

ATTACHMENT 7

SYSTEM FOR AWARD MANAGEMENT (SAM) CONFIRMATION SHEET

All contractors must be registered in the System for Award Management (SAM) as a prerequisite to receiving a Department of Defense (DoD) contract. The U.S. Naval Hospital Okinawa Contracting Officer's Representatives (COR's) are NOT your point of contacts for this registration. You may register in SAM through the World Wide Web at <http://www.SAM.gov>. This website contains all information necessary to register in SAM. Please note, because SAM is a federally mandated and funded program, there is no cost to registrants for registering in SAM.

You will need to obtain a DUNS (Data Universal Numbering System) number prior to registering in the SAM database. This DUNS number is a unique, nine-character company identification number. Even though you are an individual, not a company, you must obtain this number. Please contact Dun & Bradstreet at 1-800-333-0505 to request a number or request the number via internet at <http://fedgov.dnb.com/webform>.

The SAM also requires several other codes as follows:

CAGE Code: A Commercial and Government Entity (CAGE) code is a five-character vendor ID number used extensively within the DoD. If you do not have this code, one will be assigned automatically after you complete and submit the SAM form.

US Federal TIN: A Taxpayer ID Number or TIN is the same as your Social Security Number.

NAICS Code: A North American Industry Classification System code is a numbering system that identifies the type of products and/or services you provide. Please refer the NAICS Code at <http://www.census.gov/eos/www/naics/>



How to obtain
DUNS & NCAGE.pdf

SOCIO-ECONOMIC FACTORS

Up to 3 of the choices provided may be checked. Even though you are an individual, you are considered a business under this category, so check any (up to 3) that may apply. For example, any woman applying for this position would be considered a "Woman Owned Business;" just as any Veteran would be a "Veteran Owned Business." If both apply (or more), all would be checked.

If you encounter difficulties registering in SAM, contact the SAM Helpdesk at 866-606-8220 for US calls, and 334-206-7828 for international callers. This contact information is posted on the SAM Homepage at <https://www.sam.gov/portal/public/SAM>. You are encouraged to apply for registration immediately upon receipt of the Notice of Contracting Opportunity. Any contractor who is not registered in SAM will not be eligible to receive Department of Defense Government contracts.

Complete the following and submit with initial offer:

Name: _____

Company: _____

Address: _____

E-mail: _____

SYSTEM FOR AWARD MANAGEMENT (SAM) INFORMATION:

Date SAM application was submitted: _____

Assigned DUN & BRADSTREET #: _____

Assigned CAGE Code: _____

Per Senior Contracting Official (SCO) KM Highlight 18-52 - IMMEDIATE CHANGES IN SAM REGISTRATION PROCESS dated 27 Mar 2018.

Effective immediately all NEW SAM registrants will need to provide a notarized letter confirming the Entity's Administrator. The Entity Administrator is allowed to register the entity in SAM and make changes to its registrations. The notarized letters must be mailed to the Federal Service Desk and contain the information outlined in the posted FAQ at https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=SAM. Please note a new registration may take several days depending on the entity passing all validations in addition to receipt of the notarized letter. GSA will not activate the entity's registration until all required information has been received and all validations have been passed.

Special note regarding entities registering from locations outside the United States - at this time the entities MUST contact the Federal Service Desk as a part of this process, even though they do not have access to a notary. As a reminder, the Federal Service Desk's contact information is available at <https://www.fsd.gov>.