ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# SAM Administration Tips for Tribal Government

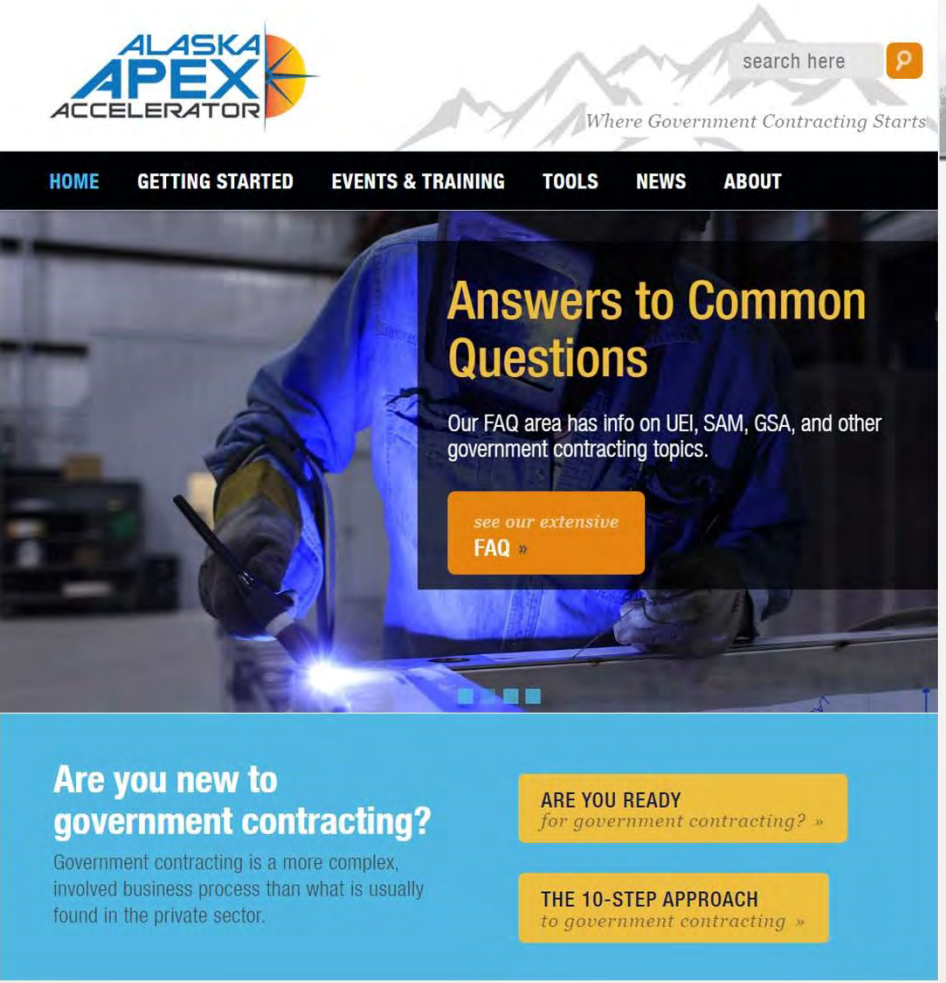
## Maintaining an active SAM registration

**Jody King**, Contract Specialist II, Alaska APEX Accelerator

**Susan Conbere**, Project Officer/Tribal Coordinator
Tribal Trust and Assistance Branch, U.S. EPA, Region 10

February 15, 2024

# Program Introduction




**Now Alaska APEX Accelerator!**

- Formerly Alaska PTAC
- Free assistance with all aspects of government contracting, from cradle to grave (start to finish) for federal, state and local purchasing activity
- Free one-on-one appointments
- Free workshops (Special events and extended training session may have registration fees)
- The Alaska APEX is one of 96+ other PTACs across the US, Puerto Rico, & Guam

https://apexalaska.org/
https://www.aptac-us.org/
https://www.apexaccelerators.us/#/

UAA Business Enterprise Institute
University of Alaska Anchorage

*The Alaska PTAC is a program of the UAA Business Enterprise Institute and funded in part through a cooperative agreement with the Department of Defense Office of Small Business Programs*

# Discussion Topics

- Why SAM – what is it and why is it required?
- Getting started:
  - Establishing an Entity Administrator (EA)
  - Assigning roles & responsibility to create continuity
- Updating Login.gov
- Entity Validation System (EVS):
  - Legal Name & dba (if applicable,) Start Date, & Physical Address
    - Accepted documents
    - Establishing or updating physical address
    - Potential validation fail points
- Using the Federal Services Desk website
- Requesting / Assigning Roles in SAM.gov
- Updating your SAM profile

ALASKA APEX ACCELERATOR
*Where Government Contracting Starts*

# Why SAM – Grants & Assistance

## System for Award Management (SAM):

- Prior to applying for any funding opportunity, prospective applicants must first register with SAM.gov. An active SAM registration is required to both do business with the federal government and to apply for funding opportunities. You must have an active entity registration to be eligible to receive contract awards or payments, submit assistance award applications via Grants.gov or receive certain payments from some federal government agencies.

- The Federal Government-wide policy at 2 CFR Part 25 (Universal Identifier and System for Award Management) states that an "agency may not make an award to an entity until the entity has complied with the requirements … to provide a valid unique entity identifier and maintain an active SAM registration with current information."

Code of Federal Regulations
A point in time eCFR system
Title 2

**Subpart A - General**

**§ 25.100 Purposes of this part.**

This part provides guidance to Federal awarding agencies to establish:

(a) The unique entity identifier as a universal identifier for Federal financial assistance applicants, as well as recipients and their direct subrecipients, and;

(b) The System for Award Management (SAM) as the repository for standard information about applicants and recipients.

*[75 FR 55673, Sept. 14, 2010, as amended at 79 FR 75879, Dec. 19, 2014; 80 FR 54407, Sept. 10, 2015; 85 FR 49522, Aug. 13, 2020]*

**§ 25.105 Types of awards to which this part applies.**

This part applies to a Federal awarding agency's grants, cooperative agreements, loans, and other types of Federal financial assistance as defined in § 25.406.

*[85 FR 49522, Aug. 13, 2020]*

**§ 25.110 Exceptions to this part.**

(a) ***General.*** Through a Federal awarding agency's implementation of the guidance in this part, this part applies to all applicants and recipients of Federal awards, other than those exempted by statute or exempted in paragraphs (b) and (c) of this section that apply for or receive agency awards.

(b) ***Exceptions for individuals.*** None of the requirements in this part apply to an individual who applies for or receives Federal financial assistance as a natural person (*i.e.*, unrelated to any business or nonprofit organization he or she may own or operate in his or her name).

https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-25

ALASKA APEX ACCELERATOR
*Where Government Contracting Starts*

# Entity Administrator (EA)

LOGIN.GOV SAM.GOV

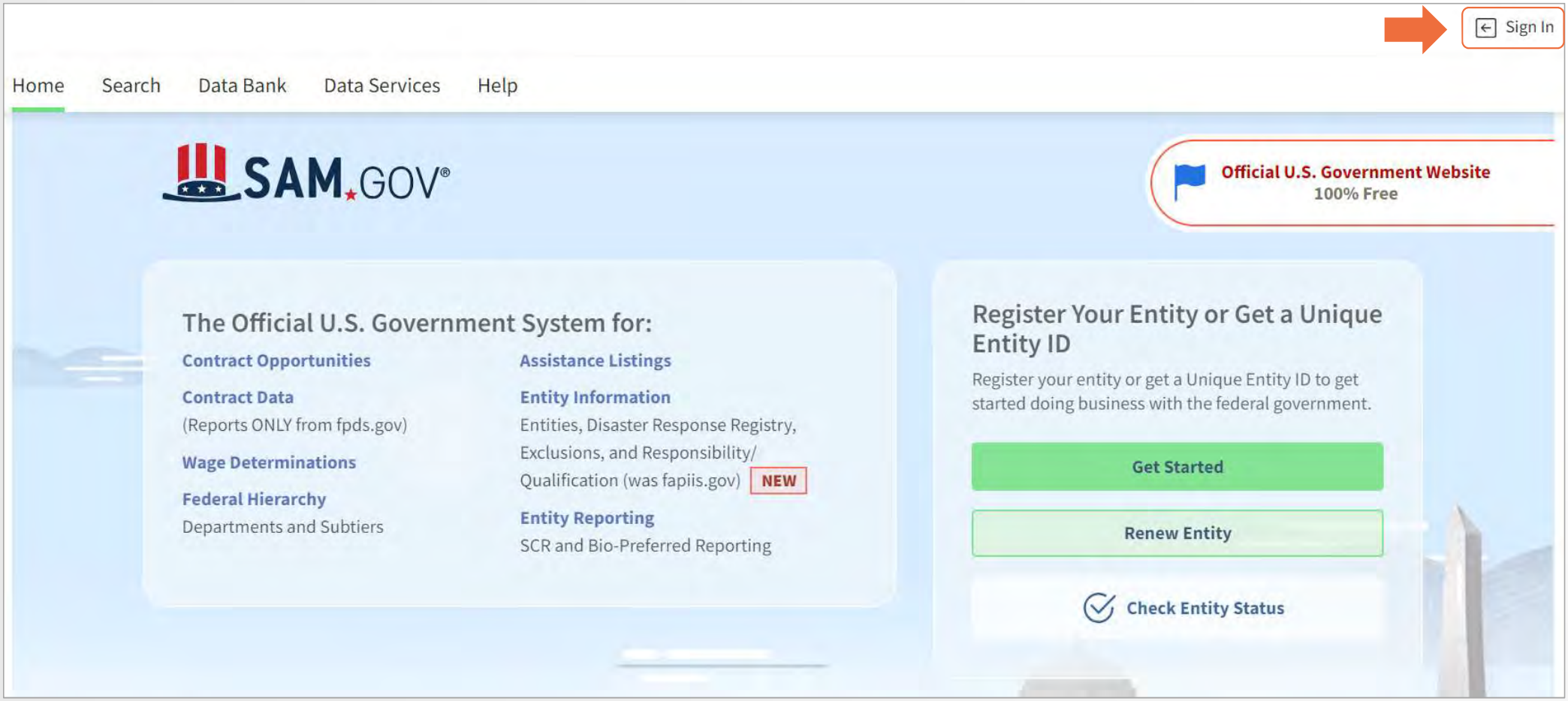
- **Entity Administrator (EA) access to SAM profile:**
  - ✓ SAM username/password ⇔ Login.gov account information
    - Valid email address!
    - Phone number used to receive the one-time code for login.gov

- **Replacing an Entity Administrator (EA)**
  - ✓ Complete & Notarize Entity Administrator Letter
  - ✓ Submit help ticket to FSD.gov requesting to associate UEI to new EA
  - ✓ Make sure that the new EA has a SAM account before submitting incident ticket
- **Assign roles & responsibility to create continuity**
  - ✓ Personal email addresses vs. position email addresses
  - ✓ Assign roles in SAM to have secondary access points
  - ✓ Developing duty descriptions along with SAM access information for new staff

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Getting Started

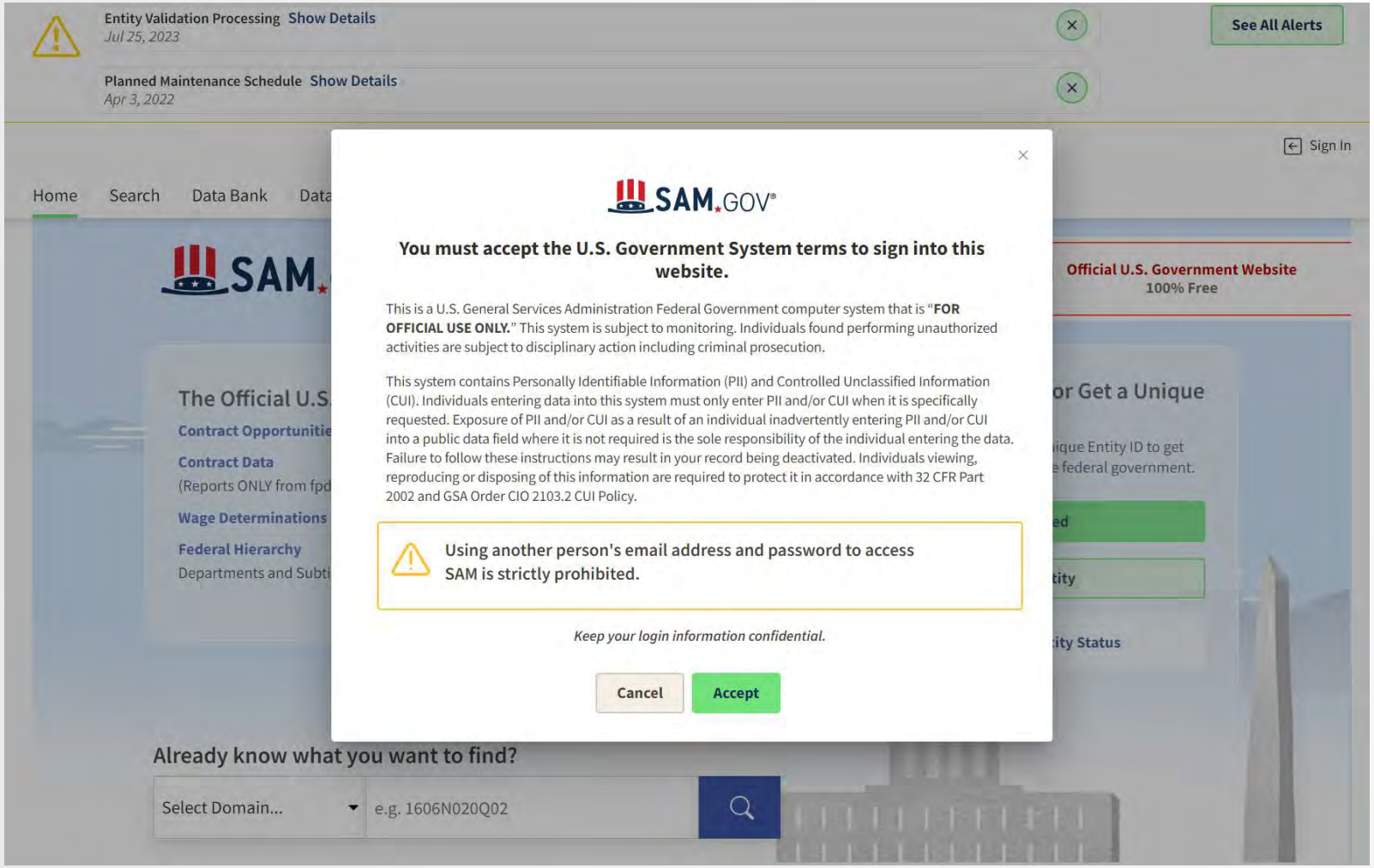



https://sam.gov

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Terms Acceptance



ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Agree to Updated Terms of Use

SAM.GOV

## Agree to the Updated Terms of Use

The updated terms replace all previous versions.

