

Tuition Ordering and Payment Process Handbook – Appendix A-9

SUBJECT: System for Award Management (SAM)

PURPOSE: To inform NROTC Unit Ordering Officers of the process for verifying the university is registered in the SAM database and allowed to conduct business with the Government prior to awarding a DD FORM 1155, Order for Supplies or Services, or a modification made on Standard Form 30, Amendment of Solicitation/Modification of Contract that increase the obligation amount.

OVERVIEW: Pursuant to Federal Acquisition Regulations, FAR 4.1103, the Ordering Officer shall verify that the college/university is registered in the SAM database before awarding a DD Form 1155 or issuing a SF 30 that increases the obligation amount.

Ordering Officers will verify and document in the contract file the university's responses to Certification Regarding Responsible matters and Representation by Corporations Regarding Tax Delinquency per FAR 9.104-5(a) and 9.104-5(b). The university's affirmative representations of tax delinquency or non-responsibility will prohibit an award. Ordering Officers will immediately notify their chain of command for any affirmative representation and contact the ESA Program Manager for further guidance.

This policy requires Ordering Officers to conduct SAM verification checks two-weeks before to term start date and within 24-hours prior to signing the DD Form 1155 or a contract modification SF 30, which will increase the contract cost.

When any of these verifications indicate the university's registration is expired, soon to expire or not properly registered, the Ordering Officer shall work with the university to re-register.

NROTC Unit Ordering Officers are **PROHIBITED** from placing an order with, or issuing a modification that increases contract cost to any university that does not have a valid and cleared SAM listing.

Due to the Government Accountability Office Report Number GAO-19243 determined that due to regulatory and system changes, the Summary page previously used no longer meets requirements.

ACTION REQUIRED: NROTC unit Ordering officers shall follow the procedures in this policy to properly verify a University's eligibility to be awarded tuition task orders or modifications with an increase in funding amount.

1. Navigate to www.sam.gov. You will have to register for an account using your .mil email address.
2. Click on "Search Records."

3. Type the colleges/university's CAGE code in the appropriate field, and click "Search."

4. Locate the correct contractor record.

5. Verify that the university is eligible to receive government funds:

- (1) Registered for "All Awards"
- (2) Active account not expiring before award,
- (3) No exclusions,
- (4) No delinquent federal debt,
- (5) Determination of Responsibility.

6. Each completed SAM verification must be printed and filed in the contract file. Each SAM printout will contain at a minimum the sections identifies in this appendix.

NOTE: SAM verification SHALL be completed within 24-hours prior to placing EVERY DD Form 1155 and EVERY SF 30 that increases the dollar amount of the order.

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|--|--------------|
| - Registering for a SAM's Account | Pages 3 |
| - Verification of SAM's Registration | Pages 4 - 6 |
| - SAM Report – Areas That Must Be Verified | Pages 7 - 12 |

REGISTERING FOR A SAM's ACCOUNT

Go to www.sam.gov and select "Sign In".

Accept the terms and conditions.

Select "Create an Account"

Enter your MILITARY EMAIL ADDRESS. Select "Select your email language preference", check "I have read and accept the Login.gov Rules of Use". Enter "Submit". Using an .edu email address will limit/prevent your ability to utilize certain required functions in the system.

The system will send an email for you to confirm the email address. Follow the e-mails guidance.

Create your password and select "Continue"

Select your "Authentication method setup". You have the option of using your CAC login or if you wish to login using your email and password, you have a choice of "Text or voice message" or "Backup codes". **USING ANY METHOD BESIDES CAC WILL REQUIRE YOU TO ACCESS THE SYSTEM EVERY 90-DAYS TO KEEP ACCOUNT ACTIVE.**

For text option, enter your phone number, select "Text message" and "Send Code".

Enter one-time code and select "Submit". Codes expire within 10-minutes of issuance.

Select "Agree and continue".

Read the terms of services and select the "I agree" box. Select next.

Enter your profile information. In the "Sub-Tier" block, enter "Navy" and select "1700 – DEPT OF THE NAVY". Select "Submit".

