



System for Award Management (SAM) Questionnaire for Representations and Certifications (Reps and Certs)

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1 Overview of SAM Reps and Certs

If you are registering in the System for Award Management (SAM) to pursue federal contracts or other procurement opportunities, you must complete the Representations and Certifications (Reps and Certs) section. Complying with the Federal Acquisition Regulation (FAR) Subpart 4.12 Representations and Certifications during the SAM entity registration process:

- (a) Eliminates the administrative burden for contractors of submitting the same information to various contracting offices;
- (b) Establishes a common source for this information to procurement offices across the U.S. Government; and
- (c) Allows the contracting officer to incorporate by reference the contractor’s representations and certifications in the awarded contract.

Remember, if you misrepresent your entity in order to obtain a contract, you may be subject to 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.

2 SAM Reps and Certs Questionnaire

SAM guides you through Reps and Certs with a questionnaire. The questions collect the data necessary to complete the associated FAR provisions, and if applicable, the Standard Form 330, Part II for Architect and Engineering contracts and the Defense FAR Supplement (DFARS) provisions.

The first section of the questionnaire contains the questions related to FAR provisions which are divided into four pages. 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.

This user guide gives you a quick reference to the questions posed. Table 1.1 through Table 1.4 show the questions, possible responses, and conditional sub-questions for each of the four FAR Response pages in SAM Reps and Certs.

Table 1.1: FAR Response 1

	Question	Answer Choice	Conditional Sub Questions
1.	Who are the person(s) within [Legal Business Name] responsible for determining prices offered in bids/proposals? (FAR 52.203-2)	Name: Title:	Not Applicable
2.	Does [Legal Business Name] have other plants/facilities at different addresses routinely used to perform on contracts? (FAR 52.214-14 , FAR 52.215-6)	Yes/ No	If yes, please provide the following: Place of Performance (Address) of the Other Plants/Facilities, Name(s) of



	Question	Answer Choice	Conditional Sub Questions
			Owner and Operator of Plant/Facilities, Address(es) of Owner and Operator of Plant/Facilities (Street, Address, City, County, State, Zip Code)
3.	TIN is on file. (FAR 52.204-3 , FAR 52.212-3)	Not Applicable	Not Applicable
4.	For products designated by the Environmental Protection Agency and provided by [Legal Business Name], does the percentage of recovered material content meet the applicable EPA guidelines? (FAR 52.223-4 , FAR 52.223-9)	Yes/ No/ Vendor will provide information with specific offers to the Government	Not Applicable

Table 1.2: FAR Response 2

	Question	Answer Choice	Conditional Sub Questions
5.	Is [Legal Business Name] a small business concern that wishes to be considered for status as a labor surplus area (LSA) concern? (FAR 52.219-2)	Yes/No	If yes, indicate the LSA in which the manufacturing or production costs amount to more than 50% of contract price: (FAR 52.219-2)
6.	Is [Legal Business Name] 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)	Yes/ No	If yes, please provide the company name and TIN for the common parent. (FAR 52.204-3 , FAR 52.212-3)
7.	Our records indicate there (is/is not) an active exclusion for [Legal Business Name]. Are any of [Legal Business Name], or any of its principals, currently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency? (FAR 52.209-5 , FAR 52.212-3)	Yes/ No	Not Applicable
8.	In the past three-year period, has [Legal Business Name], or any of its principals, been convicted or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property? (FAR 52.209-5 , FAR 52.212-3)	Yes/ No	In the past three years, has [Legal Business Name] been notified of any delinquent Federal Taxes in an amount that exceeds \$3,500 for which liability remains unsatisfied? (FAR 52.209-5 , FAR 52.212-3)
9.	Is [Legal Business Name], or any of its principals, presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses	Yes/ No	Not Applicable