SAM.gov is a federal government website. When you use this site, you must follow these terms. If you do not, you may lose access to SAM.gov and we may take other legal action.

All of the terms apply to you, even if they cover activities you don't currently do or data you don't currently use.

There are seven sets of terms.

1. Changing Site Data
2. Data Access
3. Sensitive Data
4. Privacy Policy
5. Restricted Data Use
6. Non-Federal Administrator Roles
7. Signing in to SAM.gov

We explain the terms and provide any legal language.

When you agree to the terms, you agree to both the explanations and the legal language.

### Non-Federal Administrator Roles

If you have any administrator role with an entity that is not part of the U.S. federal government, you may not assign an administrator role (for entity registration, entity reporting, or contract opportunities) to someone who is not directly connected to your entity like an officer, board member, or employee.

You may not use an Entity Administrator Appointment Letter to assign an Entity Administrator role to someone who is not directly connected to your entity.

If you are not directly connected to an entity, you may not seek or accept an administrator role for the entity. If you are not directly connected to an entity and you have an administrator role, you may not keep it. You must immediately contact the entity and the Federal Service Desk and ask them to remove the role.

### Signing in to SAM.gov

SAM.gov accounts are for individual people, not groups. Do not share email addresses to sign in.

☐ I hereby confirm that I agree to all terms of use.

Cancel Submit

### Enter Your One Time Passcode

We just emailed you a one-time password (OTP) at EA email address . Enter it here to complete signing.

Enter Passcode

Resend OTP

Back Submit

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# SAM Workspace

SAM.GOV

Requests | Notifications | Workspace | Sign Out

Home | Search | Data Bank | Data Services | Help

## Workspace

JK Jody King
jlking8@alaska.edu

Account Details | Roles | Email Settings | Saved Searches | Followed Records

### Pending Requests

*No available requests*

### Notifications

- **Contract Opportunities** was updated - AK NPS KATM 10(4), Rehabilitate Valley of 10,000 Smokes Road Phase IV
  *Jun 13, 2023*
- **Contract Opportunities** was updated - AK NPS KATM 10(4), Rehabilitate Valley of 10,000 Smokes Road Phase IV
  *May 18, 2023*

See All Notifications

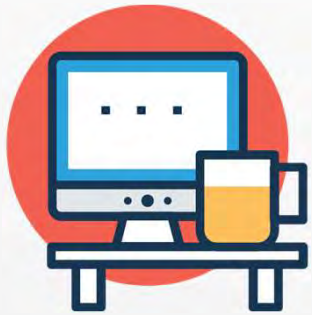
**Entity Information** | **Reference Services** | **Request A Role**

### Entity Information

Entities | See All

| 0 | 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|---|
| *Active Registration* | *ID Assigned* | *Inactive Registration* | *Pending ID Assignment* | *Work in Progress Registration* | *Submitted Registration* |

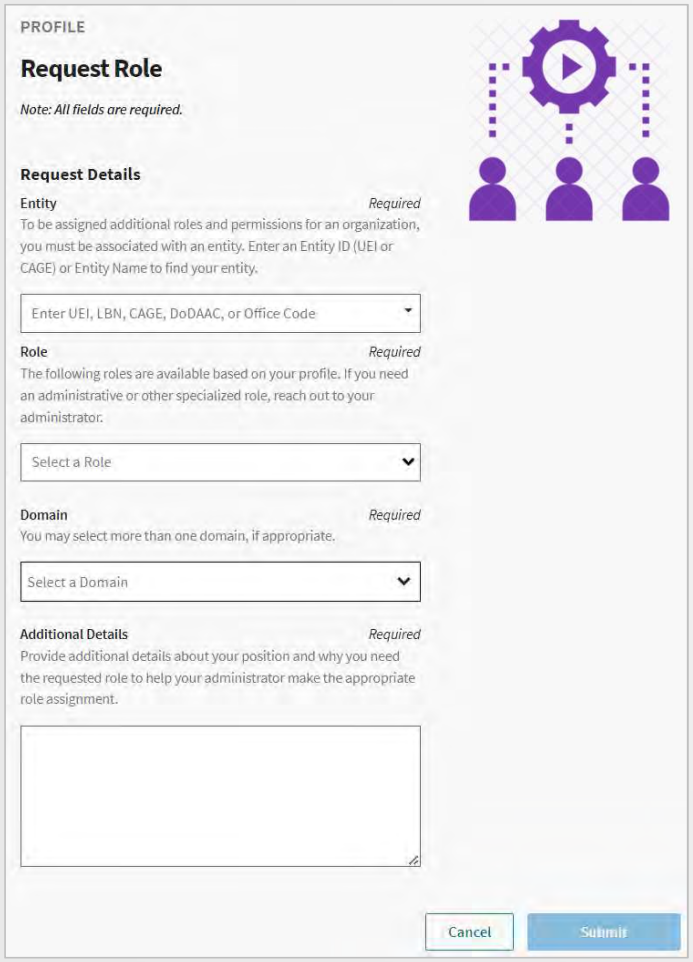
No Active Registrations



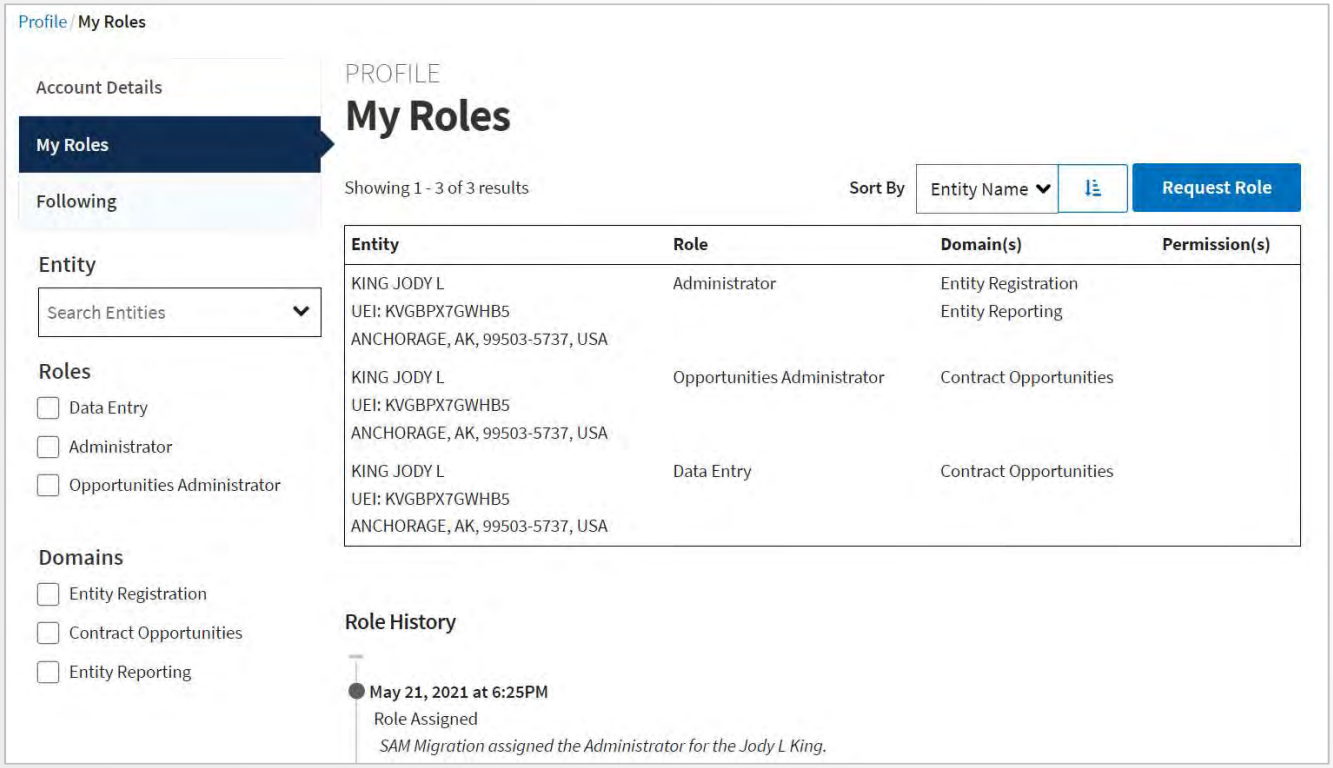
ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Requesting Roles in SAM



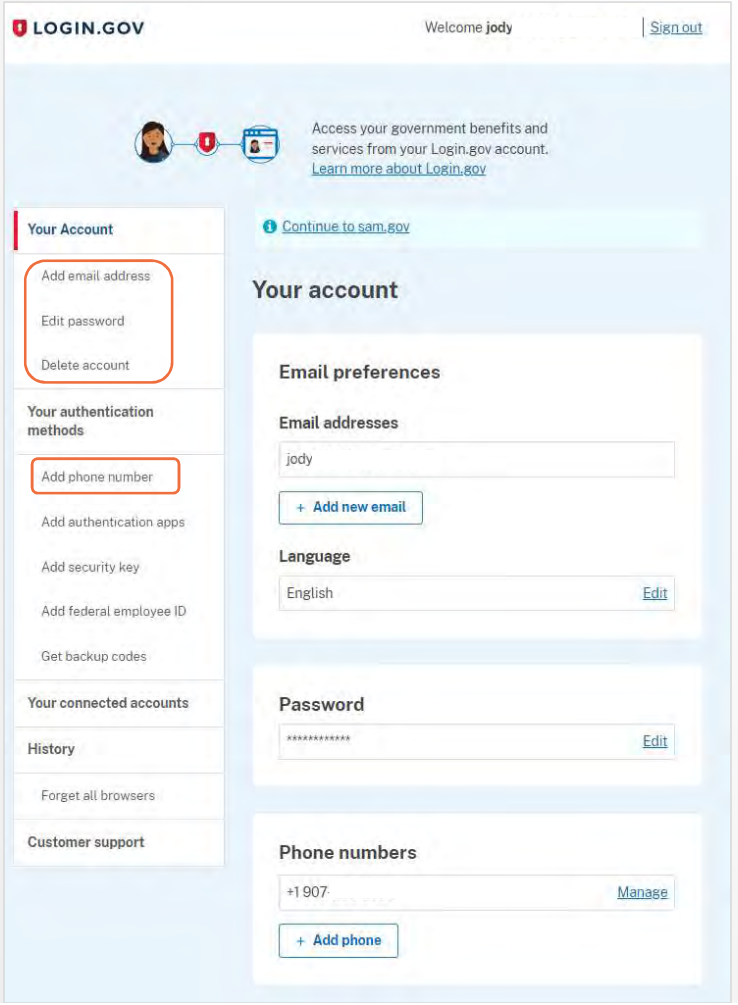

To assign roles after completing registration, click on “Workspace” then “Profile” then My Roles. You *might* need to assign yourself as the Entity Administrator for your SAM.gov profile.



ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Updating Login.gov




## Login.gov Tips:

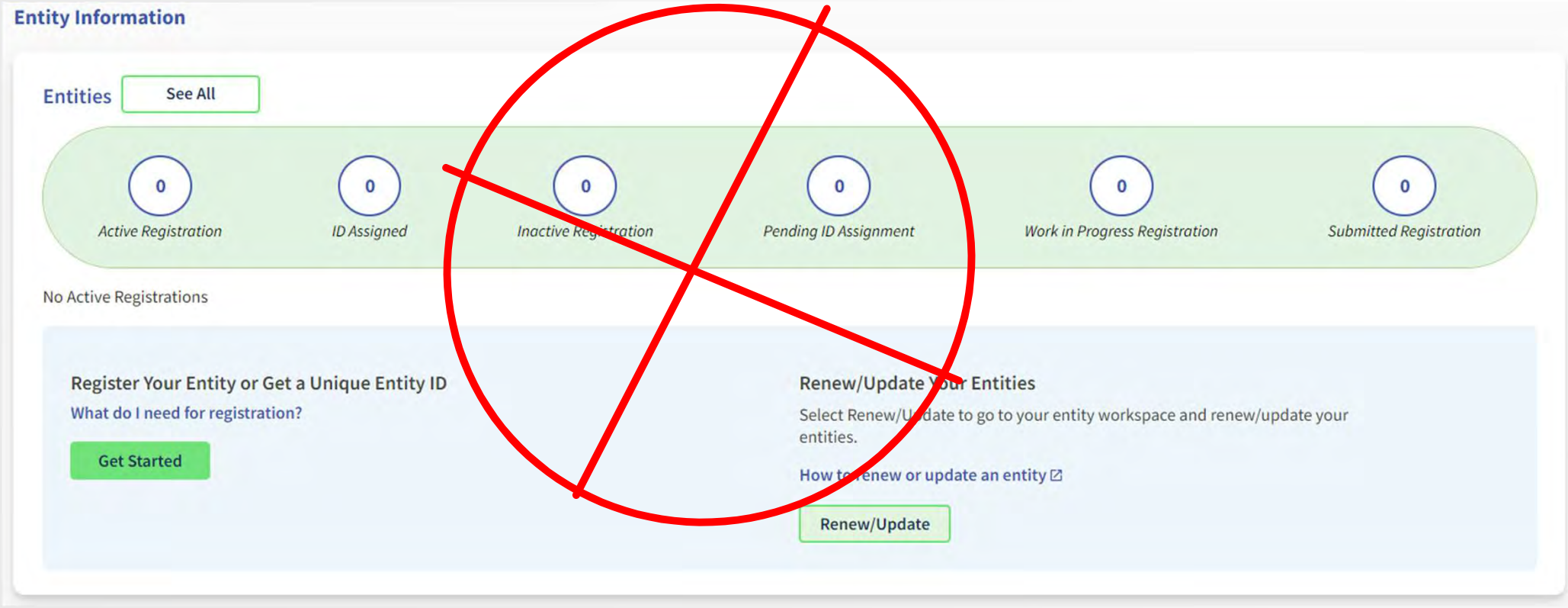
- Start from the website that you want to access
- Update/add access information at the main login.gov website
- If you no longer have access to the email used for login.gov – you will have to delete the account

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Registering a New Entity

To start your entity registration from your Workspace – click “Get Started”

