



ACQUISITION HOUR: SYSTEM FOR AWARD MANAGEMENT AND THE DYNAMIC SMALL BUSINESS SEARCH

February, 2016

*Presented by the Wisconsin Procurement
Institute*



Providing expert technical
assistance to
**FEDERAL, STATE and LOCAL
GOVERNMENT
Contractors
And Subcontractors**

**A Procurement Technical
Assistance Center (PTAC)
Serving the Wisconsin Business
Community**

Wisconsin Procurement Institute

WPI Offices located at:

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Milwaukee, WI 53226

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Juneau County Economic Development Corp.

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608-427-2455 FAX: 608-427-2086

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414-270-3600 FAX: 414-270-3610

Madison Enterprise Center

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608-444-0047 FAX: 414-270-3610

Food Enterprise & Economic Development (FEED)

1219 N. Sherman Ave., Madison, WI 53704

608-444-0047 FAX: 414-270-3610

Wausau Region Chamber of Commerce

200 Washington Street, Wausau, WI 54403

920-456-9990 FAX: 414-270-3610

www.wispro.org - info@wispro.org



Wisconsin
Procurement
Institute

EVENT
CALENDAR

FEDERAL
GOVERNMENT

STATE
GOVERNMENT

LOCAL
GOVERNMENT

OTHER
GOVERNMENT &
GRANTS

FAQS

8 WAYS A SHUTDOWN WOULD DAMAGE HOMELAND SECURITY

UPCOMING EVENTS

02/26/2015
FEDERAL PRIME CONTRACTOR GROUP MEETING
ST. FRANCIS (MILWAUKEE) »

03/03/2015
SMALL BUSINESS GOVERNMENT CONTRACTING
SERIES: SELLING TO THE DEPARTMENT OF VETERANS
AFFAIRS
WAUWATOSA »

03/04/2015
ACQUISITION HOUR: LEARNING ABOUT WAWF - IRAPT
WEBINAR »

03/09/2015
ENTERING THE GOVERNMENT MARKET - A PRIMER
RACINE »

03/11/2015
ACQUISITION HOUR: PREPARING FOR CSPPR AUDIT
WEBINAR »

CURRENT OPPORTUNITIES (7)

GET STARTED WITH THE BASICS

Questions & answers on how to get started.

GET STARTED

SIGN-UP FOR OUR NEWSLETTER

Stay up-to-date with the latest WPI news.

SIGN UP

HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your questions.

GET HELP

GET STARTED WITH THE BASICS

Questions & answers on how to get started.

GET STARTED

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SIGN UP

HAVE A QUESTION? WE'RE HERE TO HELP.

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GET HELP

SERVICES OFFERED BY WPI

- FREE Bid Matching Services
- Individual Counseling and Assistance
- Locating Local, State and Federal Opportunities
- Government Market Strategy Development
- Training in use of Government websites and tools
- Assistance with System for Award Management (SAM) Registration
- Assisting in Market Research Process
- Development of Market Profile
- Small Business Subcontracting Plans-Development, Outreach and Reporting
- Small Group Training
- Outreach and training with Local, State and Federal agencies
- Assist with Pre and Post Award Functions
- Assistance with Agency Specific Contracting Requirements
- Assistance with Contracting Regulations and Requirements, including FAR, DFAR, CFR
- Assistance with GSA Schedule Preparation and Administration
- Assistance with Local, State and Federal Certifications, including:
 - Service Disabled & Veteran Owned Small Business, HUBZone, Woman Owned Small Business, 8(a) Business Development Program
 - State
 - Local
 - DBE
- Bid Review and Submission Assistance
- Proposal and Assistance, Review and Submission Assistance
- Capabilities Statement and Related Government Marketing Material Development
- Assistance in Locating and Developing Teaming Partners and Subcontractors
- Updated Government Market Information

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Three VERY IMPORTANT things to do as you begin to prepare to pursue the Federal market

- REGISTER AS A CONTRACTOR


- SAM (System for Award Management)
www.SAM.gov

- ESTABLISH AN EFFECTIVE SMALL BUSINESS PROFILE

- Small Dynamic Business Search
http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

SAM (System for Award Management)

www.SAM.gov



USER NAME

PASSWORD

LOG IN

[Forgot Username?](#)

