



Smithsonian Institution

Office of Contracting and Personal Property Management

Notice to all Current and Prospective Smithsonian Institution Contractors

Subject: Mandatory Registration in the System for Award Management (SAM)

Individuals and companies that want to do business with U.S. government agencies, including the Smithsonian Institution, are required to maintain active and valid registrations in the System for Award Management (SAM). We are informing you of this requirement because you are a vendor who is already providing goods or services to the Smithsonian, have been requested to present pricing and/or proposals for goods or services, or currently participating in a Smithsonian solicitation for goods or services. Smithsonian employees are not authorized to complete contract and purchase order awards to vendors whose SAM registrations cannot be verified as active.

Registration with SAM is free and accomplished via <https://www.sam.gov>. Included with this letter are tips on how to register in SAM. These have been written by the Smithsonian Office of Contracting and Personal Property Management and are intended to convey specific information on how to register with SAM to do business with the Smithsonian. Full guidance on how to register in SAM is available from the Federal Services Help Desk (FSD) and Professional Technical Assistance Centers, as described in the tips.

SAM requires all entities to submit a notarized letter to designate a new entity administrator on existing registration where there is no existing administrator to approve role requests. This letter can be submitted after the SAM registration process is completed. Please allow time within your registration planning and process to accommodate this requirement. The notarized letter must contain specific language written by SAM and outlined on the FSD website. More information on this notarized letter is contained in the tips portion of this letter.

Thank you for your attention to this matter. If you received this letter in conjunction with a solicitation or Request for Quote, please address any questions you may have to the Smithsonian point of contact whose name and telephone number are provided therein.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas E. Dempsey".

Thomas E. Dempsey
Director

General Tips for Businesses To Register in SAM

1. **There is assistance directly on the SAM website to start registration.** Look for quick start guides and the SAM user manual using the Help tab on the SAM.gov website. These guides are helpful for vendors in completing the SAM registration process.
2. **You control all information entered into SAM, and may opt out of public searches.** If you choose to opt out of public searches, please notify the Smithsonian employee you are working with and provide confirmation of your SAM registration.
3. **The name of your business (entity) that you enter in SAM must match your IRS Tax Payer Consent Name.** This will be the name that Smithsonian will use to register your business/company/organization in our internal payment and tax reporting system. If your SAM entity name and your Tax Payer Consent Name differ this can create problems during the Smithsonian vendor enrollment and tax reporting processes, as well as for you when paying taxes. (These two names may be allowed to differ only if you are a single member LLC, and you report and pay taxes to the IRS using the owners name and tax id. In this case, IRS will count the owners name and tax id as the legal business name while disregarding the legal business name of the LLC registered in SAM.)
4. **You must register as eligible to receive “All Awards” to qualify for Smithsonian Awards.** In the SAM registration process, you will be asked for your purpose of registration. The question is “Why are you registering this entity to do business with the U.S. Government?” You must answer this question with “I want to be able to bid on federal contracts or other government opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.” This option will allow you to accept procurement transactions issued by the Smithsonian. Do not select “I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs.” If you register for assistance opportunities only then award actions with the Smithsonian may be delayed until your record is corrected.
5. **There can be no breaks in registration after completion.** After you have completed registration you will be required to update your information if it ever changes (such as mailing address or banking records) and notify Smithsonian staff as soon as possible. You will also be required to validate your registration at least annually. Your SAM registration must be active throughout the term of the award and when modifications or amendments to awards are required.
6. **Be sure to file you SAM registration information in a safe place to ensure your UEI is easily accessible.** You will need your UEI to renew or update your SAM registration.
7. **Free assistance with SAM registration is available via the Federal Service Desk (FSD).** This is available at <http://www.fsd.gov>, 24 hours a day, or at the toll-free number 1-866-606-8220, from 8:00 am to 8:00 pm ET.
8. **Procurement Technical Assistance Centers (PTAC) offer free assistance with SAM registration.** These centers are non-profit, non-governmental organizations established to assist you with doing business with the government. You must use the local or regional office closest to your business address. Locate the center nearest at <http://www.aptac-us.org>.

Tips for Businesses To Register in SAM – Submitting a Notarized Letter

Guidance for the required notarized letter is found at www.fsd.gov in the frequently asked questions section. The process to submit the notarized letter is found on the FSD website Frequently Asked Questions knowledge base under the question “How can I become the new administrator for our entity registration?”

Below is an excerpt on the process from the knowledge base. For the full information and process to submit the notarized letter, please consult the entire article on the FSD homepage or contact the FSD.

Excerpted from the FAQ section of www.fsd.gov.

SAM.gov requires a notarized letter to give access to new Entity Administrators on existing registrations where there is no existing administrator to approve your role request. Your notarized letter needs to:

- Be on your company/organization letterhead, and be signed by your company President, CEO, or other authorized signature authority
- Contain the UEI number for your business/company/organization that is assigned by SAM
- Contain the new Entity Administrator’s name, phone number, and email address and match exactly how its displayed on your sam.gov individual account
- Provide a justification for the change
- Contain this statement above the signature block of your letter and insert the appropriate names where noted:
 - “The purpose of this notarized letter is to designate **[insert name of Entity Administrator]** as Entity Administrator for **[company]**. I, **[name and title of signatory]**, hereby confirm that **[Insert name of Entity Administrator]** is an authorized officer, agent, or representative of **[insert entity name, or, for individuals representing themselves, say him/herself]**. This letter will authorize **[Insert name of Entity Administrator]** to have access to the System for Award Management (SAM). SAM is a computer system managed by the Federal Government, and it is only accessible by individuals who are either authorized to represent a particular entity, or by individuals representing themselves. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have civil and criminal penalties, and may negatively impact the status of the SAM registration maintained on this entity. I, the below-signed, attest to the accuracy of all information contained in this letter.”

Please note that the United States Federal Government does not charge or require any fees in order to be registered into the System for Award Management, nor does it charge any fee to receive assistance from the Federal Service Desk, which is the Help Desk that services SAM.