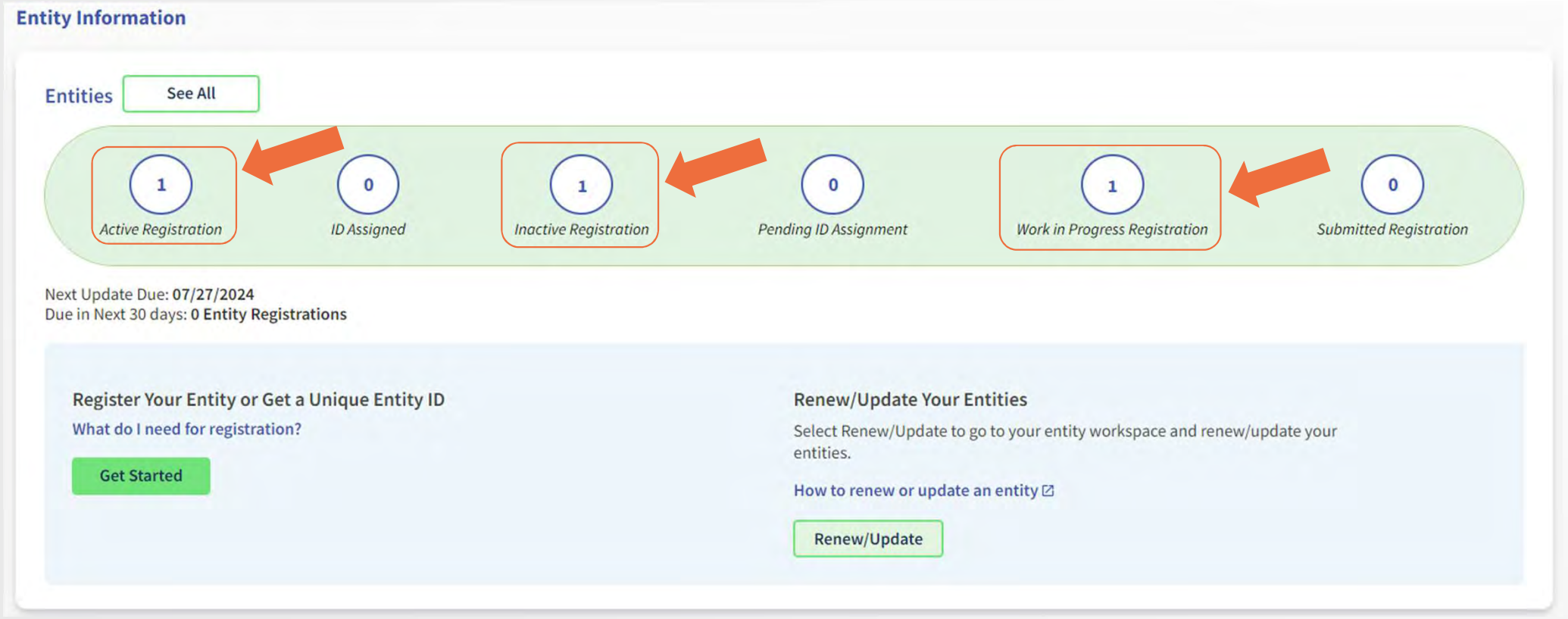


ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Updating Your Entity

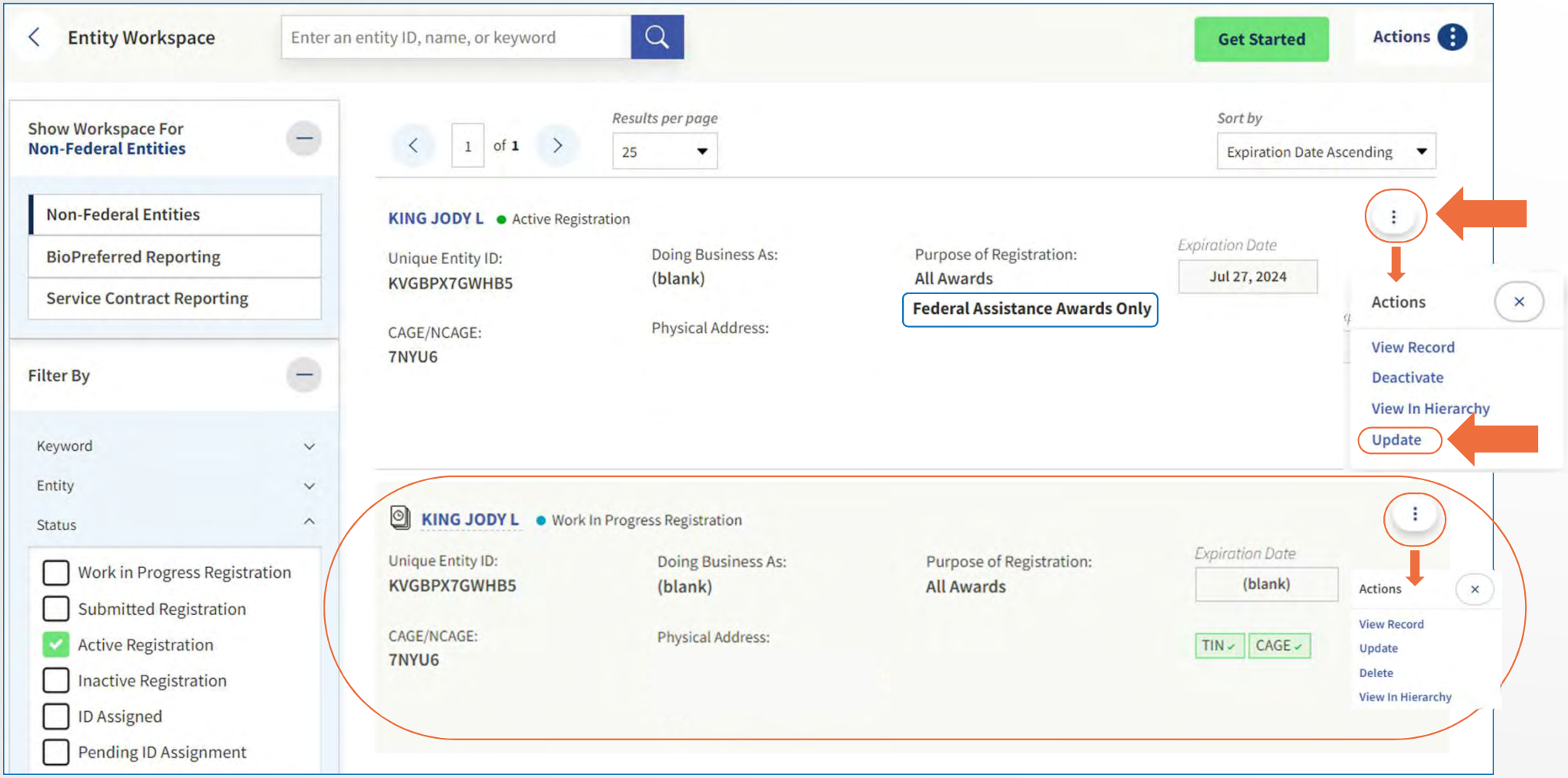
1. To update your entity registration from your Workspace – click in the correct bubble as shown below:



ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

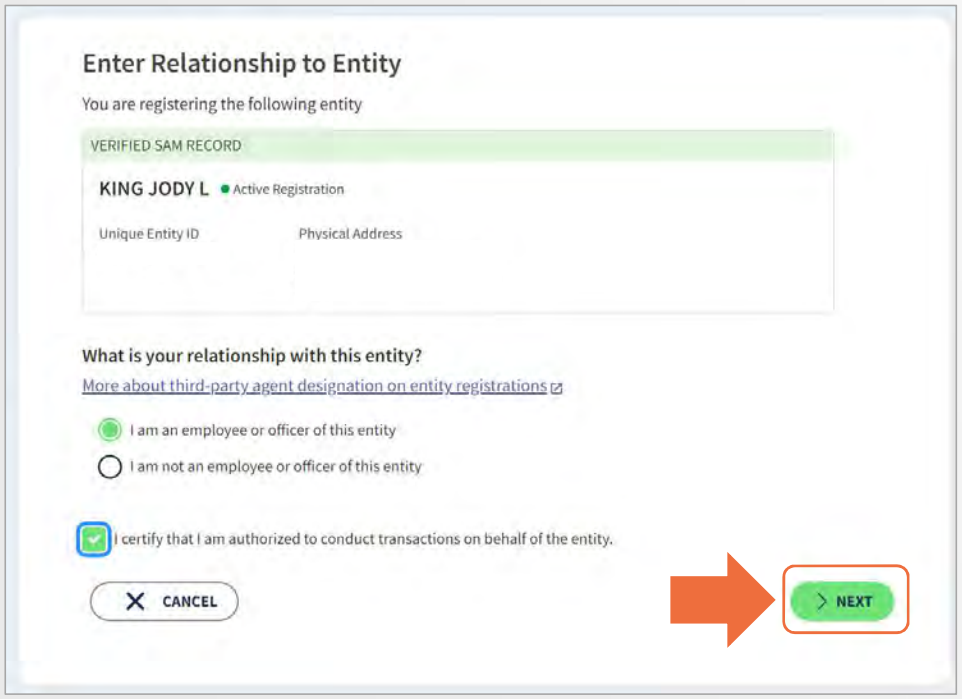
# Updating Your Entity

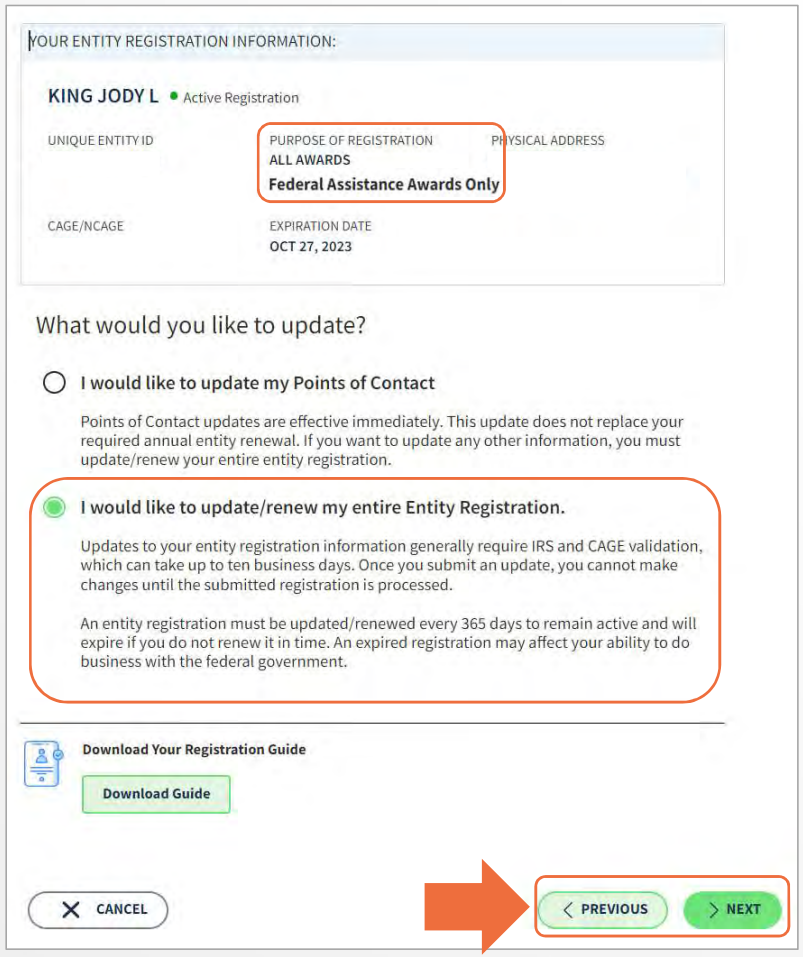


ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Updating an Entity



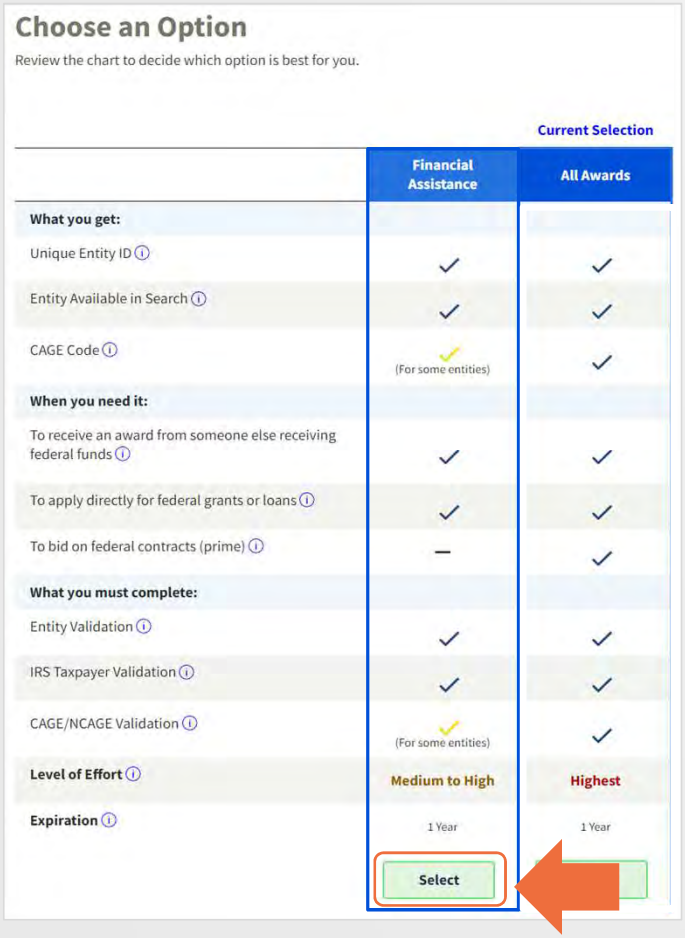



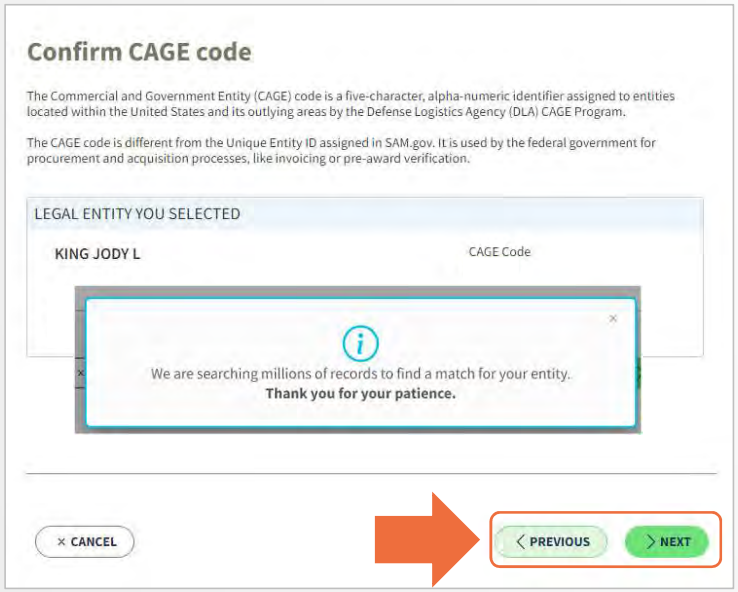

Process is the same for active or inactive profiles

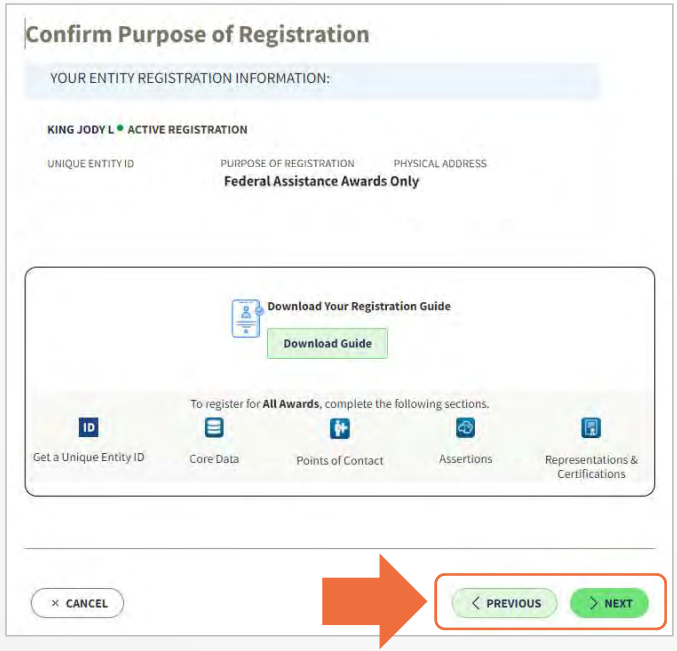
ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Updating an Active Entity