	Question	Answer Choice	Conditional Sub Questions
	enumerated in Question 8? (FAR 52.209-5 , FAR 52.212-3)		
10.	Within the past three years, has [Legal Business Name] been terminated for cause (default)? (FAR 52.209-5 , FAR 52.212-3)	Yes/ No	Not Applicable
11.	Please list the name of any HUBZone businesses participating in a HUBZone Joint Venture with [Legal Business Name]. (FAR 52.219-1 , FAR 52.212-3)	None/ Add New Joint Venture Company	Not Applicable
12.	Reserved.	N/A	Not Applicable
13.	Please list the name of any Woman Owned Small Businesses participating in a Joint Venture with [Legal Business Name]. (FAR 52.212-3 , FAR 52.219-1) <i>(Only applicable if participating in a Women Owned Small Business Joint Venture)</i>	Add New Joint Venture Company	Not Applicable
14.	Please list the name of any Economically Disadvantaged Woman Owned Small Businesses participating in a Joint Venture with [Legal Business Name]. (FAR 52.212-3 , FAR 52.219-1) <i>(Only applicable if participating in Economically Disadvantaged Woman Owned Small Businesses Joint Venture)</i>	Add New Joint Venture Company	Not Applicable
15.	Does [Legal Business Name] provide any data to the Government that qualifies as limited rights data or restricted computer software? (FAR 52.227-15)	Yes/ No/ Vendor will provide information with specific offers to the government	If yes, please list limited rights data or restricted computer software below: (FAR 52.227-15)

Table 1.3: FAR Response 3

	Question	Answer Choice	Conditional Sub Questions
16.	Our records indicate that [Legal Business Name] has selected the Entity Structure type of Corporate Entity (Not Tax Exempt) (FAR 52.204-3 , FAR 52.212-3) Or Our records indicate that [Legal Business Name] has selected the Entity Structure type of Corporate Entity (Tax Exempt) (FAR 52.204-3 , FAR 52.212-3) Or Our records indicate that [Legal Business Name] has selected the Entity Structure type	Not Applicable	If Org Type is "Other", please enter more information here.



	Question	Answer Choice	Conditional Sub Questions
	<p>of Partnership or Limited Liability Partnership (FAR 52.204-3, FAR 52.212-3)</p> <p>Or</p> <p>Our records indicate that [Legal Business Name] has selected the Entity Structure type of Sole Proprietorship (FAR 52.204-3, FAR 52.212-3)</p> <p>Or</p> <p>Our records indicate that [Legal Business Name] has selected the Entity Structure type of International Organization (FAR 52.204-3, FAR 52.212-3)</p> <p>Or</p> <p>Our records indicate that [Legal Business Name] Org Type is "Other" please enter more information here. (FAR 52.204-3, FAR 52.212-3)</p>		
17.	<p>Are you a Small Disadvantaged Business?</p> <p>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".</p> <p>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)</p>	Yes/ No	Not Applicable
18.	Reserved.	N/A	Not Applicable
19.	Does [Legal Business Name] deliver any end products (from the corresponding country of origin) that are listed on the List of Products Requiring Federal Contractor Certification as to Forced or Indentured Child Labor under Executive Order No. 13126 (link provided to current list)? (FAR 52.222-18 , FAR 52.212-3)	Yes/ No	If Yes, has [Legal Business Name] based on a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product, determined



	Question	Answer Choice	Conditional Sub Questions
			that it is not aware of any such use of child labor. (FAR 52.222-18 , FAR 52.212-3)
20.	Has [Legal Business Name] held previous contracts/subcontracts subject to Federal Acquisition Regulation (FAR) 52.222-26 (Equal Opportunity)? (FAR 52.222-22 , FAR 52.212-3)	Yes/ No	Not Applicable
21.	Are any end products delivered to the Government by [Legal Business Name] foreign (nondomestic) end products? (FAR 52.212-3 , FAR 52.225-2 , FAR 52.225-4 , FAR 52.225-6 , DFARS 252.225-7000 , DFARS 252.225-7020 , DFARS 252.225-7035)	Yes/ No/ Vendor will provide information with specific offers to the government	If yes, please list these products and their corresponding country of origin.
22.	Has [Legal Business Name] filed all required Equal Employment Opportunity compliance reports? (FAR 52.222-22 , FAR 52.212-3)	Yes/ No	Not Applicable
23.	Please choose one of the following statements that applies to [Legal Business Name]. (FAR 52.222-25 , FAR 52.212-3)	<ul style="list-style-type: none"> ○ [Legal Business Name] has developed and has on file affirmative action programs required by Secretary of Labor regulations. ○ [Legal Business Name] does not have developed and does not have on file affirmative action programs required by Secretary of Labor regulations. ○ [Legal Business Name] has not had previous contracts subject to written affirmative action programs requirements from Secretary of Labor regulations. 	
24.	Does [Legal Business Name] provide maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment? (FAR 52.212-3 , FAR 52.222-48)	Yes/ No/ Vendor will provide information with specific offers to the government	<p>If yes, please answer the following questions:</p> <p>Are the items of equipment serviced by [Legal Business Name] commercial items which are used regularly for other than Government purposes, and are sold or traded by [Legal Business Name] in substantial quantities to the general public in the course of normal business operations? (FAR 52.212-3, FAR 52.222-48)</p> <p>Are the services furnished at prices which are, or are based on, established catalog or market prices? (FAR 52.212-3, FAR 52.222-48)</p> <p>Does [Legal Business Name] utilize the same compensation (wage and fringe benefits) plan for all service employees performing</p>