[Forgot Password?](#)

[Create an Account](#)

HOME

SEARCH RECORDS

DATA ACCESS

GENERAL INFO

HELP

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

Create User Account

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

Register/Update Entity

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

Search Records

SAM (System for Award Management)

- **A FEW TIPS BEFORE YOU GET STARTED**

- **USE GOOGLE CHROME OR MOZILLA FIREFOX** – (both are free to download) - using Internet Explorer may cause functionality issues
 - <https://www.google.com/intl/en/chrome/browser/>
 - <http://www.mozilla.org/en-US/firefox/new/>
- **Allocate enough time** to the process of initial registration or updating of your information – each time you start the process, you will have to start from the beginning and confirm each screen from the beginning.
- **On the Point of Contact Screen** – information may not be entered into the correct fields during the migration from CCR – must be verified.
- **SAM IS FREE!!! – if someone attempts to charge you, contact WPI**

SAM (System for Award Management)

GETTING FAMILIAR WITH SAM

- Terminology
 - “Entity” – this is your business or organization within SAM
 - “Legacy System Account” – this is your old Central Contractor Registration (CCR) account (if applicable)
 - “User Dashboard” – the SAM “homepage” once you log in – this is where you will initiate updates and new registrations

SAM (System for Award Management)

GETTING FAMILIAR WITH SAM

Layout- New registrations and updates in SAM are broken out into four distinct sections for government contractors

1. **Core Data:** includes your business demographics, banking information, location, business type –IMPORTANT because this section will determine your size based on your NAICS

SAM will ask if you want to be OPT out of the public search. If your reason for registering in SAM is for GRANTS, it is recommended to OPT OUT of the public search.

2. **Assertions:** includes NAICS and PSC codes
3. **Representations and Certifications:** previously was ORCA – consists of a number of FAR clauses – need to read AND understand each
4. **Points of Contact**

The screenshot shows the 'Entity Dashboard' for a user named 'FOREST'. The dashboard includes a sidebar with navigation links: 'Entity Overview', 'Entity Record', 'Core Data', 'Assertions', 'Reps & Certs', 'POCs', 'Exclusions', 'Active Exclusions', and 'Inactive Exclusions'. A 'RETURN TO SEARCH' button is located at the bottom of the sidebar. The main content area displays the user's profile information, including 'DUNS: 9' and 'Status: S'. The 'Entity Record' section is expanded, showing fields for 'Name:', 'Business', 'POC Name', 'Registration', and 'Registration'.

SAM for Grant Recipients

GETTING FAMILIAR WITH SAM

- Layout- New registrations and updates in SAM are broken into only two sections for grant recipients
 - 1. Core Data:** includes your business demographics, banking information, location, business type –IMPORTANT because this section will determine your size based on your NAICS

SAM will ask if you want to be OPT out of the public search. If your reason for registering in SAM is for GRANTS, it is recommended to OPT OUT of the public search.
 - 2. Points of Contact**

SAM (System for Award Management)

- What you need to get started
 - DUNS number - <http://fedgov.dnb.com/webform>
 - Banking information
 - Account number
 - Institution name
 - Point of contact at the bank including phone and fax
 - Tax information – EIN or SS
 - Company name as it appears on your Federal Taxes – **EXACTLY**
 - Information about your firm
 - Number of employees
 - Average revenue from past 3 years
 - Year founded
 - NAICS and PSC codes
 - NAICS: <http://www.census.gov/eos/www/naics/>
 - PSC: <http://www.outreachsystems.com/resources/tables/pscs/>
 - Points of contact at your firm (2)

SAM (System for Award Management)

- The REGISTRATION PROCESS
 - New Entity Registration
 - Update entity (still active)
 - Reactivate Entity (inactive)
 - (FOR ALL REGISTRATIONS:
 - You MUST register for an **INDIVIDUAL ACCOUNT** with SAM **FIRST.**
 - Basic registration, but **must have an active and correct e-mail address**

A Note on Updates

Thu 2/25/2016 9:49 AM

samadmin@sam.gov



- Reminder e-mails are sent from sam.gov 90, 60, and 30 days prior to your registration expiring
- Look for the '@sam.gov' ending to ensure it is a legitimate e-mail
- Representatives from SAM WILL NOT call you to notify you of an expiring registration