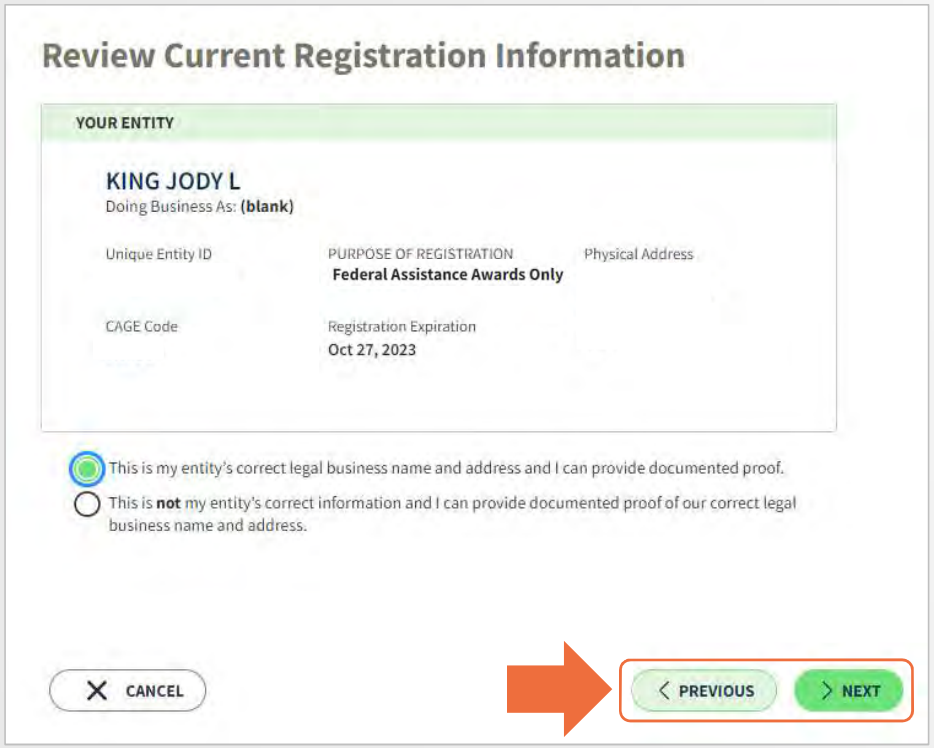



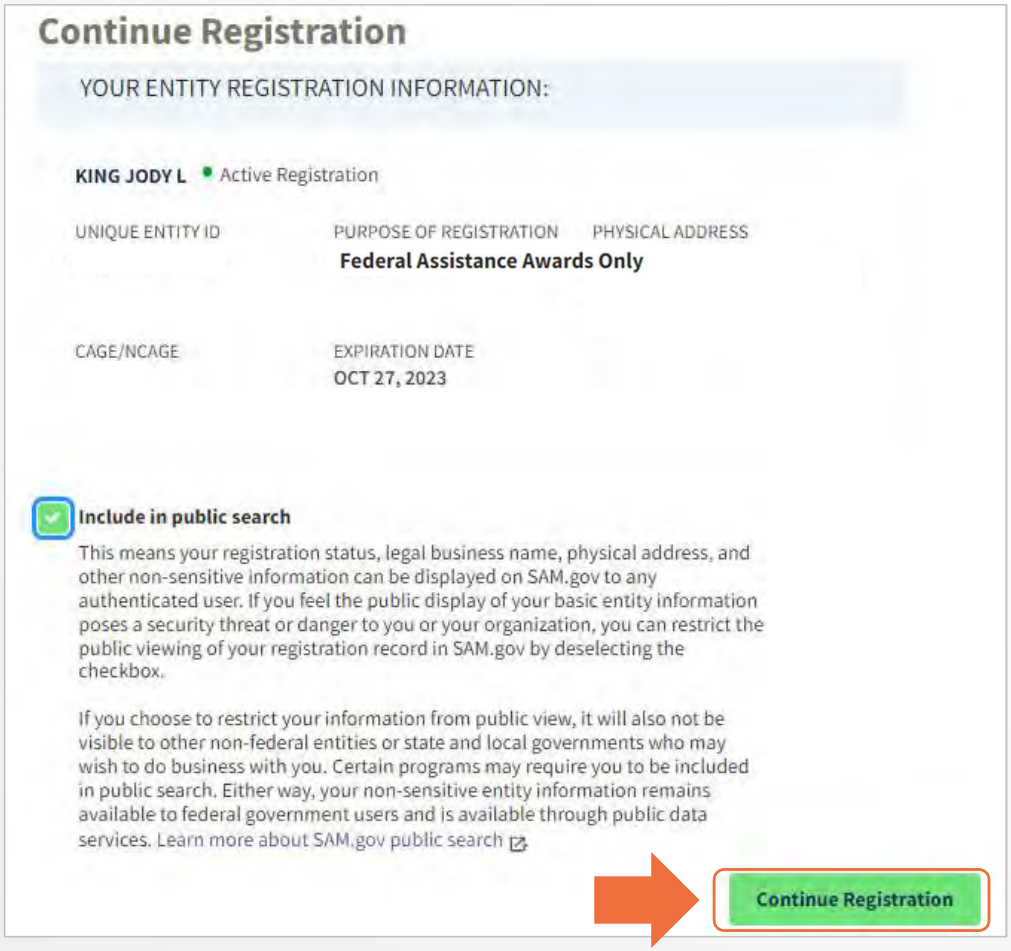

Process is the same for active or inactive profiles

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Updating an Active Entity



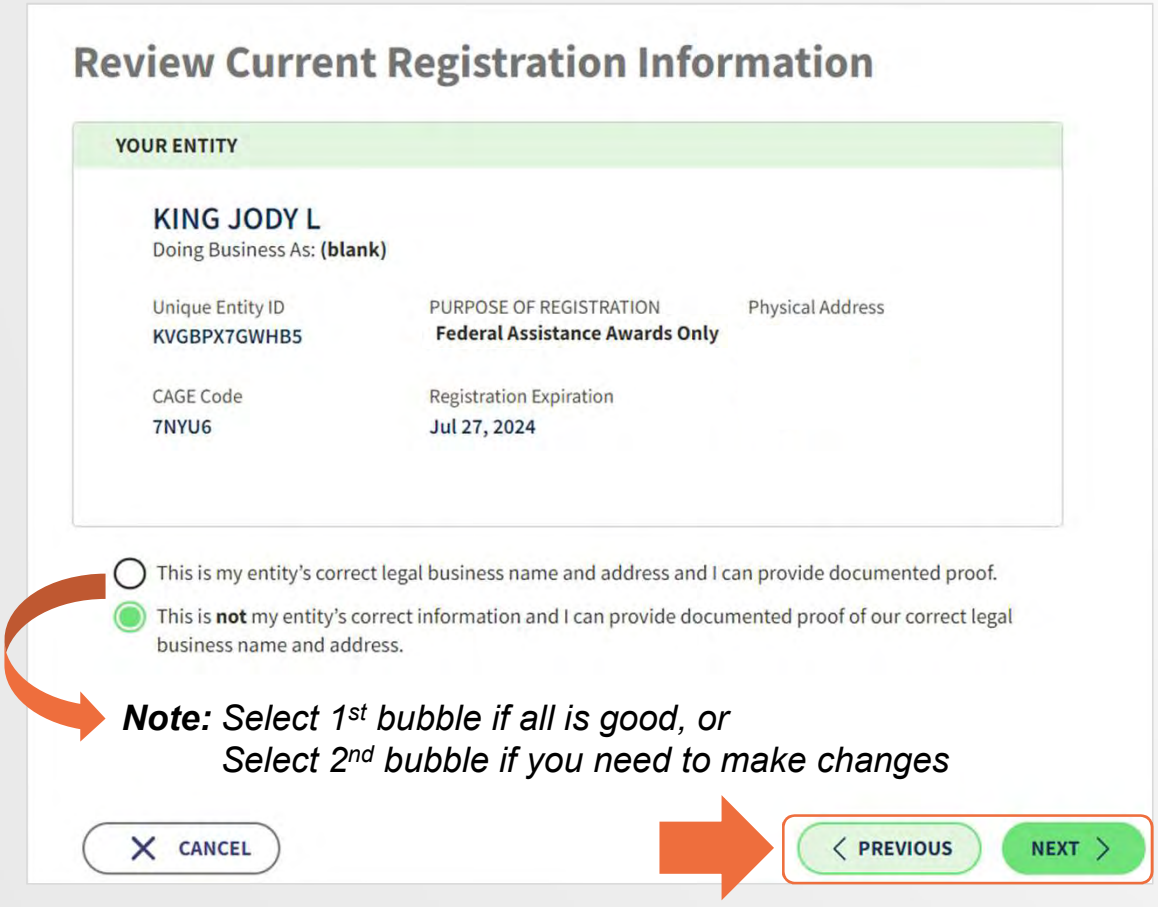




Process for active profiles when all information is correct

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Changing Entity Details



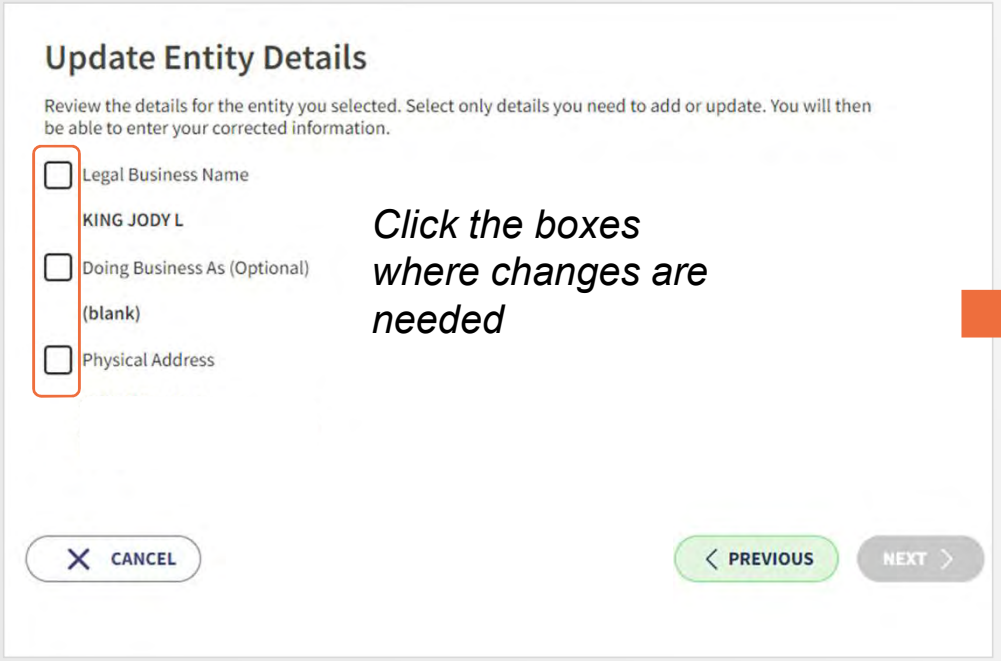

***Note:*** *Select 1st bubble if all is good, or*
*Select 2nd bubble if you need to make changes*

Process for active profiles

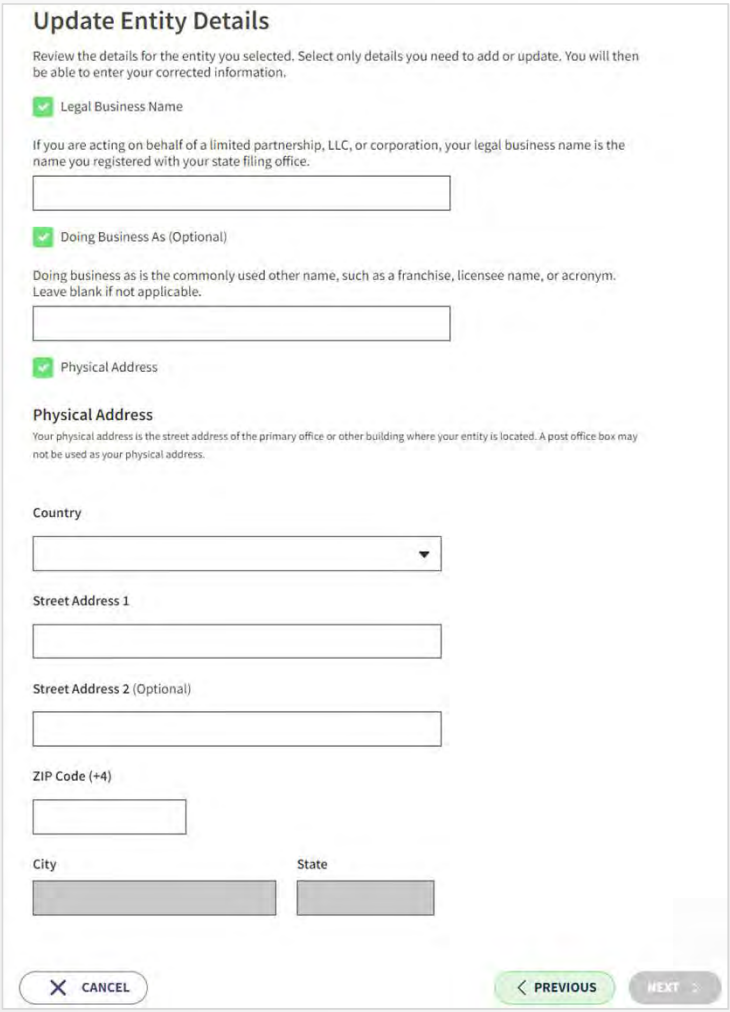
ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Changing Entity Details




