FAR Response 3

✓ FAR Response 4

✓ Architect-Engineer Response

✓ Defense Response

✓ Review FAR/DFARS Reps and Certs

→ Financial Assistance Response

Points of Contact

Small Business Certification

Submit Registration

Back to Workspace

Representations and Certifications

Financial Assistance Response

Unique Entity ID: [REDACTED]

Page Description

This page provides a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations (2 CFR 200.208 Certifications and Representations). If you intend to apply for, or are already a recipient of a Federal grant or agreement, you must agree to the following grants certifications and representations.

You are required to keep these grants certifications and representations current, accurate, and complete as part of your entity registration in SAM. Note, these may not include all federal requirements that apply to your project or program. Federal assistance awarding agencies will notify you if they require additional certifications. If you have questions, please contact the awarding agency as applicable.

Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.

Does [REDACTED] wish to apply for a Federal financial assistance project or program, or is [REDACTED] currently the recipient of funding under any Federal financial assistance project or program?*

☐ Yes
 ☐ No

Cancel

Previous

Save and Continue

Points of Contact

43. Enter points of contact details.

Register Entity Core Data Assertions Representations and Certifications Points of Contact → POC Details Small Business Certification Submit Registration	Points of Contact
	POC Details Unique Entity ID: [REDACTED]
	Page Description Please enter the requested information. Based on your answers provided during the registration process, the "POC Type" list has been filtered to provide you only the required POC Types. POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity. Mandatory fields are marked with an asterisk or star symbol. Complete all mandatory fields before continuing to the next page.
	Mandatory Points of Contact POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.
	Accounts Receivable POC Title: <input type="text"/> First Name: * <input type="text"/> Middle Initial: <input type="text"/> Last Name: * <input type="text"/> Email: * <input type="text"/> Phone: * US or Non US Phone is mandatory US Phone: <input type="text"/> (xxx)xxx-xxxx Extension: <input type="text"/> xxxxxxx Non US Phone: <input type="text"/> xxx-xxxxxxxxxxxx US Fax: <input type="text"/> (xxx)xxx-xxxx Notes: <input type="text"/>

*Note: screenshot above does not capture the entire Points of Contact page. Please make sure to scroll through the entire page and fill all required fields.

44. Optional points of contact will display in collapsed bars as shown below.

Optional Points of Contact

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

> Optional POC

> Past Performance POC

> Past Performance Alternate POC

> Electronic Business Alternate POC

> Government Business Alternate POC

Add Optional POC

Cancel

Previous

Save and Continue

45. Select the applicable bar, and the section for that POC will expand. Enter all mandatory and applicable optional fields.

Optional POC

Past Performance POC

Points of Contact:

Copy From:
Please select a value
COPY

Title:

First Name:*

Middle Initial:

Last Name:*

Email:*

Phone: * US or Non US Phone is mandatory

US Phone:
()- -

Extension:

Non US Phone:
-

US Fax:
()- -

Notes:

Address Line 1:*

Address Line 2:

City:*

State/Province:*
Please select a value

ZIP/Postal Code:*

Country:*
UNITED STATES

Delete

Past Performance Alternate POC

Party Performing Certification POC

Electronic Business Alternate POC

Tip: If you need to add additional POCs, select the “Add Optional POC” button. Additional line(s) for Optional POC will be displayed at the bottom. Select the bar, expand and fill in all mandatory and applicable optional fields. Complete the section and select “Save and Continue.”

Optional Points of Contact

POCs shall be employees for the actual Entity. Group email addresses may be used, as long as they are affiliated with the Entity.

Optional POC

Past Performance POC

Past Performance Alternate POC

Party Performing Certification POC

Electronic Business Alternate POC

Government Business Alternate POC

Optional POC

Add Optional POC

Cancel

Previous

Save and Continue

46. Review supplemental Small Business Administration information and select “Save and Continue.”

Register Entity

Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

SBA Profile

Submit Registration

SBA Supplemental

SBA Supplemental

Unique Entity ID:

Page Description

ATTENTION SMALL BUSINESSES: Do you want to further promote your business? The Small Business Administration (SBA) offers a government website called the Dynamic Small Business Search (DSBS). Government contracting/purchasing officials use DSBS in their market research to find viable small businesses for their contracting needs. DSBS collects and provides supplemental information about your company including past work performance, client referrals, and detailed capabilities statements; information that could reduce the selection process time. Federal prime contractors also use the DSBS to find small businesses to include in their subcontracting plans.

