



## Identifying Entities Registered for Contracts

### 1 How can I check to see if a prospective contractor is active in SAM?

Registrants in SAM are asked to indicate if they wish to be considered for federal contracts. If yes, they complete the provisions associated with the annual representations identified in FAR subpart 4.1202. Only if this is completed can an entity be considered actively registered, per FAR subpart 4.11.

Use the following steps to see if the prospective contractor is actively registered for contracts in SAM:

- Log in to SAM using your SAM individual account. You must be logged in using your SAM account that was created using a government email, in order to view those entities who have chosen not to have their information displayed publicly (i.e., the entity has chosen to ‘opt-out’).
- Perform a search in SAM for the entity’s DUNS number at [www.sam.gov](http://www.sam.gov) either from the homepage or from the Search tab. Type the DUNS number into the search box and click “Search”.
- If no match is found for the entity’s DUNS, the entity is not actively registered in SAM. You can apply the inactive filter by clicking on inactive and hitting apply filter.
- If a match is found, it will show in a box marked “Entity”. Check the status in the top right corner of the box. If the status indicates “Active”, then the entity is actively registered in SAM for at least one type of federal award.
- Click on the ‘+’ icon in the box to expand it. Expanding the box will allow you to view if the entity has current Delinquent Federal Debt, as identified by the Department of Treasury.
- Click “View Details” to open the dashboard to confirm the entity is registered for contracts.
  - If the annual renewal date shown on the dashboard is July 31, 2013 or earlier, the entity’s record was migrated from CCR. Consider this entity actively registered, per FAR subpart 4.11. You can review the registration details using the navigation bar on the left side of the screen. Note that there will be information in the Representations and Certifications section only if the entity also had a previous ORCA record.
  - If the annual renewal date shown on the dashboard is August 1, 2013 or later, the entity has entered or renewed their record directly in SAM. Review the Representations and Certifications section using the navigation links on the left side of the screen.
    - If there is data in the Representations and Certifications section, the entity has registered for contracts and is actively registered, per FAR subpart 4.11.
    - If there is no data provided in the Representations and Certifications section, the entity is not registered for contracts. The entity is not active, per FAR subpart 4.11.

## 2 Where can I find specific data in the entity's registration?

An entity's registration is split into sections. For potential contractors these sections include:

- Core Data
- Assertions
- Representations and Certifications
- Points of Contact

### 2.1 Core Data

Core Data includes: DUNS number, address information, Tax Identification Number (TIN), Electronic Funds Transfer (EFT) information (i.e., bank account), CAGE code, general business information (corporate data, company type classifications, etc), criminal proceedings data, executive compensation data, and disaster relief registration. Note that in the General Information section of the Core Data, you will only see SBA Certifications for 8(a) Program Participants entities if the certification exists; you will not see a 'No' or other negative response. Similarly, if the entity has no Federal Debt then there will be no entry here, you will not see a 'No' or other negative response.

### Can government users see all of the data in the Core section?

Some information is not displayed or is available based on user access levels.

- EFT information is available only to those government users who have completed paperwork requesting sensitive access to SAM data. If you would like to request this access, login to your SAM account and click on "Individual Data Access Request" located under "Data". You should also check with your agency system administrator to confirm you need access to this information.
- Executive compensation information is only provided, per the FAR, in conjunction with specific awards meeting the Federal Funding Accountability and Transparency Act (FFATA) requirements. If an entity receives an award that meets the FFATA requirements, its executive compensation information will be displayed in USASPENDING.gov along with that award.
- Criminal proceeding information is displayed at the Federal Awardee Performance Integrity Information System (FAPIS) at [www.fapiis.gov](http://www.fapiis.gov).

### 2.2 Assertions

#### What are Assertions? And what information is in this section?

Size metrics (total annual receipts\number of employees), NAICS codes in which the entity does business, and Product Service Codes (PSCs) the entity normally sells are captured here.



The size metric information (i.e., total annual receipts and number of employees), provided by the entity, is used by the Small Business Administration (SBA) to provide a size indicator for each NAICS by comparing the entity's information to the SBA's NAICS size standards table.

**PLEASE NOTE: THE INDICATOR IS NOT FOUND IN THE ASSERTIONS SECTION BUT IN THE REPRESENTATIONS AND CERTIFICATIONS SECTION.**

The entity provides the major NAICS codes with which it would like to be identified for purposes of government market research. Size status indicators per NAICS code ARE NOT provided in this section but in the representations and certifications section, per the FAR. Government officials should be aware that simply because an entity has not listed a NAICS code here in the assertions section DOES NOT preclude you from accepting an offer from or awarding an action to an entity.

The entity also provides the Product Service Codes with which it would like to be identified for purposes of government market research.

### **2.3 Representations and Certifications**

Representations and Certifications include the annual FAR provisions that are required in solicitations, per FAR 4.12. These include an entity's certification to size status (i.e., small or other than small), whether they are an SBA-certified HUBZone entity (validated by SBA), and other socio-economic information. If the entity is interested in Department of Defense (DoD) contracts, DFARS annual provisions are also provided here. Finally, if the entity is interested in Architect and Engineering (A&E) opportunities, additional information is provided here as well.

### **2.4 Points of Contact**

Points of Contact are provided by the entity and provide names of individuals responsible for activities at the entity, such as financial information.