*Click the boxes where changes are needed*

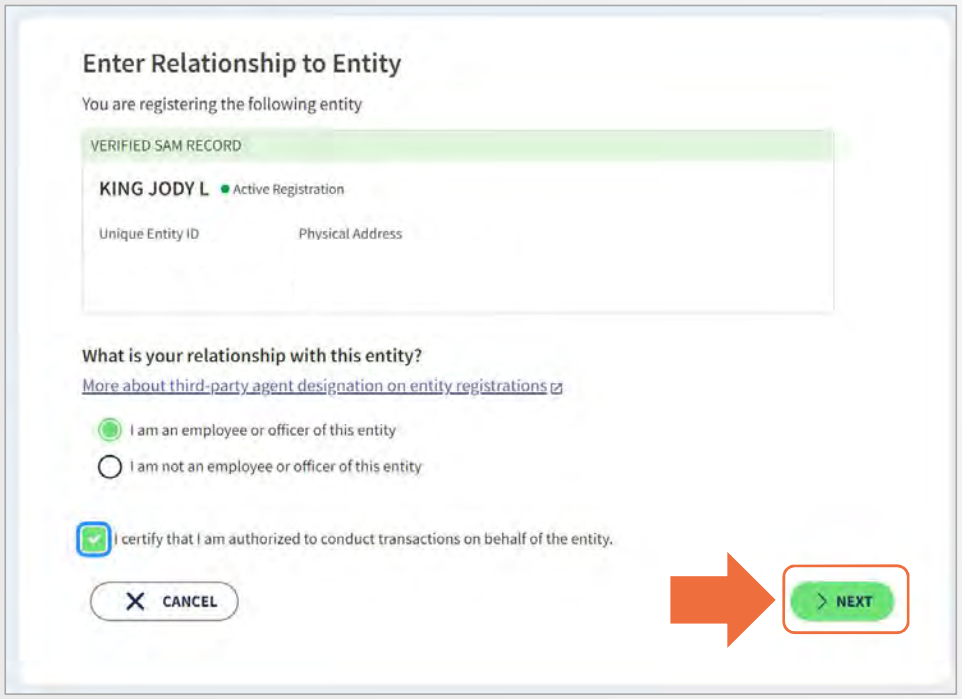


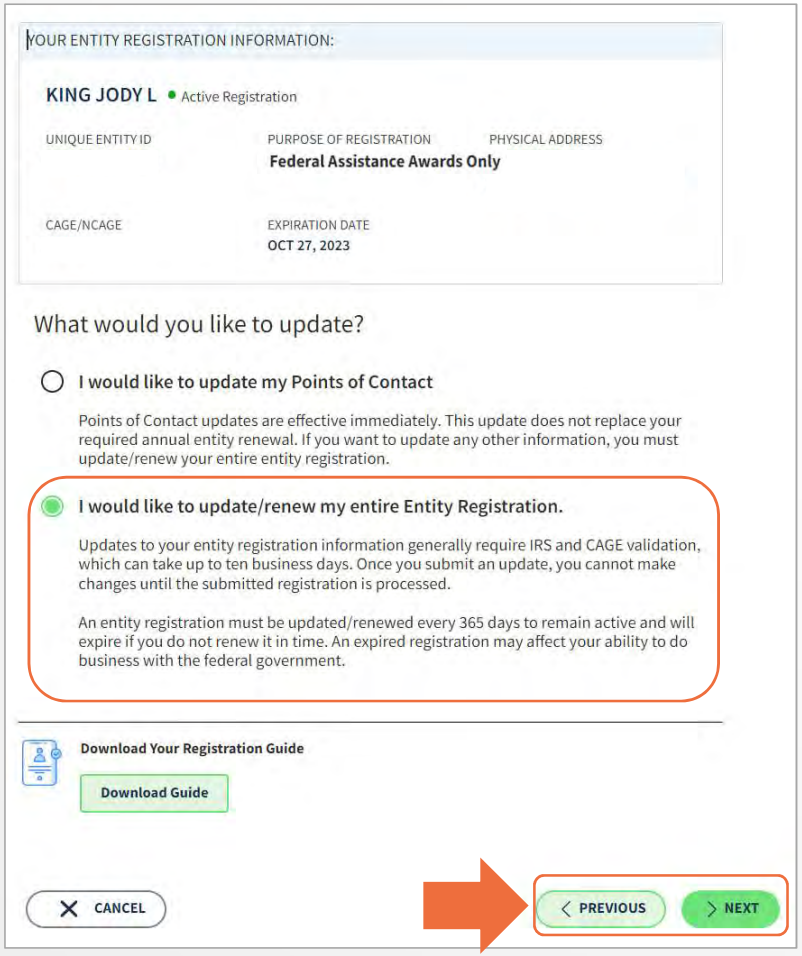

Process when updating Legal Name, Doing Business As or Physical Address is the same for both active and inactive profiles

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Updating an Inactive Entity




Process for inactive profiles (same as active)

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Updating an Inactive Entity

## What is your goal?

**I want to do business...** (Select the option most relevant to you)

- (●) Directly with the U.S. federal government.
- ( ) With a business or other organization which receives funds directly from the U.S. federal government.
- ( ) Other.

**Select the answer that best fits your intentions today:**

- (●) Bid on a federal procurement opportunity as a prime contractor.
- ( ) Apply for federal financial assistance.
  (e.g. grants, loans)
- ( ) Follow agency instructions related to a federal credit card transaction made to my entity (not common).
- ( ) Just browsing. I don't have anything specific in mind today but might be interested in future business directly with the U.S.
- ( ) Participate in, or apply for, another type of U.S. federal government program. Please tell us the program name.

Please specify

e.g. Program Name

123 characters allowed

## Who required your entity to be in SAM.GOV?

**Only select the primary source.**

- (●) Federal government

**Federal Hierarchy** (Optional)

Enter Code or Name

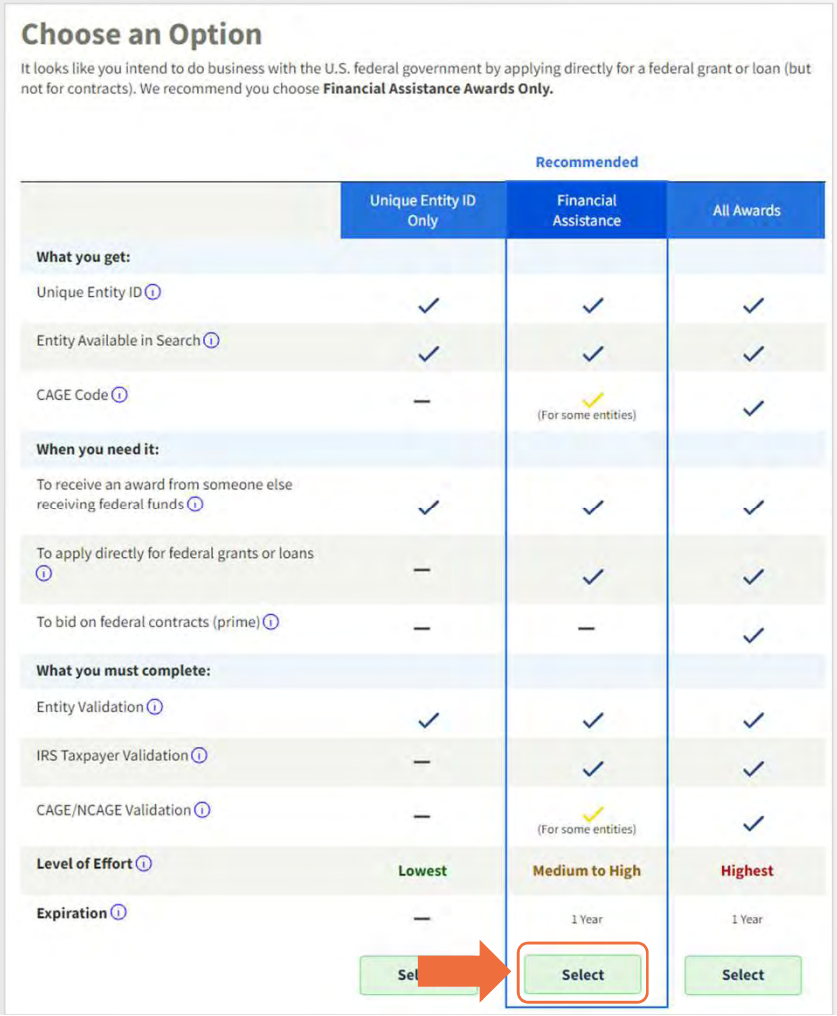
- ( ) U.S. state or territory government or office
- ( ) Local government office, i.e., of a county or a city
- ( ) Tribal government or office
- ( ) A company or business
- ( ) Hospital system or healthcare organization (for profit or non-profit)
- ( ) Non-profit organization
- ( ) University or research facility (for profit or non-profit)
- ( ) Industry group, professional association, trade publication, etc.
- ( ) APEX Accelerators (formerly known as PTACs)
- ( ) I decided on my own
- ( ) None of the above
  Please specify