Register or Update Your Firm's SBA Profile in the Dynamic Small Business Search (DSBS)

- Who should complete an SBA Profile in the DSBS?
 - REQUIRED: Firms applying for SBA certification as HUBZone, 8(a) Business Development, or 8(a) Joint Venture Program or self-certifying as WOSB or EDWOSB for the WOSB Federal Contracting Program must complete the SBA Supplemental Pages to register or update their SBA Profile.
 - OPTIONAL: We highly recommend all small businesses complete the SBA Supplemental Pages to register or update their SBA Profile.
- How do I complete an SBA Profile in the DSBS?
 - Select Register or Update SBA Profile on this page. This will open a new window and take you directly to the SBA Supplemental Pages for your entity. Please remember to come back to the SAM window to complete and submit your entity registration.
- How do I know if my entity gets an SBA certification?
 - 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 will be updated. You will be instructed to review the changes and re-certify to your entity's small business status.

The SBA Supplemental Page link is currently unavailable. Please [visit SBA](#) directly if you need to update your profile.

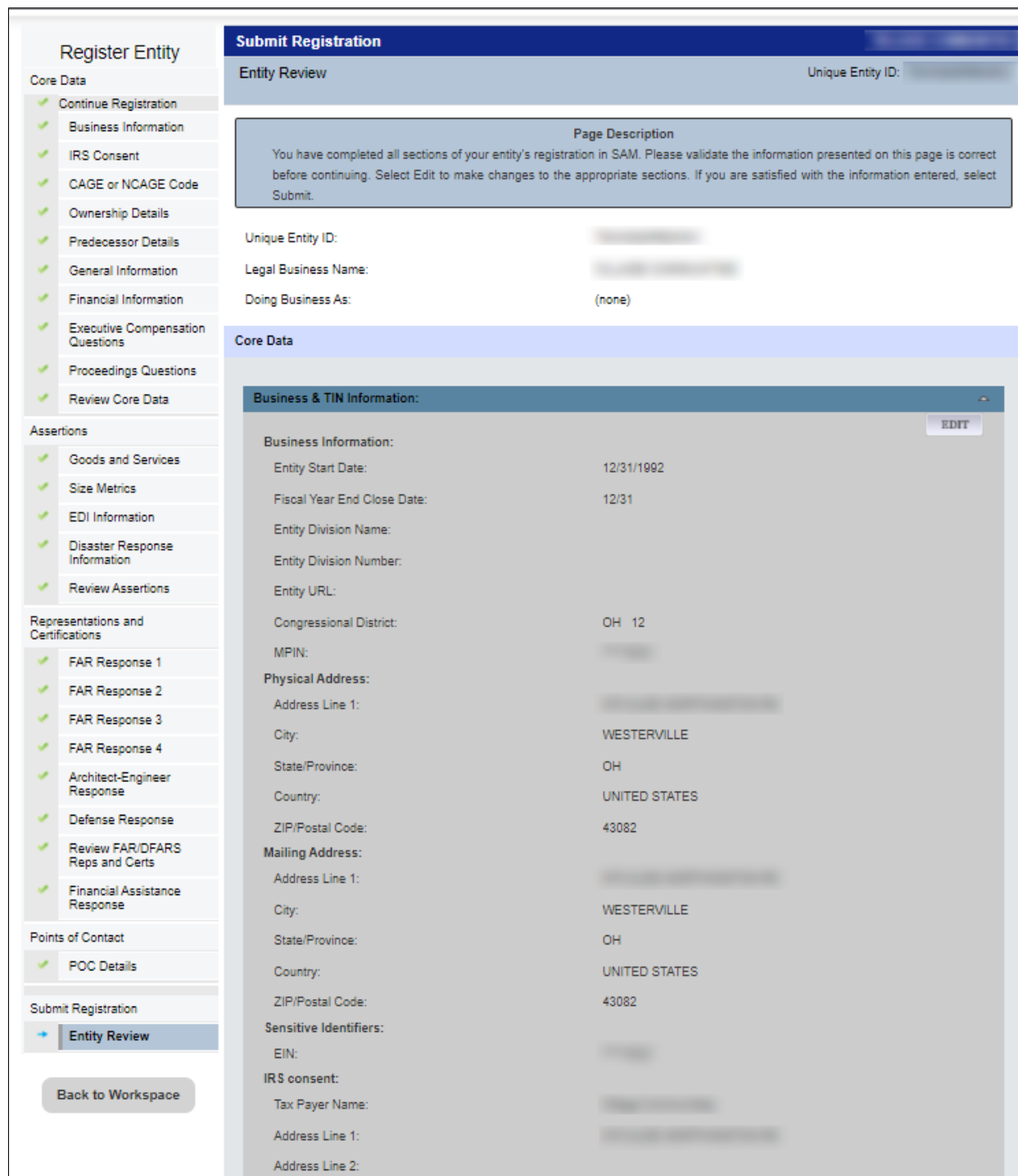
Back to Workspace

Cancel

Previous

Save and Continue

47. Review all entity information entered. If you need to modify any information, select the “Edit” button on each section.



*Note: The screenshot above does not capture the entire Entity Review page. Please make sure to scroll through the entire page and review all fields.

48. Select “Submit” to complete your entity registration.

By submitting this registration, you are certifying the information is accurate and complete. Knowingly providing false or misleading information may result in criminal prosecution under Section 1001, Title 18 of the United States Code. Criminal Penalties could include imposition of a fine, imprisonment, or both. You may be subject to other penalties as well, including, but not limited to, administrative remedies, such as suspension and debarment; ineligibility to participate in programs conducted under the authority of the Small Business Act; or civil liability under the False Claims Act.

[Cancel](#) [Submit](#)

49. The confirmation page will display to confirm your registration has been submitted. Review the steps in “What happens next?” Select “Back to Workspace,” and you will be navigated to your Workspace where you can review your entity record and print or save a PDF.

