What is SAM?

The System for Award Management was designed to streamline the process of both obtaining and procuring federal contracts by integrating the Catalog of Federal Domestic Assistance and all federal procurement systems into one. When a company registers with SAM they are now eligible to receive funds from the federal government.

When an entity registers with SAM they have taken the first step towards being eligible for contracts and grants. The entity will receive a CAGE code and will now be recognized in the eyes of the Federal Government. SAM is the payment mechanism for the Federal Government to pay entities when they attain a contract or grant, so the entity must provide banking info during the registration process.

SAM and its History

In 2012, CCR transformed into the System for Award Management (SAM) database that we know today, which combined user's records in the CCR and eight other separate websites and databases.

CCR – (Central Contract Registration) was the primary supplier database for the US Federal Government until July 2012. The CCR collected data from suppliers, validated and stored this data, and disseminated it to various government acquisition agencies. In July 2012, the CCR transitioned to System for Award Management.

The new SAM assisted in the management of Federal procurement from start to finish. This integration of SAM was designed to reduce the encumbrance on those seeking to do business with the Federal Government. In addition to eliminating repetitiousness and simplifying processes, SAM provides a single help desk to resolve issues with any of the databases.

Users of SAM include contracting officials, grant-makers, contractors, and the public. Those required to register in SAM include:

Vendors - Those doing business with the Federal Government "will be able to log into one system to manage their entity information in one record, with one expiration date, through one streamlined business process. Federal agencies will be able to look in one place for entity pre-award information. Everyone will have fewer passwords to remember and see the benefits of data reuse as information is entered into SAM once and reused throughout the system."

Grant-Seekers and Grantees - "Active SAM registration is a pre-requisite to the successful submission of grant applications!"

The Migration of SAM

The migration to SAM is being conducted in 4 phases. Phases 1 and 2 have already occurred and phases 3 and 4 are still to come, so you will have to be aware and prepared for those changes. So far during these phases, there have been 130 format changes and 317 element changes, so you need to be very technical and must go through your registration with a fine tooth comb to make sure that everything appears in the correct place while completing your SAM registration.

The systems that will be combined into SAM are listed below:

- Central Contractor Registry (CCR)

- Online Representations and Certifications Application (ORCA)

- Federal Agency Registration (Fedreg), - and the Excluded Parties List System (EPLS)

- CFDA – Catalog of Federal Domestic Assistance

- FBO – Federal Business Opportunities

- FPDS-NG – Federal Procurement Data System – Next Generation

- eSRS/FSRS – Electronic Subcontracting Reporting System/FFATA Sub award Reporting System

- EPLS - Excluded Parties List System of the General Services Administration (GSA), discontinued November 21, 2012

- PPIRS/CPARS/FAPIIS – Past Performance Information Retrieval System/Contractor Performance Assessment Reporting System/Federal Awardee Performance and Integrity Information System

- WDOL – Wage Determinations Online Performance Information

SAM Registration Options

When registering, you have two options to complete your SAM registration. One is that our team of experienced processors complete the registration for you for a fee, or two, you complete the SAM registration independently.

If you choose to have a registration specialist process SAM for you, they will have it completed in half the normal time, they will insure that the registration is accurately completed, updated and maintained throughout the year. It is more important than ever to receive help when completing your SAM registration since there are phase, element, and format changes that are occurring at this time. Completing SAM is one thing, making sure it is updated and maintained is what is crucial.

*__Registration specialist services include__ - SAM, DSBS, FBO & FEMA registration completions plus updates and maintenance. Additionally, clients will have access to contracts, purchasing agents, and a teaming opportunity database.