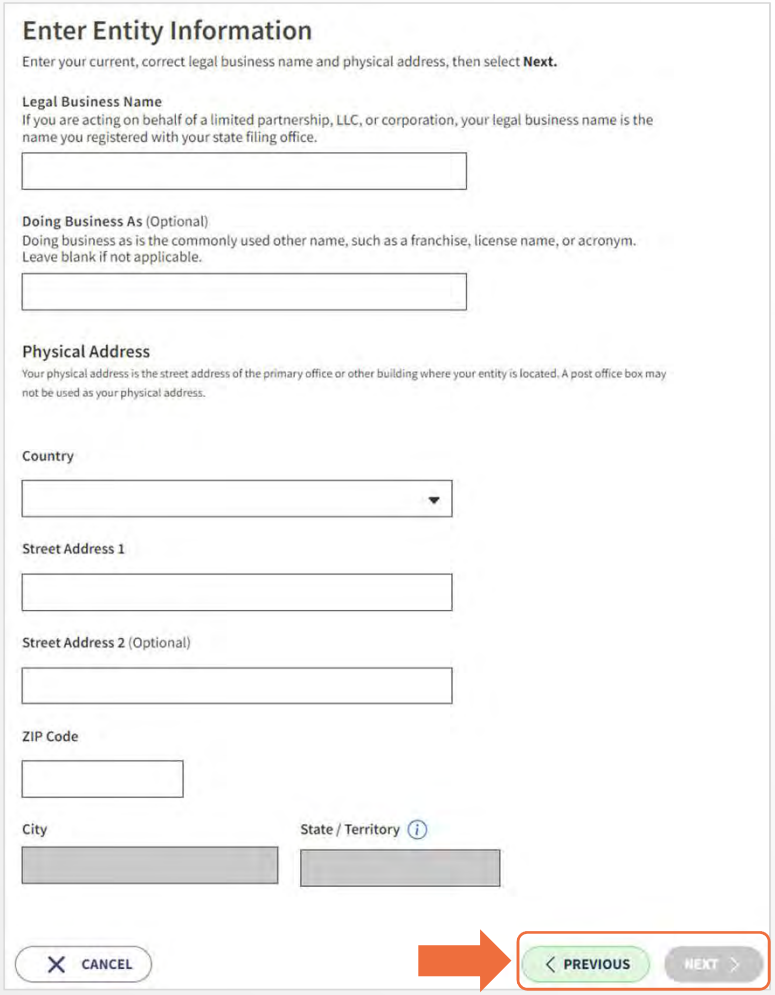
e.g. Program Name

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Updating an Inactive Entity

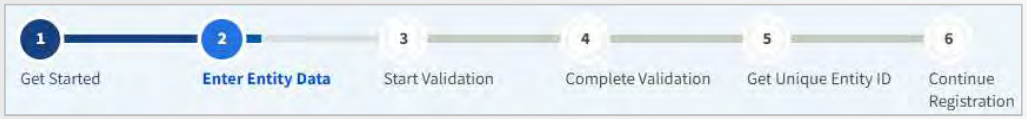


ALASKA APEX ACCELERATOR

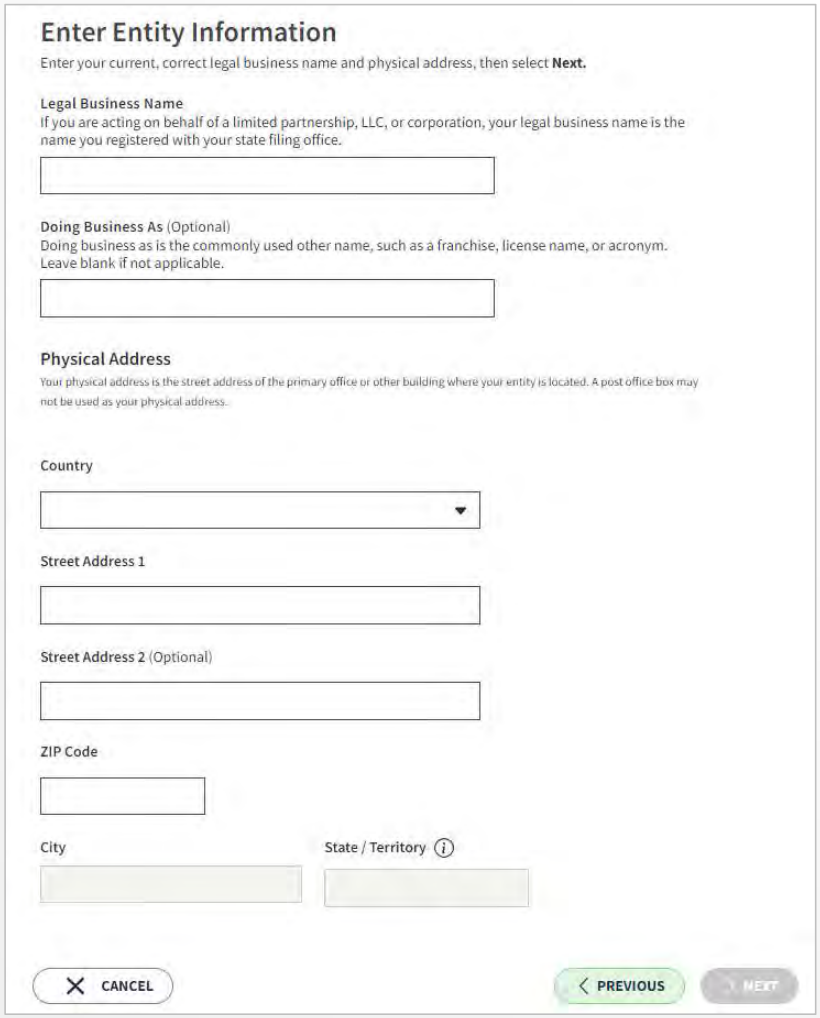
*Where Government Contracting Starts*

# Entering Entity Information




- Legal Business Name
  - Federally Recognized Tribal Name

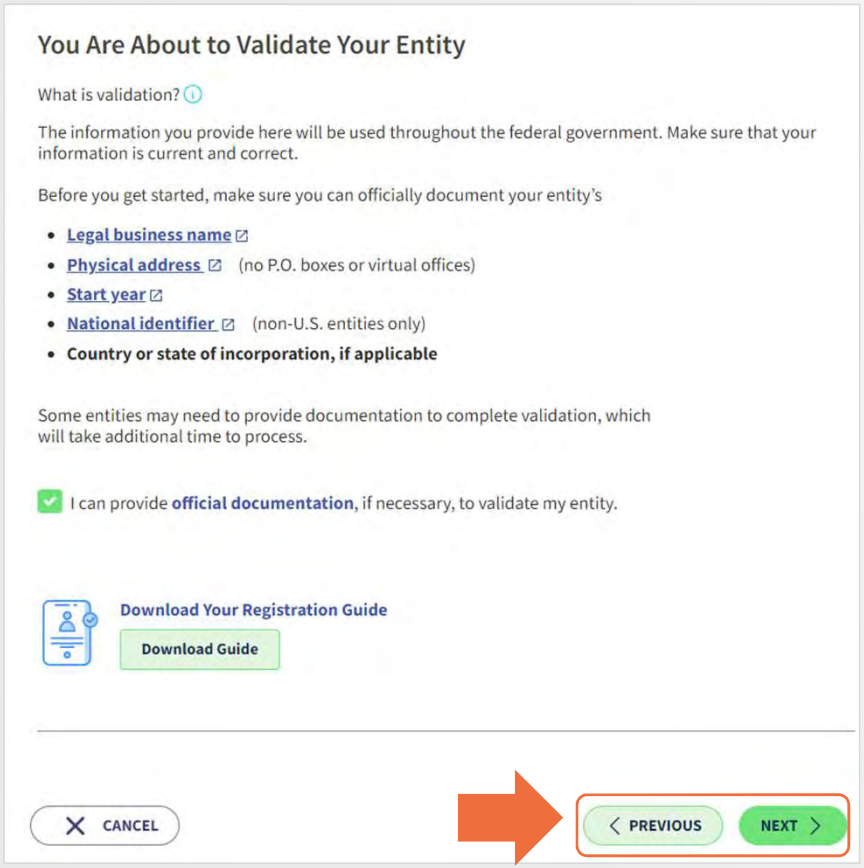
    https://www.bia.gov/service/tribal-leaders-directory/federally-recognized-tribes
- Doing Business As (dba) ⇔ Traditional council name
- Physical Address
  - **Must have proof of physical Address**
  - Must match USPS database
  - Cannot be:
    - PO Box  or a mix of physical address and PO Box
    - Commercial Mail Facility (FedEx, UPS, Mail Cache, etc.)
    - Virtual Office
  - Can be residential or commercial location

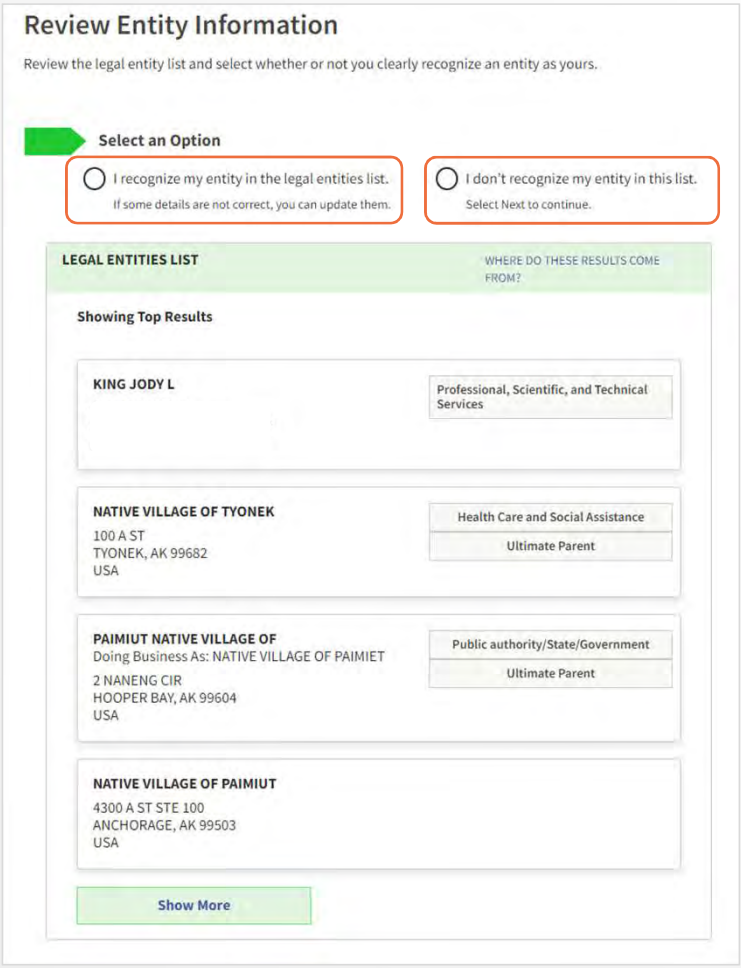


ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Updating an Inactive Entity



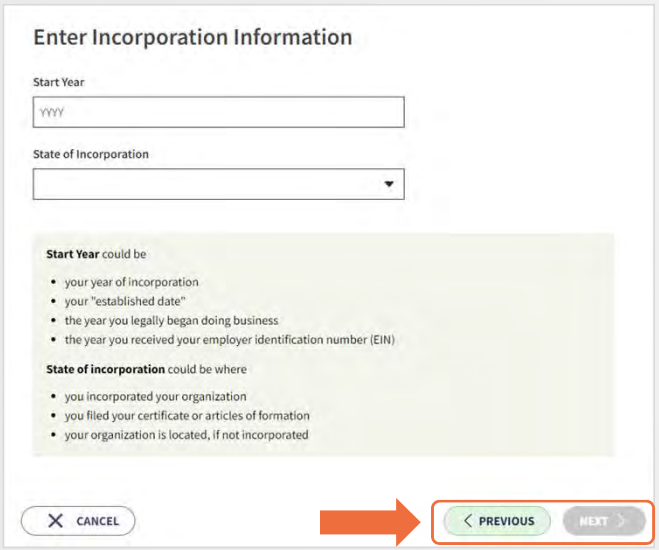



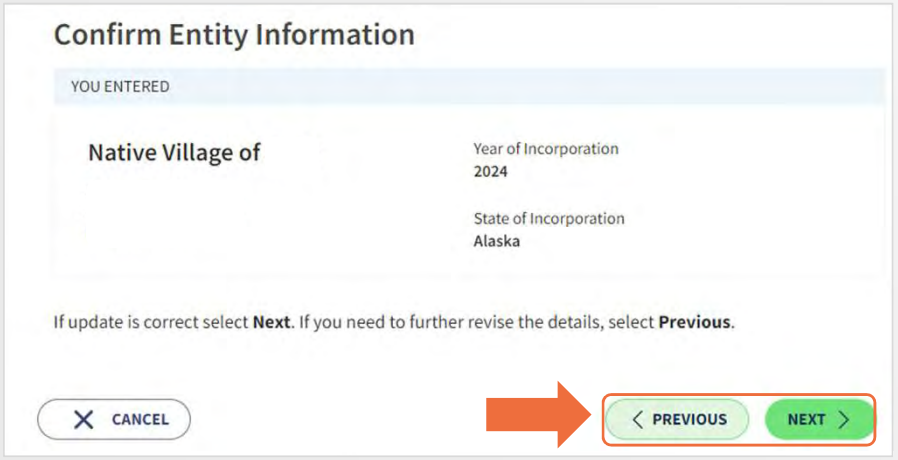

Process for inactive profiles

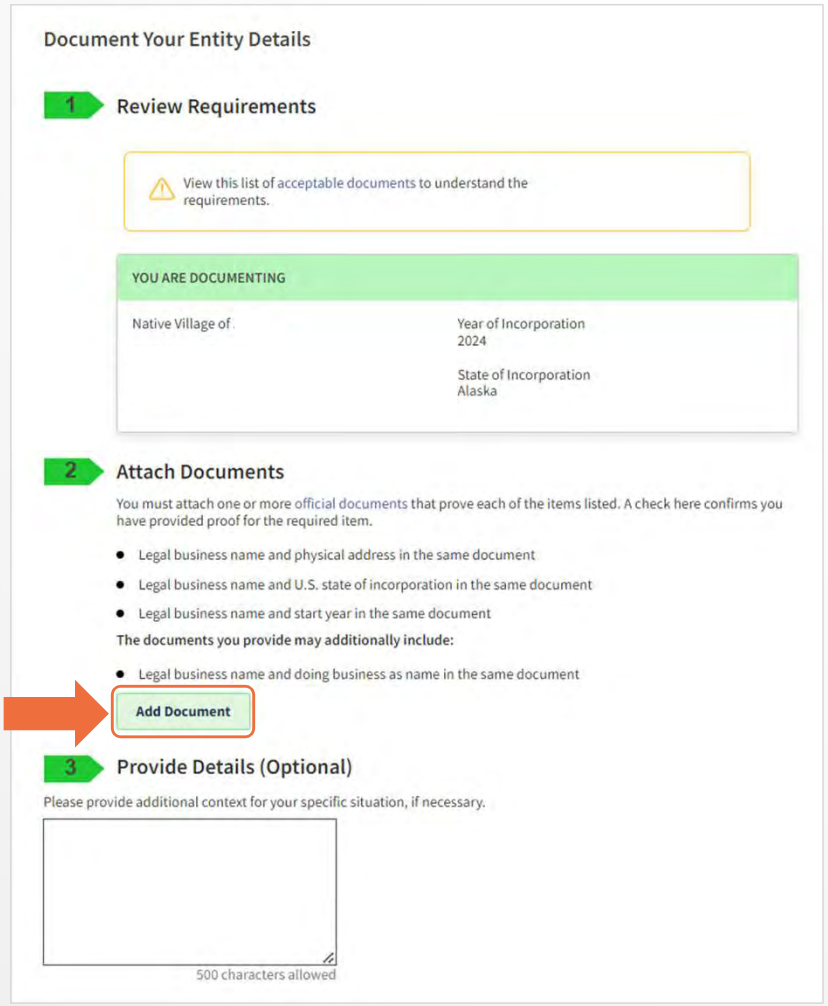
ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Updating an Inactive Entity



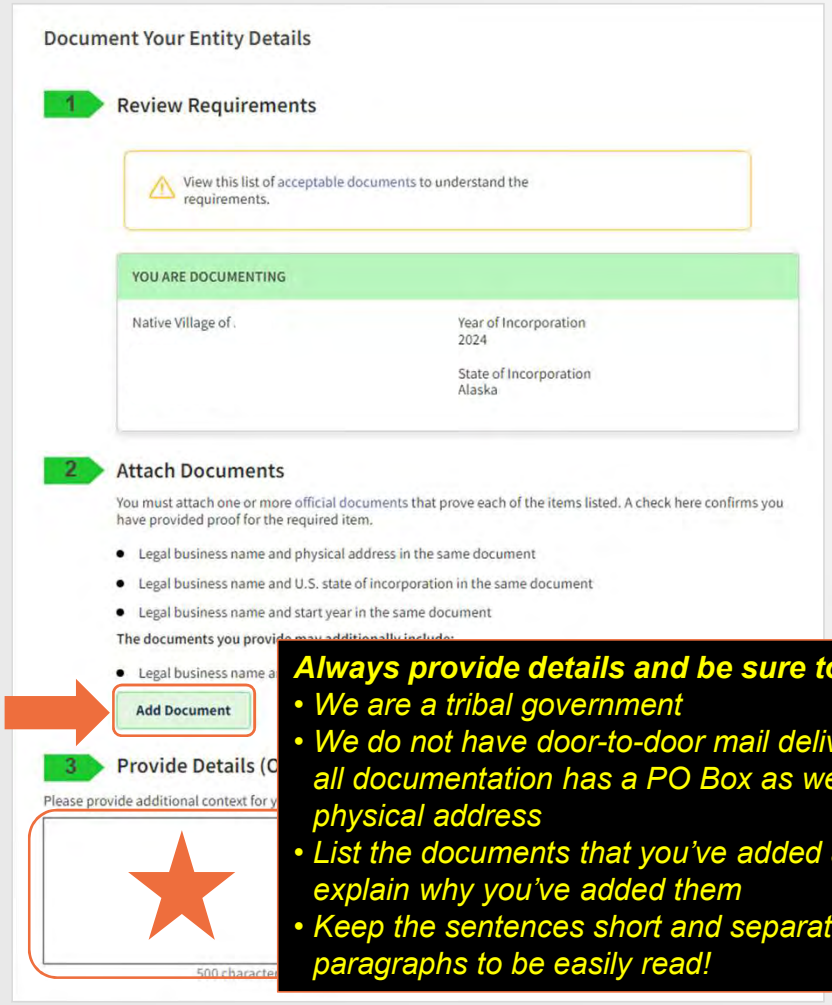



ALASKA APEX ACCELERATOR

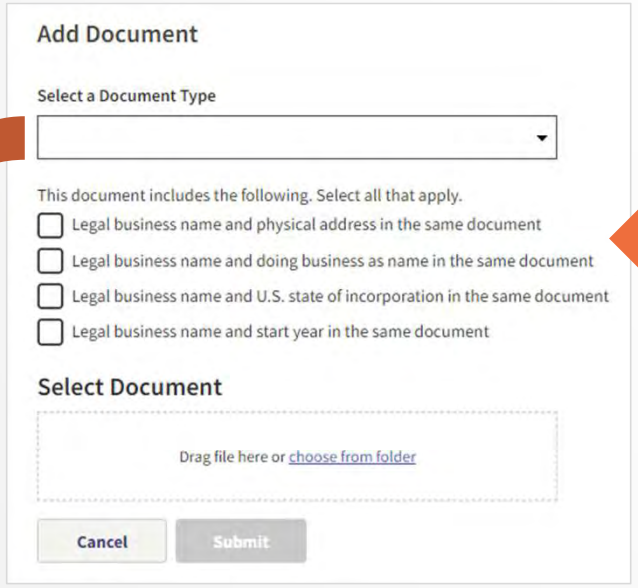
*Where Government Contracting Starts*

# Updating an Inactive Entity




***Always provide details and be sure to add:***

- *We are a tribal government*
- *We do not have door-to-door mail delivery so all documentation has a PO Box as well as a physical address*
- *List the documents that you've added and explain why you've added them*
- *Keep the sentences short and separate into paragraphs to be easily read!*