	Question	Answer Choice	Conditional Sub Questions
			work under Government contracts as [Legal Business Name] uses for equivalent employees servicing the same equipment of commercial customers. (FAR 52.222-48)

Table 1.4: FAR Response 4

	Question	Answer Choice	Conditional Sub Questions
25.	Does [Legal Business Name] provide services as described in FAR 22.1003-4(d)(1) ? (FAR 52.212-3 , FAR 52.222-52)	Yes/ No/ Vendor will provide information with specific offers to the government	<p>If yes, please answer the following questions:</p> <p>Are the services described in FAR 22.1003-4(d)(1) by [Legal Business Name] 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)</p> <p>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)</p> <p>Does [Legal Business Name] 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)</p> <p>Does [Legal Business Name] have the same compensation (wage and fringe benefits) plan for all service employees</p>



	Question	Answer Choice	Conditional Sub Questions
			performing work for Government and commercial customers? (FAR 52.212-3 , FAR 52.222-52)
26.	Our record indicates that [Legal Business Name] has registered the following FSC codes. Please provide whether the place of manufacture for each FSC code below is in the US or outside the US. To edit your FSC list please click the Edit button to the right (FAR 52.212-3) <i>(Only applicable if entity has indicated a federal supply class for manufactured end products in the PSC list in assertions)</i>	US/ Outside US	Not Applicable
27.	Is [Legal Business Name] an inverted domestic corporation? (FAR 52.209-2 , FAR 52.212-3)	Yes/ No	Not Applicable
28.	Is [Legal Business Name] a subsidiary of an inverted domestic corporation? (FAR 52.209-2 , FAR 52.212-3)	Yes/ No	Not Applicable
29.	Reserved.	N/A	Not Applicable
30.	Does your entity have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? (FAR 52.209-11)	Yes/ No	Not Applicable
31.	Has your entity been convicted of a felony criminal violation under a Federal law within the preceding 24 months? (FAR 52.209-11)	Yes/ No	Not Applicable
32.	Did [Legal Business Name] either receive \$7.5 million or more in Federal contracts during the previous Federal fiscal year requiring it to publicly disclose greenhouse gas emissions and reduction goals or receive less than \$7.5 million in Federal contracts during the previous Federal fiscal year but still want to publicly disclose greenhouse gas emissions and reduction goals? (FAR 52.223-22)	Yes (If yes, the next two questions appear)/ No	Does [Legal Business Name], itself or through its immediate owner or highest-level owner, publicly disclose greenhouse gas emissions? (FAR 52.223-22) __Yes (if yes, the web site input field appears) If yes, select Add New URL to list the publicly accessible web site where the results of a greenhouse gas inventory, performed in accordance with an accounting standard with publicly available and consistently applied criteria, such as the Greenhouse Gas Protocol Corporate Standard, are available. __No



	Question	Answer Choice	Conditional Sub Questions
			<p>Does [Legal Business Name], itself or through its immediate owner or highest-level owner, publicly disclose a quantitative greenhouse gas emissions reduction goal? (FAR 52.223-22)</p> <p><input type="checkbox"/> Yes (if yes, the web site input field appears)</p> <p>If yes, select Add New URL to list the publicly accessible web site a target to reduce absolute emissions or emissions intensity by a specific quantity or percentage is available.</p> <p><input type="checkbox"/> No</p>
33.	Does [Legal Business Name] provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument? (FAR 52.204-26, FAR 52.212-3, DFAR 252.204-7016)	Yes/ No	Not Applicable

After you complete the four FAR Response pages, the Architect and Engineering Response page collects information to complete the Standard Form (SF) 330 Part II if you are interested in architect-engineer contracts. Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR). If you did not indicate via the NAICS Codes you entered in the Assertions section that you were interested in A-E work, you will not need to fill out this information.