SAM (System for Award Management)

System for Award Management - Windows Internet Explorer

https://www.sam.gov/portal/public/SAM/

General Services Administration [US]

Bing

File Edit View Favorites Tools Help

System for Award Management

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME PASSWORD [LOG IN](#)

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

[Create User Account](#)

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

[Register/Update Entity](#)

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

[Search Records](#)

WHAT IS SAM? [Need Help?](#)

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

NEWS AND ANNOUNCEMENTS **USER GUIDES/HELPFUL HINTS** **FORMER CCR REGISTRANTS**

SAM Management Moves to GSA FAS and CIO Additional information, such as a full User Guide, Quick Start Guides, If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your

start Constant Contact ... WUWM Streaming ... System for Award ... Inbox - Google Ap... Federal Workshop ... 12:58 PM

SAM (System for Award Management)

The screenshot displays the SAM (System for Award Management) website interface. At the top, the SAM logo is on the left, and the login section on the right includes fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. Below the login section is a 'Create an Account' link. A dark blue navigation bar contains links for 'HOME', 'SEARCH RECORDS', 'DATA ACCESS' (with a sub-link 'SAM Extracts'), 'GENERAL INFO', and 'HELP'. Below this bar is a 'Create an Account' section with the heading 'Choose Account Type'. Two columns are presented: 'Individual Account Details' and 'System Account Details'. The 'Individual Account Details' column lists three bullet points for creating an individual user account and includes a 'Create an Account' button at the bottom. The 'System Account Details' column lists two bullet points for creating a system user account and includes a 'Create System Account' button at the bottom. A red arrow points from the 'Create an Account' link in the top navigation bar to the 'Individual Account Details' section.

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME PASSWORD [LOG IN](#)
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

[HOME](#) [SEARCH RECORDS](#) [DATA ACCESS](#) [GENERAL INFO](#) [HELP](#)
[SAM Extracts](#)

Create an Account
Choose Account Type

Individual Account Details

Create an Individual User Account

- * To perform tasks such as register/update your entity (legacy CCR/FedReg and ORCA functionality).
- * To create and manage exclusion records (legacy EPLS functionality).
- * To view FOUO level data for entity management registration records and exclusion records (Same as government user CCR Tools functionality).

[Create an Account](#)

System Account Details

Create a System User Account

- * If you need system-to-system communication or you are automating your system pull of the data.
- * If you are performing data transfer from SAM to your government database system.

[Create System Account](#)

Registering a New Business

[MY SAM](#) | [SEARCH RECORDS](#) | [DATA ACCESS](#) | [GENERAL INFO](#) | [HELP](#)

MY SAM

Manage My User Roles

Register/Update Entity

Register New Entity

BioPreferred Reporting

Account Settings


Data Access

General

Welcome, Joseph Smetak


Welcome to your My SAM page!

Start here to find what you need. Tabs across the top take you directly to useful sections in SAM. You will always see them. The navigation links on the left side of this page give you access to different parts of SAM based on your user account and existing permissions. For example:




Manage My User Roles

Your SAM user account needs roles to do most things in SAM. Here you can see what roles you have or request new roles.



Register/Update Entity

Do you want to do business with the U.S. Federal government? Getting and maintaining an active entity registration record in SAM is key. Here you will find the links to manage your entity registration record(s). If you are updating an entity registration for the first time in SAM, this information came from CCR, ORCA, or FedReg.



Data Access

If you are a Federal government user needing access to SAM data extracts or have a mission requirement for sensitive data, this section contains the information you need to request permission.

If you have any questions, click the **Help** tab for training materials, FAQs, and contact information for the supporting SAM Help Desk.