You must have documents that validates all 4 boxes

Articles of incorporation/organization
Articles of formation or company bylaws
Bank statements
Certified or validated tax returns or filings
"Doing business as" documentation
Employer Identification Number or tax ID documentation from IRS
Non-expired driver's license-sole proprietors and individuals doing-business-as only
Operating Agreements
Share certificates
Stock Ownership
Utility bills
Other document

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Validate Your Entity

## What documentation do I need to validate my entity?

Revised by Dana Singletary • 11d ago • 48856 Views • ★★★☆☆

### What documentation should I use?

- Entity Validation Document Requirements. **Check this one-pager first to learn what documents to provide.**

Click on blurry image to access this document

- Can I Use this Document for Entity Validation? See whether a specific type of document is allowed. Also shows what not to attach.
- Examples of Acceptable and Unacceptable Documents

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0055230&sys_kb_id=4c37ff941b77811406b09796bc4bcbda&spa=1

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Validation Documents

## Entity Validation Documentation Requirements

GSA

**Instructions:**

- For proof of name and/or address, choose document(s) from **List A**. At least one document must have both your full, correct legal business name and current, correct physical address.
- For proof of your entity start year and state, choose document(s) from **List B**.
- For proof of your national identifier (international entities only), choose a document(s) from **List C**.

| List A - Name and/or Address | List B - Start Year and State of Incorporation | List C - National Identifier (international only) |
|---|---|---|
| Most Commonly Used Documents:<br>• Articles of Incorporation/Organization/Formation (if stamped as filed with an authority)<br>• Bank Statements* (redact information that isn't necessary for validation)<br>• Certificate of Formation/Organization (if stamped as filed with an authority)<br>• Department of Treasury IRS letter assigning your EIN<br>• Secretary of State Certificate of Filing<br>• Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the registry URL)<br>• Utility Bill* (water, gas, or electric only)<br><br>Other Documents You Can Use:<br>• Bylaws for your company (if stamped as filed with an authority)<br>• Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment<br>• City Business Tax Certificate*<br>• Department of Treasury IRS Tax Exemption Status Letter*<br>• "Doing-business-as" or DBA document (if stamped as filed with an authority)<br>• Driver's License (for sole proprietors or individuals doing-business-as only; must be *non-expired* and have your exact name)<br>• IRS Form 8822-B or Form 990 for address change (filed only)<br>• IRS forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors)<br>• IRS Form 1099* if you are the recipient (not the filer)<br>• License to Operate* (issued by city, state)<br>• Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority)<br>• Partnership documentation (if stamped as filed with an authority)<br>• Passport (may only be used by sole proprietors or individuals doing-business-as where the physical business address is on the passport; must be non-expired and have your exact name and address. Passports without addresses or with addresses that are different than your physical business address cannot be used)<br>• Share Certificate<br>• State Sales and Use Tax Permit*<br>• Tax invoice* (federal, state, local, international)<br>• Town charter, documentation from state governments for town's formation; Governor's declarations; formal resolution from town council establishing office. | Most Commonly Used Documents:<br>• Articles of Incorporation/Organization/Formation (if stamped as filed with an authority)<br>• Certificate of Formation/Organization (if stamped as filed with an authority)<br>• Department of Treasury IRS letter assigning your EIN<br>• Secretary of State Certificate of Filing<br>• Screenshot/PDF file of your business profile* in your state's online business registry or Secretary of State website (must be current registration and must include the website URL)<br><br>Other Documents You Can Use:<br>• Bylaws for your company (if stamped as filed with an authority)<br>• Certificate of Good Standing* issued by your state to your business that contains date of incorporation, organization, or establishment<br>• "Doing-business-as" or DBA document (if stamped as filed with an authority)<br>• IRS forms marked as received by the IRS or processed by a CPA or e-filing software (e.g., Form 1040 with schedule C for sole proprietors, only if it contains your business start date)<br>• Limited Liability Company Articles/Articles of Amendment (if stamped as filed with an authority)<br>• Partnership documentation (if stamped as filed with an authority)<br>• Town charter, documentation from state governments for town existence; Governor's declarations; formal resolution from town council establishing office, if it contains the date your entity began | • Screenshot/PDF file of your business profile* in your country's official online business registry (must be current registration and must include the registry URL). *Do not submit screens from U.S. federal websites.*<br>• Government-issued proof of tax identification number, employer identification number, or other identifier issued by your government.<br>• Government-issued tax receipt/return<br>• Passport (for sole proprietors or individuals doing-business-as only; must be non-expired and have your exact name and address)<br><br>All international documents must have a satisfactory English language translation attached. |

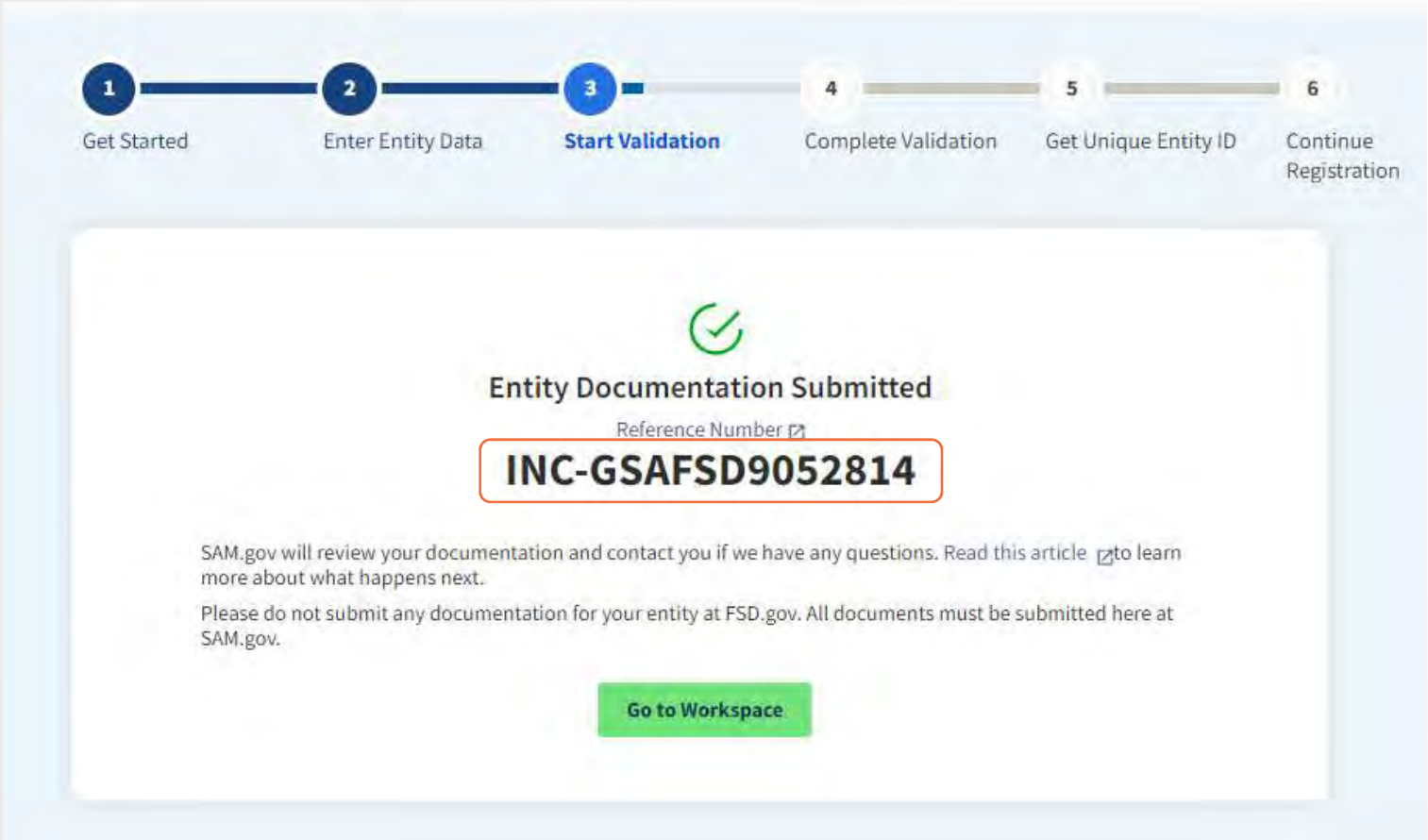
*Your documents must show your entity information **exactly** as you entered it in the Enter Entity Information screen on SAM.gov. Documents in List A and List B with an asterisk (*) **must** be 5 years old or less.*

*Revised December 2022*

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

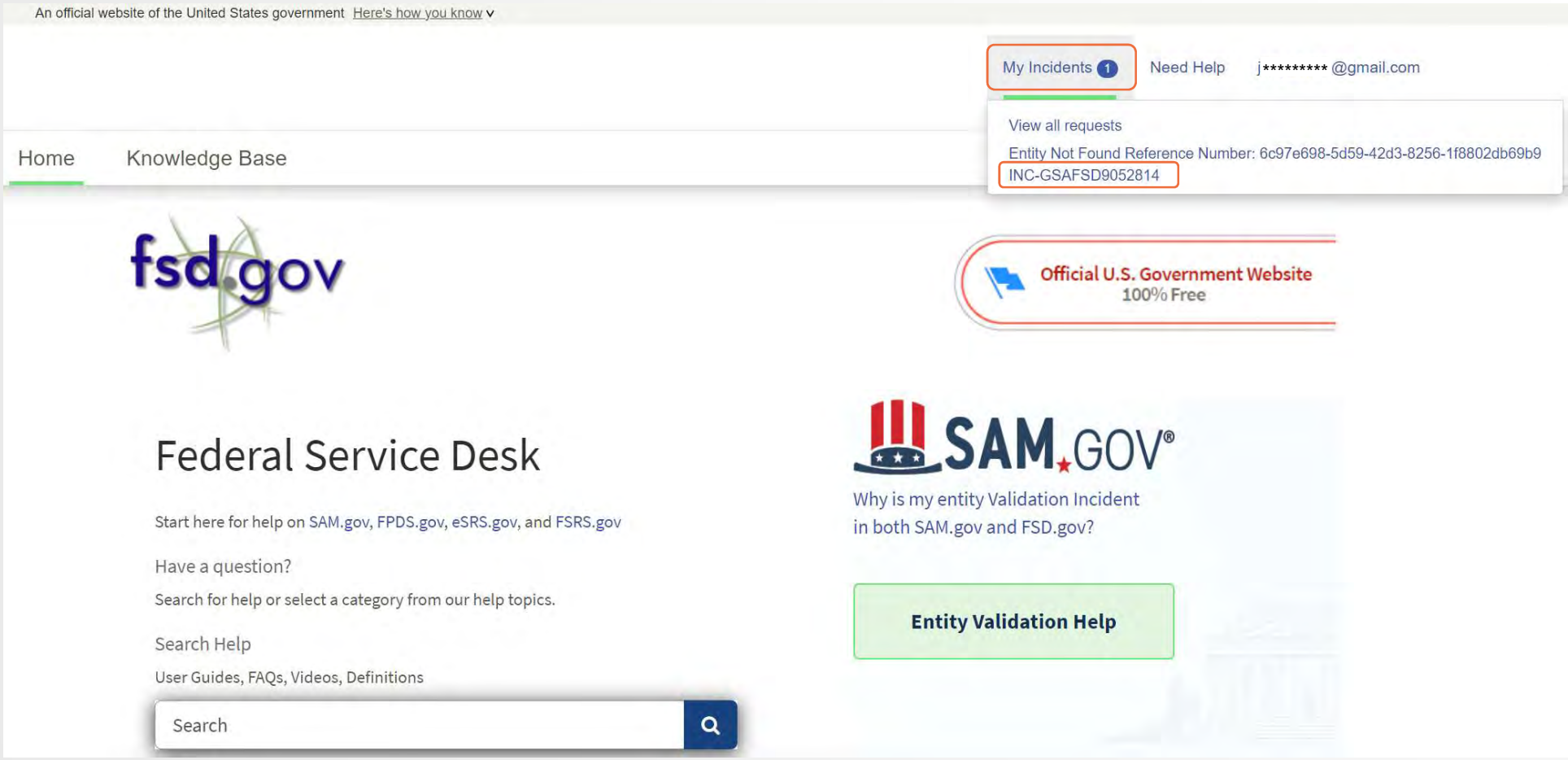
# Creating an Incident Ticket



ALASKA APEX ACCELERATOR

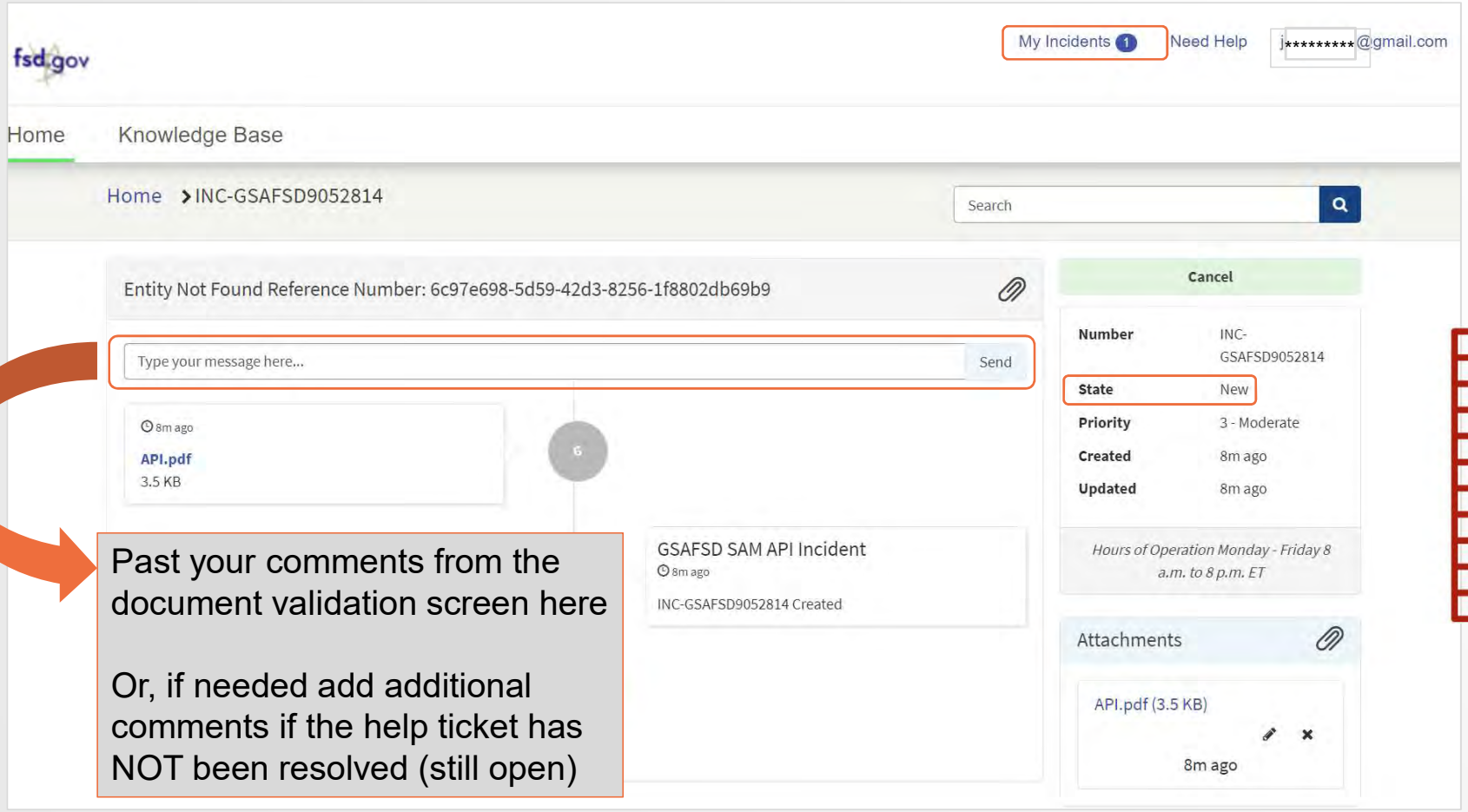
*Where Government Contracting Starts*

# FSD.gov




https://www.fsd.gov/gsafsd_sp

# FSD.gov




Past your comments from the document validation screen here

Or, if needed add additional comments if the help ticket has NOT been resolved (still open)

