SAM
SYSTEM FOR AWARD MANAGEMENT

Quick Start Guide for Small Business Searches

Helpful Information

SAM is the official **FREE government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

What is an Entity?
In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

How do I find small businesses registered in SAM?
You can filter your search results by North American Industry Classification System (NAICS) code to identify those registrants in SAM who meet the Small Business Administration (SBA) size standard as a small business concern for a given NAICS code or NAICS codes. This is shown in SAM with a size indicator of 'Small Business' Yes or No for each NAICS code.

How is the small business indicator calculated in SAM?
The small business indicator in SAM is calculated by NAICS code against the SBA Table of Size Standards based on size metric data, i.e. average employees and average annual receipts, the entity submitted with their registration. The final size determination is made by the contracting officer at the time of award.

Are entities required to enter a specific NAICS code in their SAM registration in order to receive a Federal contract that identifies that NAICS code?
No. An entity should <u>never</u> be excluded from an award because they do not have a specific NAICS code in their SAM registration; nor should they be required to add a specific NAICS code to their registration prior to receiving an award. Within the representations and certifications section of their registration, you can see the size indicator for any NAICS code by selecting the View More button underneath the NAICS table in FAR 52.212-3 or FAR 52.219-1.

Steps for Searching for Small Businesses in SAM

1. Go to SAM by typing www.sam.gov in your Internet browser address bar. Make sure the web site you go to ends in .gov
2. Log in using your individual SAM user account. This is especially important for U.S. Federal government users as they must log in to see the registrations that opted out of the public search display.
3. Select Search Records from the main navigation menu.
4. Select Advanced Search - Entity.
5. Select whether you are looking for Active and/or Inactive entity registrations, registrations with or without an Active Exclusion record, and with or without Delinquent Federal Debt.
6. Select additional search criteria to return your desired results. The checkbox to the left of each accordion expands it to display your options. You will find:
   - Socio-economic indicators including Veteran Owned Business, Service Disabled Veteran Owned Business, SBA Certified 8(a) and SBA Certified HUBzone under the Socio-Economic Status accordion.
   - Small business search by NAICS code under the Products and Services accordion.
7. Within Products and Services, there are three ways to search by NAICS Code. You must enter at least one NAICS code (and up to eight NAICS codes) and select one of the following three choices:
   - **Any Size:** Your results will include businesses or organizations that actively participate in the industry (ies) as indicated by the NAICS code(s) you entered. The entities returned are those which specifically selected the NAICS code(s) in their registration regardless of the size indicator.
   - **All Small Businesses (SB; not limited to entity-selected NAICS)**: This is the broadest, most inclusive set of search results for potential small businesses for a given NAICS code. Your results will include those businesses or organizations that could be considered small in the industry (ies) identified if awarded a Federal contract that is assigned the NAICS code(s) you entered. The entities returned could be considered small for the entered NAICS codes based on their size metrics, regardless of whether the entity entered the NAICS code in its registration.
   - **Limited SB (only entity-selected NAICS)**: Your results will include those businesses or organizations that actively participate in the industry (ies) by selecting the NAICS Code in their SAM registration and could be considered small based on the SBA size standard in the industry (ies) identified if awarded a Federal contract that is assigned the NAICS code you entered.

For help registering in SAM, contact the Federal Service Desk (FSD) at https://www.fsd.gov/

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