Please Note: If you had a user account in CCR, EPLS, or FedReg, you need to migrate your permissions from your old user account to your new SAM user account. Please note that all entity registration records (such as your CCR and ORCA records)

Registering a New Business

The screenshot shows the SAM (System for Award Management) interface. At the top, there's a header with the SAM logo and a 'LOGOUT' button. Below the header is a navigation bar with links: MY SAM, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. A search bar is also present. The main content area is titled 'Register Entity' and 'Determine Purpose of Registration'. On the left, there's a sidebar with a 'Purpose of Registration' section containing 'Determine Purpose' (selected) and 'Confirm Purpose'. Below this are links for 'Core Data', 'Representations and Certifications', 'Points of Contact', and 'Submit Certification'. A 'BACK TO USER DASHBOARD' button is at the bottom left. The main form area has a 'Page Description' box stating: 'The system will guide you through the entity registration process based on the answers you provide below.' Below this are three questions: 'What type of entity are you? *', 'Do you wish to bid on contracts?', and 'Do you want to be eligible for grants and other federal assistance?'. The first question has a dropdown menu with options: 'Please select a value', 'Business or Organization', 'US Federal Government', 'US State Government' (highlighted), 'US Local Government', 'Tribal Government', and 'Foreign Government'. The second question has a 'Not Applicable' dropdown. The third question has a 'Not Applicable' dropdown. At the bottom, there are 'CANCEL', 'PREVIOUS', and 'NEXT' buttons. On the right side, there's a 'Content Glossary' section with 'Status Indicators' and 'Registration Purpose'.

Register Entity

Determine Purpose of Registration

Registration Overview

Purpose of Registration

- Determine Purpose
- Confirm Purpose

Core Data

Representations and Certifications

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

Page Description

The system will guide you through the entity registration process based on the answers you provide below.

What type of entity are you? *

Do you wish to bid on contracts?

Do you want to be eligible for grants and other federal assistance?

Do you want to perform Intragovernmental Transactions (IGT)?

CANCEL

PREVIOUS

NEXT

Content Glossary

Status Indicators: + -

Registration Purpose:

Entity Type:

Registering a New Business

Register Entity

Registration Overview

Purpose of Registration

Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

DUNS Information

Page Description

Enter DUNS Information for your entity.

Public Identifier:

DUNS Number: *

If you do not have a DUNS Number, please click [here](#) to request one

For assistance, contact Dun & Bradstreet (D&B) US ONLY at 1-866-705-5711 or govt@dnb.com. International registrants email: samhelp@dnb.com

Name:

D&B Legal Business Name: **

DUNS Physical Address:

Please enter the physical address that D&B has on file for your entity. Your entity will not be activated if a mailing address is provided.

Address Line 1: *

Address Line 2: *

City: *

State/ Province: *

ZIP/Postal Code: *



Country: *

CANCEL

PREVIOUS

NEXT

Content Glossary

Status Indicators:  