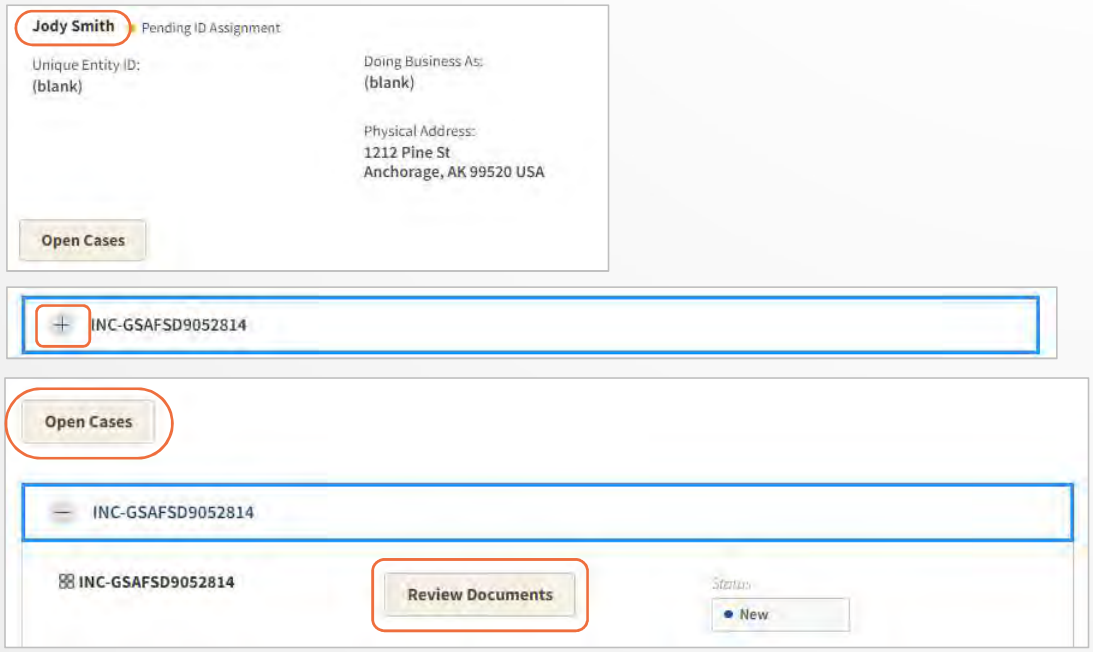
ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Adding documents in SAM

Submitted incident ticket – now what?

- Wait for response from GSA
  - Watch for email either stating entity has been entered or additional information is needed.
- Any additional documents must be uploaded from SAM.gov using the same incident ticket.
  - Go back to workspace
  - Click on “Pending ID Assignment”
  - Click on “Open Cases”
  - Click on the + sign next to the incident ticket
  - Click on “Review Documents”
    This will expand the original document
  - Go through the same process to select the document type, check needed boxes to select what the document is validating, add comments, and then submit document
  - Go back to FSD.gov site and add comments



ALASKA APEX ACCELERATOR

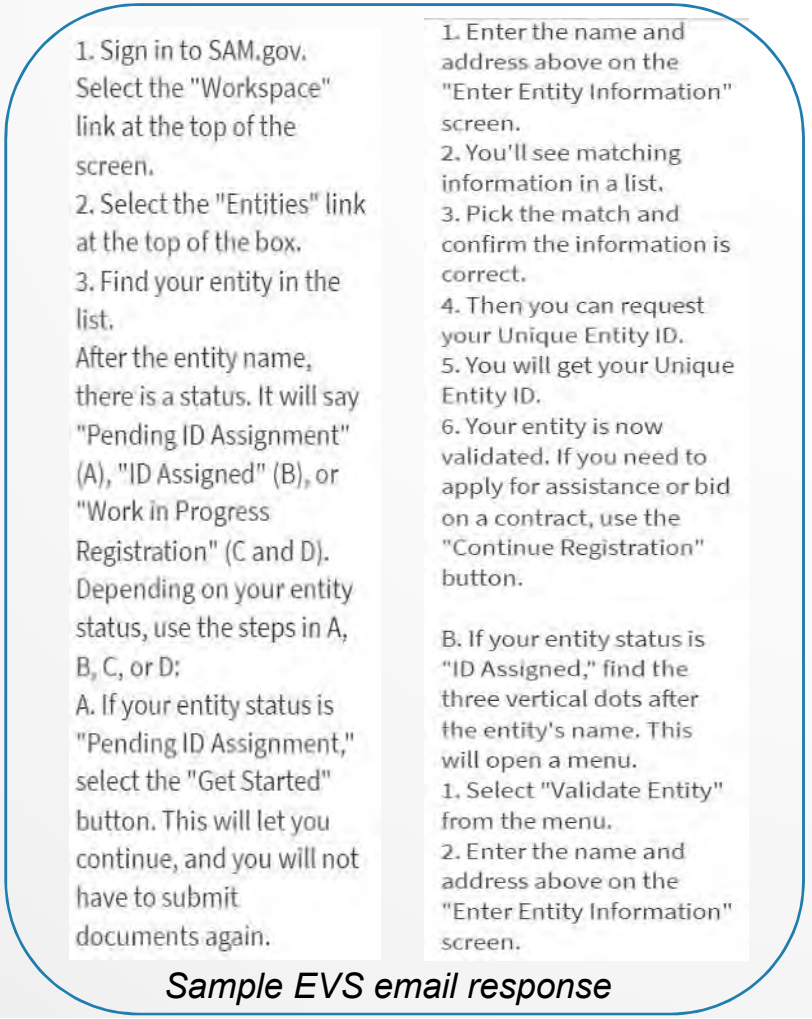
*Where Government Contracting Starts*

# Next Steps

## Submitted incident ticket – now what?

- Once you receive the email stating that the entity has been added (or information corrected) follow the directions to continue with the entity registration.
- If you follow the steps and are not able to complete the registration for reasons such as:
  - Entity is not available on selection list
  - Entity is on selection list; however, the data is not showing corrections (wrong address, etc.)
  - Only part of the information has been corrected – for example legal name fixed but still has old address
  - Are required to validate documents which creates a new incident ticket

Then contact Alaska APEX Accelerator for assistance.



1. Sign in to SAM.gov. Select the "Workspace" link at the top of the screen.
2. Select the "Entities" link at the top of the box.
3. Find your entity in the list.

After the entity name, there is a status. It will say "Pending ID Assignment" (A), "ID Assigned" (B), or "Work in Progress Registration" (C and D). Depending on your entity status, use the steps in A, B, C, or D:

A. If your entity status is "Pending ID Assignment," select the "Get Started" button. This will let you continue, and you will not have to submit documents again.

1. Enter the name and address above on the "Enter Entity Information" screen.
2. You'll see matching information in a list.
3. Pick the match and confirm the information is correct.
4. Then you can request your Unique Entity ID.
5. You will get your Unique Entity ID.
6. Your entity is now validated. If you need to apply for assistance or bid on a contract, use the "Continue Registration" button.

B. If your entity status is "ID Assigned," find the three vertical dots after the entity's name. This will open a menu.

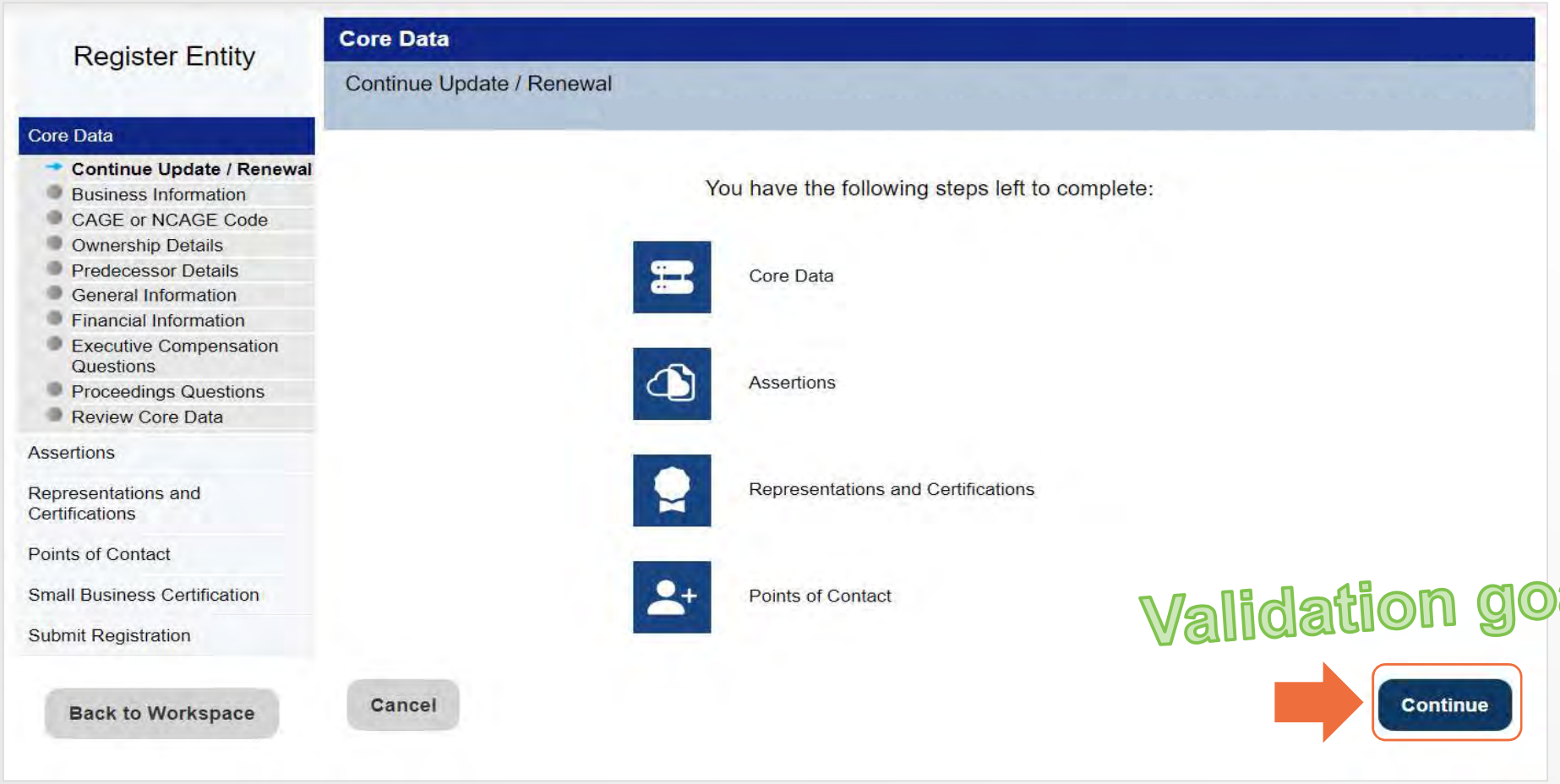
1. Select "Validate Entity" from the menu.
2. Enter the name and address above on the "Enter Entity Information" screen.

*Sample EVS email response*

ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Core Data – Continue Update/Renewal

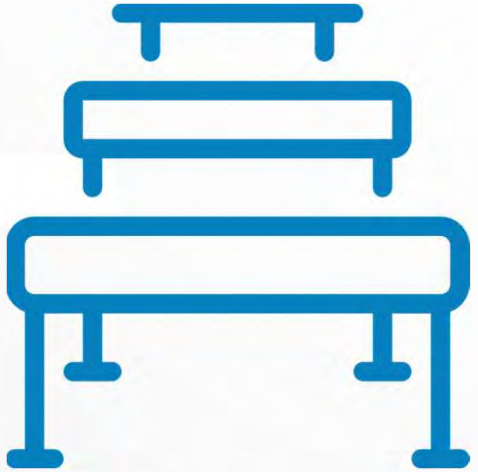


ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Validation & Registration Hurdles

- Log into SAM and have all zeros under Entities
  - UEI no longer associated with username (email)
  - Used wrong email address
  - System data is not available – system error
- Can't access existing SAM profiles
  - EA/POC no longer at company
  - Can no longer use original email associated with SAM account
- Name Validation issues
  - Name entered into Secretary of State database incorrectly
  - Name misspelled in SAM entity listing
  - No active business license
- Address Validation issues
  - Old address on entity documents or business license
  - Physical address doesn't exist in USPS database or might not have a physical address
  - Lacking valid documents to prove physical address
- Unable to verify entity start date



ALASKA APEX ACCELERATOR

*Where Government Contracting Starts*

# Questions?

## Alaska APEX Accelerator Staff Contact Information

**Anchorage: Phone: 907-786-7258**

| | | |
|---|---|---|
| Carolyn Pratt, Program Manager | capratt@alaska.edu | 907-786-7259 |
| Jody King, Contract Specialist II | jlking8@alaska.edu | 907-786-7270 |
| Lynda Gregory, Program Specialist | lmgregory@alaska.edu | 907-786-7258 |

**Fairbanks**: **Phone: 907-456-7288**

| | |
|---|---|
| Pierre Thompson, Center Director/Contract Specialist | pdthompson@alaska.edu |
| Kristen Sullivan, Program Assistant | khsullivan@alaska.edu |

**General email:** info@apexalaska.org **Website:** https://alaskapex.org

*To request assistance, sign up here: https://akptac.ecenterdirect.com/signup*

How can the Alaska APEX help you?