Select "Skip and Finish"

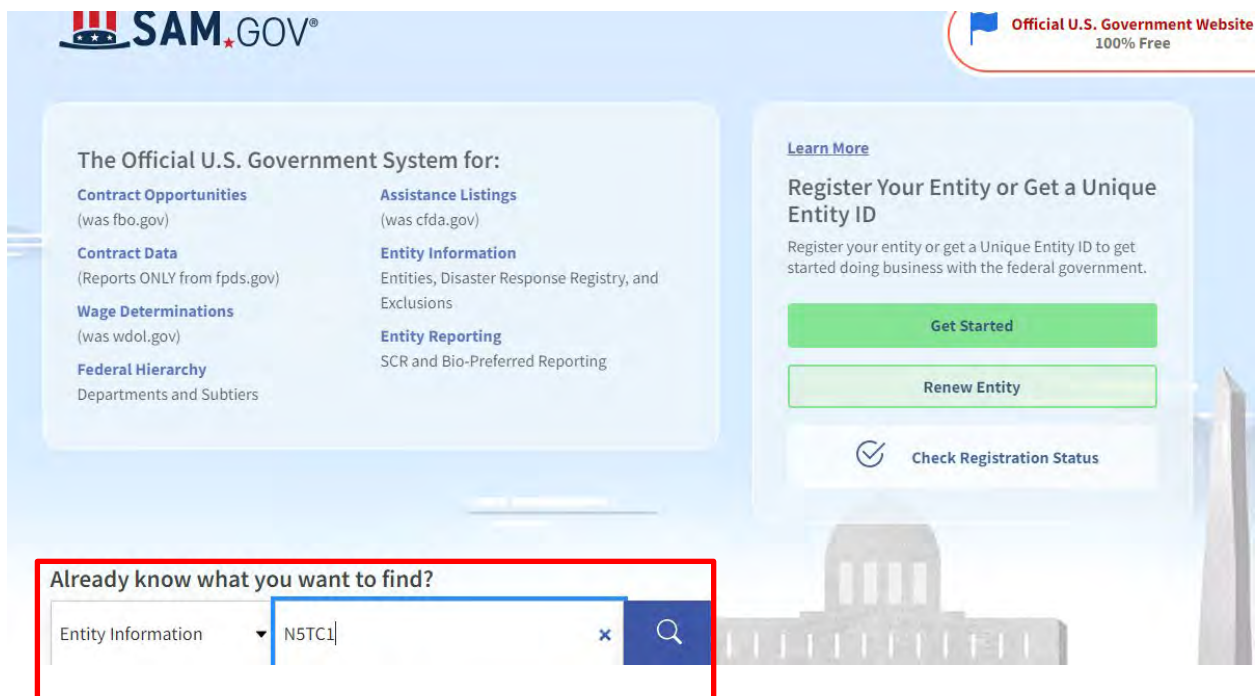
Select "I agree to the SAM.gov User Access Terms" and select "Submit".

VERIFICATION OF SAM's REGISTRATION

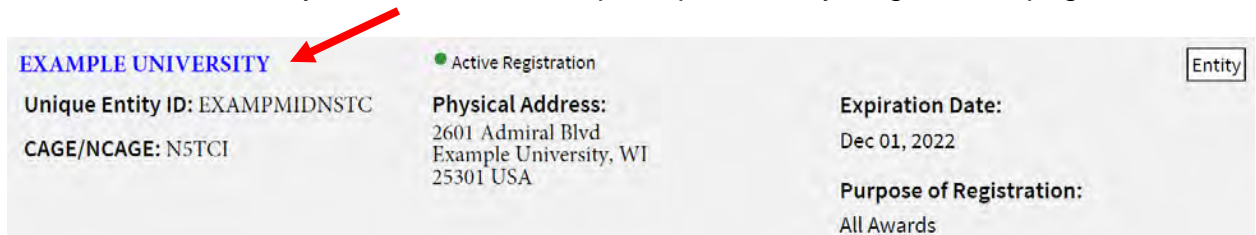
SAM.gov has several avenues to search for an entities CAGE code and printing of the report. This policy will only cover one of those avenues.

