The Federal Acquisition Regulation (FAR) - Clause # 52.204-7 - requires all contractors to be registered in the System for Award Management “SAM” database. Registration in SAM is mandatory prior to signing any contract that exceeds $30,000. As we would like to continue working with you in the near future, we suggest that you start the registration process ASAP as this requirement is time consuming.

The registration process starts with obtaining a DUNS number and a NCAGE code. You should be prepared to provide the following information:

(i) Company legal business.
(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.
(iii) Company Physical Street Address, City, State, and ZIP Code.
(iv) Company Mailing Address, City, State and ZIP Code (if separate from physical).
(v) Company Telephone Number.
(vi) Date the company was started.
(vii) Number of employees at your location.
(viii) Chief executive officer/key manager.
(ix) Line of business (industry).
(x) Company Headquarters name and address (reporting relationship within your entity).

If a contractor does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered contractor.

If you have any questions during the registration process, you will need to contact the Customer Service for SAM by registering or contacting the following website:

Federal Service Desk
URL: www.fsd.gov
Hours: 8am - 8pm (Eastern Time)
US Calls: 866-606-8220
International Calls: 334-206-7828
DSN: 866-606-8220