Register Entity

- Core Data
- Assertions
- Representations and Certifications
- Points of Contact
- Small Business Certification
- Submit Registration**
- Entity Review
- Confirmation Page

Submit Registration

Confirmation Page

Unique Entity ID: [REDACTED]

Registration Submitted - Confirmation
Fri Mar 25 19:24:13 EDT 2022

You successfully submitted your entity registration. This registration record will remain in Submitted status until all external validations are complete. This process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration.

What happens next?

- 1 If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This could take two business days. You will get an email from @sam.gov when that review is complete.
- 2 Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This also is a FREE service. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from @sam.gov when that review is complete.
- 3 If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from an @dla.mil address. Please tell your Government Business POC to respond right away to any requests from an @dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.
- 4 You will get an email from @sam.gov when your registration passes these external validations and becomes Active. While you are waiting, select Check Status on the SAM.gov homepage to see where your registration is in the review process.
- 5 Remember, it is FREE to register and maintain your registration in SAM. If you get an email from any address that does not end in .gov or .mil, be cautious. If you get an email, text message, or phone call asking for money or payment of any amount, be very cautious. These parties do not represent the U.S. government. You engage third party vendors at your own risk.
- 6 You can get FREE help with your registration by contacting our supporting [Federal Service Desk \(FSD\)](#). In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Check the [PTAC website](#) to locate your closest PTAC.

Select Back to Workspace to be navigated to your Workspace where you can view your entity record and print or save a PDF.

[Back to Workspace](#)

Tip: You can view your entity by selecting the number above “Submitted” in the Entities widget in your Workspace. You will receive an email from “@sam.gov” when your registration passes external validations and becomes active. Then, you can view your entity by selecting the number above “Active.”