Go to www.sam.gov and login. Select "Home" located on top left of the screen or click on Uncle Sam's hat. From the home screen, look for "Already know what you want to find." Select the "Domain" drop down and select "Entity Information". Enter the CAGE code of your university that is listed in the ESA and select the magnifying glass. **YOU ARE PROHIBITED TO USE ANY OTHER CAGE OTHER THAN THE ONE LISTED IN THE ESA OR UNLESS CHANGED BY A MODIFICATION ISSUED BY FLC.**

Note: Screens may appear differently depending on what browser you are using. SAM.gov recommends Chrome.



Click on the university's name. This will open up the Entity Registration page.



Print the “Entity Registration” page. (Web-Page 1 of 3). If your system allows, set-up your printer to include printing out the web address and date/time. Recommend expanding “More Settings” and scale the document between 50%-75% to reduce the amount of pages while still allowing the report to be legible.

Select “Reps and Certs”

Entity Registration	EXAMPLE UNIVERSITY
Core Data	Unique Entity ID EXAMPIDNSTC
Business Information	CAGE/NCAGE N5TC1
Entity Types	Registration Status Expiration Date
Financial Information	<input checked="" type="checkbox"/> Active Registration Dec 1, 2022
Points of Contact	Purpose of Registration All Awards
Assertions	Physical Address 2601 Admiral Blvd Example University, Wisconsin 25301-1234, United States
Reps and Certs	Mailing Address 2601 Admiral Blvd Example University, Wisconsin 25301-1234, United States
Exclusions	
Responsibility / Qualification	

Scroll down until you see “FAR 52.204-26 Covered Telecommunications Equipment or Services – Representation”. Click-on “FAR 52.204-26” to expand the certification.

FAR 52.204-26	Covered Telecommunications Equipment or Services - Representation	Oct 2020
FAR 52.209-2	Prohibition on Contracting with Inverted Domestic Corporations- Representation	Nov 2015
FAR 52.209-5	Certification Regarding Responsibility Matters	Aug 2020
FAR 52.209-11	Representation by Corporations Regarding Delinquent Tax	Feb 2016

Scroll down until you see “FAR 52.209-5 Certification Regarding Responsibility Matters”. Click-on “FAR 52.209-5” to expand the certification.

FAR 52.209-5	Certification Regarding Responsibility Matters	Aug 2020
FAR 52.209-11	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law	Feb 2016
FAR 52.212-3	Offeror Representations and Certifications - Commercial Items	Nov 2020

Scroll down until you see “FAR 52.209-11 Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. Click-on “FAR 52.209-11” to expand the certification.

FAR 52.209-5	Certification Regarding Responsibility Matters	Aug 2020
FAR 52.209-11	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law	Feb 2016
FAR 52.212-3	Offeror Representations and Certifications - Commercial Items	Nov 2020

Print the current page. (Web-Page 2 of 3)

Select “Exclusions”

Print the “Reps and Certs” page. (Web-Page 3 of 3)

The following pages of a SAM printout shows the information you must verify as being valid. The dashed lined boxes are primarily for information. The solid lined boxes are mandatory to check and maintain evidence in the contract file.

If you can print the report pages to include the date/time, than you only have to printout and file the pages containing the required information.

8/9/22, 10:54 AM



Entity Validation Delays [Show Details](#)

Jun27,2022



SeeAllAlerts

Planned Maintenance Schedule [Show Details](#)

Apr3,2022

Report must be verified within 24-hours prior to awarding a DD1155 task order or a SF30 modification that increases funding amount. If SAM report does not contain date and time, write "I certified that I conducted a SAM records check on" date and time. Sign, print name and title "Ordering Officer" and date.



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Entity Registration
Core Data
Business Information
Entity Types
Financial Information
Points of Contact
Assertions
Reps and Certs
Exclusions
Responsibility / Qualification

EXAMPLE UNIVERSITY

Unique Entity ID
EXAMP MIDNSTC

UEI is needed for WAWF and EDA entries

CAGE/NCAGE
NSTC1

CAGE MUST be the same as listed in the ESA SF1449 Block 17a unless modified on a SF30 issued by FLC Norfolk

Registration Status	Expiration Date
Active Registration	Dec 1, 2022

Expiration date MUST be valid through period of when you will be awarding the order. Work with SAM POCs to renew if expiring before then.