Table 1.5: Architect- Engineer Response

	Question	Answer Choice	Conditional Sub Questions
34.	SF 330-part II information submitted to SAM is available to government personnel and to anyone with access to the Internet, that knows your DUNS number. Completing this question does not satisfy the requirement of FAR section 36.603(b). Therefore, if required to do so, you may still need to file a SF330 Part II with the appropriate office(s) or board(s). Are you interested in applying for Federal architect-engineer contracts under FAR Part 36 and want to enter a SF330, Part II for this office?	Yes/ No/ Vendor will provide information with specific offers to the government	If Yes, View the full instructions on filling out the SF330 Part II information. List any former firm names used by the office associated with the DUNS number during the last 6 years including the year the name changed was effective and the associated DUNS number (corresponds to block 8a,b,c).



	Question	Answer Choice	Conditional Sub Questions
			<p>List number of employees by function code and discipline (corresponds to block 9a,b,c). List no more than 20 disciplines. (<i>Firm number of employees and branch number of employees</i>)</p> <p>List the profile codes, experience, and annual average revenue for the last 5 years for the office associated with this DUNS number (corresponds to block 10a,b,c).</p> <p>Provide A-E professional services revenues for the office associated with this DUNS number for the last 3 years (corresponds to block 11a,b,c). (<i>Federal Revenue, Nonfederal Revenue, and Total Revenue</i>)</p> <p>Please enter the name and title of the person certifying the SF330 Part II information:</p>

After the Architect and Engineering Response page, you need to indicate if your entity wishes to bid on, or currently holds any, DoD-issued or DoD-funded contracts. If you answer “Yes” to Question 34, you must answer Questions 35-41. If you answer “No,” the answers to Questions 35-41 will be answered as “Not Applicable.”

If your entity wishes to bid on DoD-issued or DoD-funded contracts in the future, you can come back and update your registration in the future and change your response to “Yes.” Table 1.6 shows the questions, possible responses, and conditional sub-questions for the DFARS page in SAM Reps and Certs.

Table 1.6: Defense Response

	Question	Answer Choice	Conditional Sub Questions
35.	Does [Legal Business Name] wish to bid on, or currently hold any DoD-issued or DoD-funded contracts?	Yes/ No	If yes, questions 34-40 become available
36.	Does [Legal Business Name] anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation? (DFARS 252.247-7022)	Yes/ No	Not Applicable
37.	Does [Legal Business Name] 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	Yes/ No	If yes, please select the name of the host Country: (DFARS 252.216-7008)



	Question	Answer Choice	Conditional Sub Questions
	government and do not include contingency allowances to pay for possible increases in wage rates or material prices? (DFARS 252.216-7008)		
38.	Is [Legal Business Name] effectively owned or controlled by a foreign government? (DFARS 252.209-7002)	Yes/ No	<p>If yes, please provide a disclosure point of contact and information about the entity(ies) controlled by a foreign government. (DFARS 252.209-7002)</p> <p>(First name, middle initial, last name, telephone number, extension, international code)</p> <p>Entity(ies) controlled by Foreign Government: (DFARS 252.209-7002)</p>
39.	Is [Legal Business Name] a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? (DFARS 252.225-7049)	Yes/ No	Not Applicable
40.	Is [Legal Business Name] a foreign entity that plans to provide or use launch or other satellite services under the contract from a covered foreign country? (DFARS 252.225-7049)	Yes/ No	Not Applicable
41.	Is [Legal Business Name] offering commercial satellite services provided by a foreign entity in which the government of a covered foreign country has an ownership interest that enables the government to affect satellite operations? (DFARS 252.225-7049)	Yes/ No	Not Applicable
42.	Is [Legal Business Name] offering commercial satellite services provided by a foreign entity that plans to or is expected to provide or use launch or other satellite services under the contract from a covered foreign country? (DFARS 252.225-7049)	Yes/ No	Not Applicable

After the Defense Response page, you will need to review the FAR/DFARS Reps and Certs. By certifying you will be attesting to the accuracy of the representations and certifications for you entity. Lastly, you will reach the Financial Assistance Response page. This page provides a common set of certifications and representations required by Federal statute or regulations in accordance with grants guidance under Title 2 of the CFR.

Table 1.7: Financial Assistance Response



	Question	Answer Choice	Conditional Sub Questions
	Does [Legal Business Name] wish to apply for a Federal financial assistance project or program, or is [Legal Business Name] currently the recipient of funding under any Federal financial assistance project or program?	Yes/ No	If yes, static Financial Assistance General Certifications and Representations text is displayed.