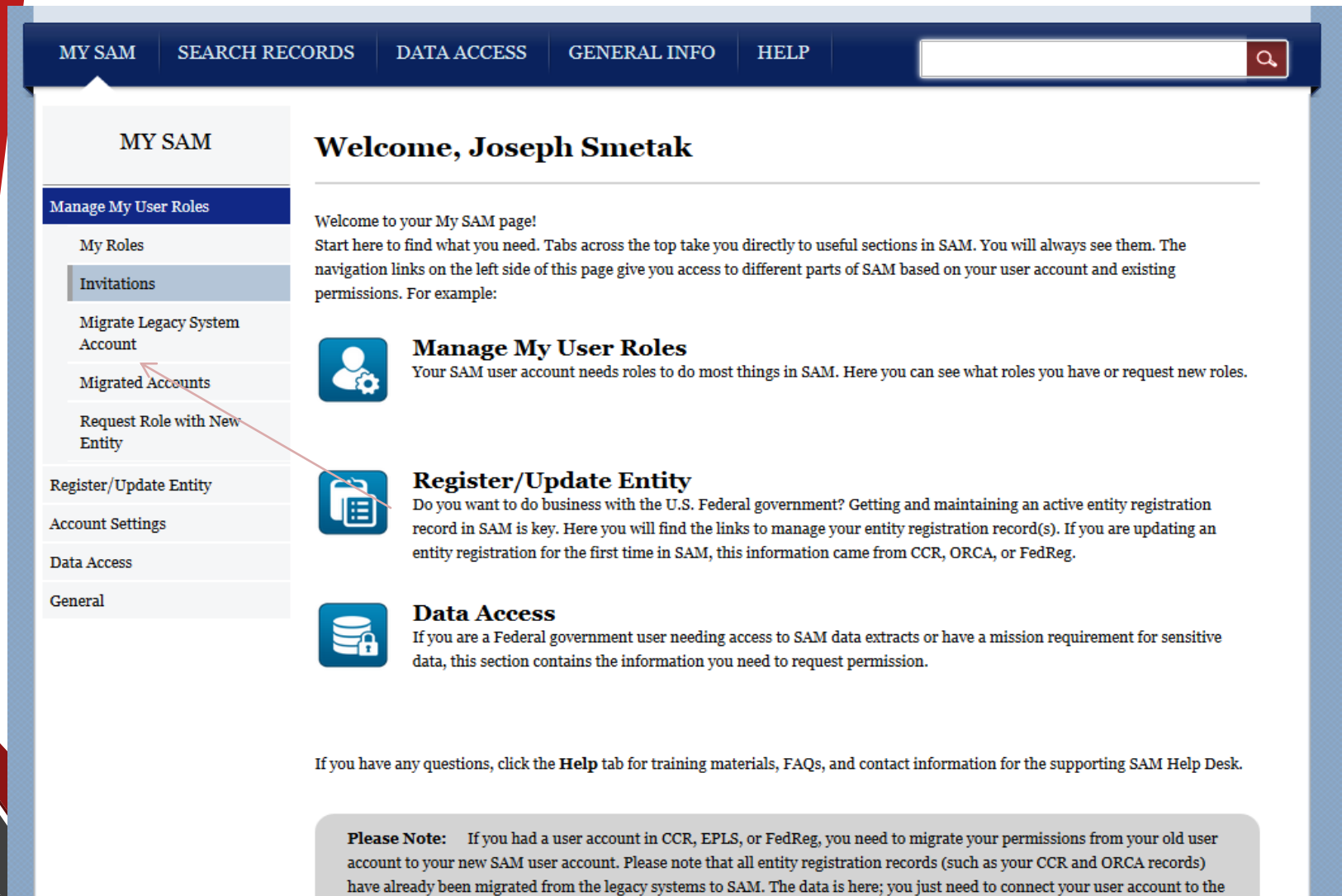
Core Data:

DUNS/DoDAAC:

Name:

Address:

Migrating an Expired CCR Account






MY SAM | **SEARCH RECORDS** | **DATA ACCESS** | **GENERAL INFO** | **HELP**

MY SAM

- Manage My User Roles
 - My Roles
 - Invitations
 - Migrate Legacy System Account
 - Migrated Accounts
 - Request Role with New Entity
- Register/Update Entity
- Account Settings
- Data Access
- General

Welcome, Joseph Smetak

Welcome to your My SAM page!
Start here to find what you need. Tabs across the top take you directly to useful sections in SAM. You will always see them. The navigation links on the left side of this page give you access to different parts of SAM based on your user account and existing permissions. For example:

-  **Manage My User Roles**
Your SAM user account needs roles to do most things in SAM. Here you can see what roles you have or request new roles.
-  **Register/Update Entity**
Do you want to do business with the U.S. Federal government? Getting and maintaining an active entity registration record in SAM is key. Here you will find the links to manage your entity registration record(s). If you are updating an entity registration for the first time in SAM, this information came from CCR, ORCA, or FedReg.
-  **Data Access**
If you are a Federal government user needing access to SAM data extracts or have a mission requirement for sensitive data, this section contains the information you need to request permission.

If you have any questions, click the **Help** tab for training materials, FAQs, and contact information for the supporting SAM Help Desk.

Please Note: If you had a user account in CCR, EPLS, or FedReg, you need to migrate your permissions from your old user account to your new SAM user account. Please note that all entity registration records (such as your CCR and ORCA records) have already been migrated from the legacy systems to SAM. The data is here; you just need to connect your user account to the

Migrating an Expired CCR Account

Select Legacy Accounts

Select Legacy Accounts

If a match was found for the system, you can migrate the matching result. If no results were found, please enter the email address that is tied to your legacy account.

CCR

Enter Email Address:

Can't remember your CCR email address? If you do not remember the email address that you used in CCR or if you no longer have access to it, click [here](#).

PREVIOUS

NEXT

Migrating an Expired CCR Account

Select Legacy Accounts

Provide Legacy Account Information

Please provide the following data for the entity registration record you want to manage. All fields are mandatory. The information you enter must match exactly what was in the CCR registration record for the DUNS number you provide. This is to validate your knowledge of the prior record and confirm your right to manage the registration in SAM. Note, the Taxpayer Identification Number (TIN) and the bank Account Number will be masked both when you enter and confirm what you entered.