Depending on your services, below is a list of the following that can be completed for the above registrations:

- Verify and validate the legal Business name, Physical Business address and DUNS Number

- Determine the type of registration - NEW, Migration or Renewal

- Complete the CCR migration process if necessary

- Obtain Administrative Roles for our client with their registration

- Process the registration; assign Core data, NAICS codes, FAR provisions & Points of Contacts

- Monitor the IRS & CAGE code validation and communicate with the DLA until processed

- Make any updates to the entities registrations as needed through their term

- Maintain a compliant active SAM registration. Keeping current with any migrations and/or updates to the database

- Federal Contracting Consultant to assist with strategic planning in the federal market throughout your state

- Registration Specialist to make any changes or updates needed to your DUNS number, SAM registration, DSBS, and FBO profiles

- Maintain an active Cage Code

- Maintain a compliant DUNS #

- Set up in the DSBS (Dynamic Small Business Search)

- Maintain your FAR and/or DFAR reports in the System for Award Management

- Complete a FEMA Vendor Profile within the Industry Liaison Support Center (ILSC)

Registering for SAM

Businesses that choose to complete the SAM registration on their own must follow the steps below to stay compliant. While attempting to complete the SAM registration it can become tedious and frustrating at times.

It is imperative that you read through the FAR manual as it will cover the guidelines for each FAR. Through the SAM registration you will be prompted to answer multiple FAR Acquisitions. These are your entities legal questions that must be completed thoroughly as part of the process while registering in SAM. The FAR questions can be a bit overwhelming if you are not familiar with the regulations and/or verbiage.

Here is the link to the "Federal Acquisition Regulation" (FAR) manual:
https://www.acquisition.gov/sites/default/files/current/far/pdf/FAR.pdf

Additionally, click on the following link to access the SAM user guide. Here you will find the steps to navigate through the SAM database: https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm

A few things to remember if you choose to process SAM on your own:

- Are you a brand new registration or were you registered in CCR?

- If needed, have you migrated from CCR?

- What type of user account do you need to create in SAM?

- Is the purpose for SAM registration for Contracts or Grants?

- What direction do you take in the SAM database depending on your purpose?

- Have you verified the correct listing and structure with your DUNS number through D&B?

- Have you verified your status as listed with the Secretary of state?

- Have you verified your entity with the IRS and how your entities tax structure is filtered through SAM?

- You must insure that the correct financial information is provided to allow ease of payment transactions.

- If needed, verify possible previous Cage Code record; possibly associated to a previous legal business name, location or DUNS #.

After your SAM registration is completed and active you will need to know the following:

- You will need to maintain and reprocess your SAM registration every 12 months as it will expire.

- The DLA will deactivate your Cage Code if your SAM expires. A new Cage Code will then be assigned by completing a new registration from scratch.

- You must stay up to date with all future migrations and system updates on a monthly basis.

- You must maintain your user account - Password must be updated every 190 days in SAM.

- When utilizing Fed Biz Ops, you will need to reset your password every 90 days or the system will automatically deactivate all profile data, bid search agents, and any interested bid solicitation profiles.

Next Steps for Success

We hope the information provided is not only helpful but very informative on how to navigate through the Federal Databases. We look forward to communicating with you and helping your company through this process. Keep in mind – SAM is only the "A" of the alphabet. Meaning that SAM is only the first step towards attaining "Z" (Z = Contracts).

It is imperative that you speak with a specialist about the steps that must be taken to ultimately attain your goals. Our client services are extensive and we can help you from SAM all the way through the GSA. Each registration or positive step you take within this industry moves you closer to the front of the line, so we look forward to simplifying this process for you.

Client Services

- SAM (System for Award Management)

- DSBS (Dynamic Small Business Search)

- FBO (Federal Business Opportunities)

- FEMA (Federal Emergency Management Admin)

- Capability Statement (Government Resume)

- Finding Purchasing Agents (Access "Select GCR Pro")

- Finding contracts, grants (Access "Select GCR Pro")

- Access expiring contracts and teaming opportunities (Access "Select GCR Pro")

- Bid Submission (Quick-Start Proposal Development Guide)

- Social Economic Statuses – Certs (WOSB, 8(a), VOSB, HUBZone Registrations)

- GSA (General Service Admin)

You know your business. We know Government Contracting.

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