Purpose of Registration
All Awards

Registration Status MUST be "Active". Work with SAM POCs to renew if expired.

Physical Address
2601 Admiral Blvd
Example University, Wisconsin 25301-1234, United States
Mailing Address
2601 Admiral Blvd
Example University, Wisconsin 25301-1234, United States

MUST be "All Awards". Work with SAM POC to re-register if not.

Version
Current Record

BUSINESS INFORMATION

Doing Business As
Office Of the Bursar

URL
http://www.exampleu.edu_r3

State/ Country of Incorporation
Wisconsin, United States

Division Name
Office Of The Bursar

Division Number
(blank)

Congressional District
Wisconsin 01

Registration Dates

Activation Date
Nov 3, 2021

Submission Date
Nov 1, 2021

Initial Registration Date
Oct 18, 2001

Entity Dates

Entity Start Date
Feb 22, 1855

Fiscal Year End Close Date
Jun 30

Immediate Owner

CAGE
(blank)

Legal Business Name
(blank)

Highest Level Owner

CAGE
(blank)

Legal Business Name
(blank)

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

ENTITY TYPES

Business Types

Entity Structure
Partnership or Limited Liability Partnership

Organization Factors
(blank)

Entity Type
Business or Organization

Profit Structure
Other Not For Profit Organization

Socio-Economic Types

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Other Entity Qualifiers

1862 Land Grant College, Educational Institution

FINANCIAL INFORMATION

Accepts Credit Card Payments
No

Debt Subject To Offset (What is this?)
No

If listed "Yes", DFAS will deduct the amount of debt the university owes the Government. The university is responsible to correct any issues from this.

Account Details

EFT Indicator
0000

CAGE Code
N5TC1

POINTS OF CONTACT

Electronic Business

Brett Farve
2601 Admiral Blvd
Example University, Wisconsin 25301
United States

Brett Farve
2601 Admiral Blvd
Example University, Wisconsin 25301
United States

University POCs to contact for SAM issues and registration renewals.

Government Business

Brett Farve
2601 Admiral Blvd
Example University, Wisconsin 25301
United State

Brett Farve
2601 Admiral Blvd
Example University, Wisconsin 25301
United States

Past Performance

Brett Farve
2601 Admiral Blvd
Example University, Wisconsin 25301
United States

University POCs who responds to any FLC submitted CPARS.

CERTIFICATION

I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification, **I, Reggie White** am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent **EXAMPLE UNIVERSITY** in any of these representations or certifications to the Government.

READ ONLY PROVISIONS

The following FAR and DFARS provisions did not require completion of any data. Select the provision number to expand and review the full text.

FAR 52.203-11	Certification and Disclosure Regarding Payment	Sep 2007
FAR 52.203-18	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation	Jan 2017
FAR 52.209-10	Prohibition on Contracting with Inverted Domestic Corporations	Nov 2015
FAR 52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items	Nov 2020
FAR 52.222-38	Compliance with Veterans' Employment Reporting Requirements	Feb 2016
FAR 52.222-50	Combating Trafficking in Persons	Oct2020
FAR 52.222-56	Certification Regarding Trafficking in Persons Compliance Plan	Oct2020
FAR 52.223-1	Biobased Product Certification	May 2012
FAR 52.225-20	Prohibition on Conducting Restricted Business Operations in Sudan-Certification	Aug2009
FAR 52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran - Representation and Certifications	Oct2015
FAR 52.227-6	Royalty Information (Alternate I)	Apr 1984

Must have certification statement with the certifier's and university's name.

PROVISIONS POPULATED BASED ON REGISTRATION DATA

By maintaining an active entity registration in SAM, the entity complied with requirements to report proceedings data in accordance with:

- FAR 52.209-7 Information Regarding Responsibility Matters and with requirements to report
- FAR 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards.

MUST select "DOES NOT" use covered telecommunications equipment or services.