DUNS *

Taxpayer Identification Number *

Confirm Taxpayer Identification Number *

Bank Routing Number *



Bank Account Number *

Confirm Bank Account Number *

Privacy Act Statement: This information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). Collection of the TIN is authorized as stated above. The purpose is to ensure that we can authenticate before we allow access to another file. Furnishing the requested information is required for separation procedures, and failure to provide requested information will prevent processing of a final check or retirement papers, or other appropriate actions. The Social Security Number, authorized by Public Law 93-579 Section 7 (b) and Executive Order 9397, is used as a unique identifier to distinguish between employees with the same names and birth dates and to ensure that each individual's record in the system is complete and accurate and the information is properly attributed. The Privacy Impact Assessment can be found at <http://www.gsa.gov/portal/content/102237>. The System of Record Notice can be found at <http://www.gsa.gov/portal/content/102236>.

Click [here](#) to read GSA's IT Security Policy.

Content Glossary

Status Indicators:  

PREVIOUS

NEXT

Migrating an Expired CCR Account

Notes:

- Easiest way to migrate an expired CCR account *IF e-mail is not working is to submit a help ticket to FSD: <https://gsafsd.service-now.com/fsd-gov/>
 - Need to be registered on FSD
- Entity needs to provide a notarized letter:
 - Be on your company/organization letterhead, and be signed by your company President, CEO, or other authorized signature authority
 - Contain your company/organization DUNS Number
 - Contain the old CCR Primary and Alternate POCs' name (if you know it)
 - Contain the new Entity Administrator's name, phone number, address and email address
 - 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 verify the identity of [insert name of Entity Administrator]. [Insert name of Entity Administrator] affirms that he or she is an authorized officer, agent, or representative of [insert entity name, or, for individuals not representing an entity, 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.

SAM (System for Award Management)

A FEW NOTES ON SAM:

- SAM is a relatively new system, so you may experience some functionality issues. Contact WPI if you need assistance completing your registration
- **SAM is FREE** – there are companies willing to charge to a substantial fee to complete your registration for you. HOWEVER, there are FREE resources to help you if you experience any issues
- The SAM update is broken out into four sections
 - Core Data (company information)
 - Assertions (codes)
 - Representations and Certifications (previously ORCA)
 - Points of Contact

SAM (System for Award Management)

A FEW NOTES ON SAM (cont):

- Pay close attention to the Reps and Certs portion
 - **Make sure you understand what you are answering – this section is tantamount to a legal document – PENALTIES apply if you knowingly misrepresent your business in SAM – IF YOU ARE NOT SURE – ASK!**
- At the end of your SAM registration, you will be asked if you want to register in or update your SBA profile
 - Select **YES**
- **Non-Profits do not have a Reps and Certs Portion to fill out**


An abstract graphic in the top-left corner of the slide. It consists of several overlapping, semi-transparent geometric shapes, primarily triangles and quadrilaterals, in shades of red and grey. The lines are sharp and angular, creating a dynamic, architectural feel.

Dynamic Small Business Search & Finding Opportunities

Dynamic Small Business Search (DSBS) – Registration through SAM

- DSBS is a searchable database maintained by the SBA, which allows small businesses to enter relevant information to their contracting efforts. It is used by the government as well as other businesses for market research purposes.
- To update your information using the SBA Supplemental Pages, log into SAM
 - Select the Register/Update Entity link. Locate your current SAM registration record.
 - Select the option to update the record. On the left navigation bar, click on the section called SBA Certification followed by the page called SBA Profile. This will generate your link to the SBA Supplemental Pages.

Small Dynamic Business Search – Registration through SAM



Sarah Loch
[LOGOUT](#)

MY SAMSEARCH RECORDSDATA ACCESSGENERAL INFOHELP

Register Entity

Registration Overview

Purpose of Registration

Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

→ SBA Profile

Submit Certification

SBA Supplemental


Aurora Manufacturing Inc

DUNS: 017729810 CAGE Code: 4LZ39

SBA Supplemental

You have successfully completed the Assertions portion of your entity's registration. Please review the information below if you would like to apply for a Small Business Administration (SBA) certification program.

