

**Q. What is System for Award Management (SAM)?**

**A. SAM** is the primary Government repository for prospective federal awardee information and the centralized Government system for certain contracting, grants, and other assistance related processes. It includes - (1) Data collected from prospective federal awardee required for the conduct of business with the Government; (2) Prospective contractor submitted annual representations and certifications in accordance with FAR Subpart 4.12; and (3) The list of all parties suspended, proposed for debarment, debarred, declared ineligible, or excluded or disqualified under the non-procurement common rule by agencies, Government corporations, or by the Government Accountability Office.

Contractor(s) shall be registered in the **SAM** database prior to submitting an invoice and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

Contractor shall be responsible for the accuracy and completeness of the data within the **SAM** database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the **SAM** database after the initial registration, the Contractor shall be required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the **SAM** database to ensure it is current, accurate and complete. Updating the information in the **SAM** does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

**Q. How do I obtain a Data Universal Numbering System (DUNS) number?**

**A.** Go to <http://fedgov.dnb.com/webform>

If the contractor does not have internet access, contractor shall call Dun and Bradstreet (D&B) at 1-866-705-5711. The contractor shall indicate that it is a contractor for a U.S. Government contract when contacting the local Dun and Bradstreet office.

The Contractor shall be prepared to provide the following information:

- Company legal business name
- Trade style, doing business, or other name by which your entity is commonly recognized
- Company physical street address, city, state and Zip Code
- Company mailing address, city, state and Zip Code (if separate from physical)
- Company telephone number
- Date the company was started
- Number of employees at your location
- Line of business (industry)
- Company Headquarters name and address (reporting relationship within your entity)

**Q. How do I get registered in System for Award Management (SAM)?**

**A.** Go to: <https://www.sam.gov>

- Create a Personal Account and Login
- Click "Register New Entity" under "Manage Entity" on your "My SAM" page
- Select your type of Entity
- Complete "Core Data"
  - √ Validate your DUNS information

- √ Enter Business Information (TIN, etc.)
- √ Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code
- √ Enter General Information (business types, organization structure, etc.)
- √ Financial Information (EFT information)
- √ Executive Compensation
- √ Proceeding details
- Complete “Assertions”
  - √ Goods and Services (NAICS, PSC, etc.)
  - √ Size Metrics
  - √ EDI Information
  - √ Disaster Relief Information
- Complete “Representations and Certifications”
  - √ FAR Responses
  - √ Architect-Engineer Responses
  - √ DFARS Responses
- Complete “Points of Contact”
- Your entity registration will become active after 3-5 days when the IRS validates your TIN information

**Q. How do I find out about Pre-solicitation notice(s), Solicitation(s), RFQ(s)?**

- A.** 1. FBO @ <https://www.fbo.gov/?s=main&mode=list&tab=list&tabmode=list>
- √ Use the "Posted Date" drop down box (Recommend Select: Last 30 Days) for your search.
  - √ Place of Performance: Kansas.
  - √ In Keyword/Solicitation # Place This "W911RX\*" This will pull up all MICC Fort Riley notices advertised in the last 30 Days.
  - √ To access older advertised notices, under Documents to Search, click the Archived Documents option, instead of Active Documents.
2. MICC Riley Contracting website @ <http://www.riley.army.mil/UnitPage.aspx?unit=doc> and double-click on the Solicitation Number.
3. Army Single Face to Industry (ASFI) Website @ <https://acquisition.army.mil/asfi/>  
Under the column “ASFI Business Opportunities”, click on “Contracting Opportunities” and make sure you scroll down to select the Contracting Office you want and any of the other search criteria you want to limit your search.

**Q. How can I find a job at Fort Riley or with a contractor?**

- A.** (i) Civilian Employment and Benefits at Fort Riley website:  
<http://www.riley.army.mil/default.aspx>
- (ii) Active contract listing with the contractor names at MICC Riley Contracting website:  
<http://www.riley.army.mil/UnitPage.aspx?unit=doc>
- (iii) Flint Hills Job Corps in Manhattan, KS at (785) 537-7222.

**Q. How do I obtain information through the Freedom of Information Act (FOIA)?**

**A.** Mail FOIA requests to:

Mission and Installation Contracting Command  
Office of Counsel - FOIA Officer (Ms. Rosemarie Trevino)  
2219 Infantry Post Road  
Fort Sam Houston, Texas 78234-1361  
Voice: 210-466-2268  
Fax: 210-466-2295

Email FOIA request to: [usarmy.jbsa.acc-micc.mbx.foia@mail.mil](mailto:usarmy.jbsa.acc-micc.mbx.foia@mail.mil)

All request must include the following information:

- Name and Business name (if applicable)
- Address
- Telephone number
- Fax number (if applicable)
- Whether the requester wants to view the documents or have them copied and mailed

If requesting a fee waiver, the requestor must state the basis for the waiver.

**Q. How do I look up by reference clauses?**

**A.** Go to <https://www.acquisition.gov/far/>