FAR 52.203-2	Certificate of Independent Price Determination	Apr 1985
FAR 52.204-3	Taxpayer Identification	Oct 1998
FAR 52.204-5	Women-Owned Business (Other Than Small Business)	Oct2014
FAR 52.204-17	Ownership or Control of Offeror	Aug2020
FAR 52.204-20	Predecessor of Offeror	Aug2020

FAR 52.204-26 Covered Telecommunications Equipment or Services – Representation Oct2020

(a) Definitions. As used in this provision, "covered telecommunications equipment or services" and "reasonable inquiry" have the meaning provided in the clause at 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services."

(c) Representations.

(1) The Offeror represents that it **X DOES NOT** provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(2) After conducting a reasonable inquiry for purposes of this representation, the offeror represents that it **X DOES NOT** use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services.

MUST be certified "ARE NOT" or "HAVE NOT" for all Certification Regarding Responsibility Matters statements.

FAR 52.209-5

Certification Regarding Responsibility Matters

AUG2020

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that-

(i) The Offeror and/or any of its Principals-

(A) **ARE NOT** presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; **HAVE NOT**, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property (if offerer checks "have", the offerer shall also see 52.209-7, if included in this solicitation);

(B) **ARE NOT** presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(C) **HAVE NOT** within a three-year period preceding this offer, been notified of any delinquent Federal Taxes in an amount that exceeds the threshold at 9.104-S(a) (2) for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples:

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C.6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C.6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C 362 (the Bankruptcy Code).

(ii) The Offeror, **HAS NOT**, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offerer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offerer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offerer's responsibility. Failure of the Offerer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offerer nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offerer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offerer knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

MUST be certified "ARE NOT" or "HAVE NOT" for all Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law.

FAR 52.209-11 Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law Feb 2016

- (a) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, the Government will not enter into a contract with any corporation that-
 - (1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or
 - (2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.
- (b) The Offeror represents that-
 - (1) It Selected x mark circle **X IS NOT** a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
 - (2) It Selected x mark circle **X IS NOT** a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

FAR 52.212-3 Offerer Representations and Certifications - Commercial Items Feb 2016

The NA/CS Codes you selected on the Goods and Services page of this registration are listed in the table under 52.212-J(c). Those NA/CS Codes for which you are identified as small serve to complete the small business concern representation in 52.212-J(c)(I). You are certifying to your size status for all the NA/CS codes in the table. Please review it carefully. The Y/N answers are located in the "Small Business?" column. A "Y" indicates "Small" and "N" indicates "Other than Small." This status is derived from the SBA's size standards based on the size metrics you entered.

FAR 52.219-1 Small Business Program Representations
Nov 2020 The NA/CS Codes you selected on the Goods and Services page of this registration are listed in the table under 52.219-I(c). Those NA/CS Codes for which you are identified as small serve to complete the small business concern representation in 52.219-I(c)(I). You are certifying to your size status for all the NA/CS codes in the table. Please review it carefully. The Y/N answers are located in the "Small Business?" column. A "Y" indicates "Small" and "N" indicates "Other than Small." This status is derived from the SBA's size standards based on the size metrics you entered.

FAR 52.222-22	Previous Contracts and Compliance Reports	Feb 1999
FAR 52.222-25	Affirmative Action Compliance	Apr 1984
FAR 52.222-48	Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Certification	May 2014
FAR 52.222-52	Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Certification	May 2014
FAR 52.223-4	Recovered Material Certification	May 2008
FAR 52.223-9	Estimate of Percentage of Recovered Material Content for EPA-Designated Items (Alternate I)	May 2008
FAR 52.223-22	Public Disclosure of Greenhouse Gas Emissions and Reduction Goals-Representation	Dec 2016
FAR 52.225-2	Buy American Certificate	May 2014
FAR 52.225-4	Buy American-Free Trade Agreements-Israeli Trade Act Certificate	May 2014
FAR 52.225-6	Trade Agreements Certificate	May 2014
FAR 52.226-2	Historically Black College or University and Minority Institution Representation	Oct2014
FAR 52.227-15	Representation of Limited Rights Data and Restricted Computer Software	Dec 2007

ACTIVE EXCLUSIONS
There are no active exclusion records associated to this entity by its Unique Entity ID.

May not have any Exclusion(s)

INACTIVE EXCLUSIONS
There are no inactive exclusion records associated to this entity by its Unique Entity ID.