If you would like to provide additional information to SBA for market research or are applying for certification as a HUBZone, 8(a) Business Development, or 8(a) Joint Venture Program, you must complete the SBA Supplemental page. Click the "Register or Update SBA Profile" button located at the bottom of this page to go directly to the supplemental pages specific to your entity. Note: When you click the button, a new window will open and take you to the appropriate SBA page. Please make sure you go back to the SAM window to complete and submit your registration. The SBA will notify SAM if and when your entity is added to a certification program. SAM will send an e-mail to your entity's administrator when the SBA sends the confirmation. If your entity is added to the 8(a) or 8(a) Joint Venture program, the Business Type information will be updated. You will be instructed to review the changes found on the General Information page and to re-certify to your entity's small business status. If you are added to the HUBZone program, the Representations and Certifications portion of your entity's registration must be updated. You will be instructed to review the changes and re-certify to your entity's small business status.



Register or Update SBA Profile

BACK TO USER DASHBOARD

CANCEL

PREVIOUS

SAVE AND CONTINUE

The Wisconsin Procurement Institute

Small Dynamic Business Search

http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

Why is it important for a Small Business to be visible and “locatable” in the SDBS? **THIS IS WHERE FEDERAL AGENCIES AND PRIME CONTRACTORS SEARCH FOR SUBS / PARTNERS**

The screenshot displays the SBA Dynamic Small Business Search (DSBS) interface. At the top, there's a navigation bar with the SBA logo, 'DSBS', and links for 'Print', 'Exit', 'Help', 'DSBS', 'Quick Market Search', and 'TM OnLine'. Below this is a welcome message: 'Welcome to the Dynamic Small Business Search'.

The main section is titled 'Location of Profile'. It includes a 'State(s):' dropdown menu with a list of states and territories (AL - Alabama, AK - Alaska, AA - American Atlantic (APO/FPO), AE - American Europe (APO/FPO), AP - American Pacific (APO/FPO), AS - American Samoa, AZ - Arizona, AR - Arkansas, CA - California). To the right of the dropdown is a 'Searching within a State:' section with a note: '(Requires exactly one state from the list at left.)'. Below this are fields for 'Congressional District:' (with a 'Help' link) and 'County:' (with a 'Select 1 State, then press Lookup' dropdown and a 'Lookup Help' link). There are also input fields for 'Area Code or Phone Number Initial Fragment', 'Metropolitan Statistical Area' (with a 'Help' link), 'SBA Servicing Office' (with a 'Help' link), and 'Zip Code or Zip Code Initial Fragment'.

The second section is titled 'Government Certifications'. It contains two columns of radio button options. The first column is for '8(a) Certified or 8(a) Joint Venture:' with options: 'Required (Active Certifications only)', 'Required (Active Certifications and Previously Certified)', 'Required (Previously Certified only)', and 'Not Required'. The second column is for 'Small Disadvantaged Business:' with the same four options. Below these is a section for 'Disadvantaged Business Enterprise, Certification States:' with a dropdown menu showing 'Not Required', 'AL - Alabama', 'AK - Alaska', 'AA - American Atlantic (APO/FPO)', and 'AE - American Europe (APO/FPO)'. To the right of this is a section for 'HUBZone Certification:' with the same four radio button options.

At the bottom, there is a note: 'The SBA's 8(a), HUBZone and SDB certifications are also made available to external software via: [SBS Public Web Services](#). For more information, see also [SBA Certifications](#) in the search help page.'

Small Dynamic Business Search (DSBS)

- The Dynamic Small Business Search is tied to the System for Award Management (SAM)
 - Information that is entered into your SAM profile will be used to populate your DSBS profile
- HOWEVER; there are additional fields that you should update that are not automatically populated
 - Capabilities Narrative
 - Website
 - E-mail
 - Special Equipment/materials
 - Bonding (if applicable)
 - References

Bidmatching

- The Wisconsin Procurement Institute offers a free BIDMatching service
 - WPI's system searches International, Federal, State and Local procurement databases and emails you relevant solicitations based on information specific to you company
 - Sites searched:
 - 42 International Sites
 - 45 federal sites
 - 2,011 state and local sites
- Contact Joe Smetak for assistance

WPI Points of Contact for Assistance



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