

## 1. Request for Proposal – Services

DAI, the implementer of the USAID-funded FAST PROJECT, invites qualified vendors to submit proposals/bids to provide training courses on **ISO 27001 Foundation and ISO 27001 Lead Implementer** for the General Directorate of Taxes staff at the Ministry of Finance (MoF) involved in information security management, as outlined below.

1. RFP No.	TUN-23-0029
2. Issue Date	April 20, 2023
3. Title	Providing the General Directorate of Taxes staff with training courses on <b>ISO 27001 Foundation and ISO 27001 Lead Implementer</b> .
4. Issuing Office & Email/Physical Address for Submission of Proposals	Building Palmier du lac, 6th Floor; Feuille d'érable Avenue, Lac 2 FASTprocurementinbox@dai.com
5. Deadline for Receipt of Questions	The deadline for receiving the proposal submission is April 29, 2023 at 23:59 Tunis local time.
6. Deadline for Receipt of Proposals.	The deadline for receiving the proposal submission is May 13, 2023 at 23:59 Tunis local time.
7. Contact Person	For questions regarding the RFP: <a href="mailto:procurementFAST@dai.com">procurementFAST@dai.com</a> For submission of proposals: <a href="mailto:FASTprocurementinbox@dai.com">FASTprocurementinbox@dai.com</a>
8. Anticipated Award Type	The anticipated award is a Firm Fixed Price Purchase Order.  Issuance of this RFP in no way obligates DAI to award a purchase order, and offerors will not be reimbursed for any costs associated with the preparation of their bid.
9. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

*Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.*

*DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to [ethics@dai.com](mailto:ethics@dai.com) or by visiting [www.dai.ethicspoint.com](http://www.dai.ethicspoint.com). Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 18 for more details.*

## 2. Request for Proposal - Goods

<p>10. General Instructions to Offerors</p>	<ul style="list-style-type: none"><li>• The due date is May 13, 2023 at 23:59Tunis local time. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li><li>• Offerors shall submit proposals electronically (via email).</li><li>• And must state the RFP number and the title of the activity in the subject line of the email.</li><li>• Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of 60 days.</li><li>• Offerors shall sign and date the Price Schedule, in lieu of a formal cover letter</li><li>• Offerors shall complete Attachment A: Price Schedule template.</li><li>• These services are eligible for VAT exemption under the DAI prime contract except for catering services.</li></ul>
<p>11. Questions Regarding the RFP</p>	<p>Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.</p>
<p>12. Scope of Work Requirements for Technical Acceptability</p>	<ol style="list-style-type: none"><li>1. Offerors shall include a detailed training program description which will include the theoretical and practical contents, the different topics, and subjects covered during the training</li><li>2. The mission will involve a group of 60 participants in 4 sessions <b>(1 session for ISO 27001 Lead Implementer and 3 sessions for ISO 27001 Foundation)</b></li><li>3. Offerors must confirm their ability to provide the four (4) sessions of 03 days each and complete them from May to June 2023.</li><li>4. Offerors must include a CV for each proposed trainer of the requested training module/sessions. The CV may not exceed four (4) pages and shall include only the information of current and former employees related to the requested scope of work in this assignment, specifically: education, year and month of start and end of each related previous employment, and a</li></ol>

	<p>brief description for each previous employment that clearly identifies the training courses covered by the trainer proven by at least two (2) recent and relevant references during the years 2022 and 2023.</p> <p>5. The detailed content of training modules, logistical requirements, required deliverables, and minimum trainers' qualifications are listed in Appendix C,</p>
<p>13. Prohibited Technology</p>	<p>Offerors MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>
<p>14. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Provide copies of the required business licenses to operate in TUNISIA.</li> <li>2. Evidence of a Unique Entity ID (SAM) (explained below and instructions contained in the Annex).</li> <li>3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>4. Having adequate financial resources to deliver goods or the ability to obtain financial resources.</li> <li>5. Ability to comply with required or proposed delivery or performance schedules.</li> <li>6. Have a satisfactory past performance record.</li> <li>7. Have a satisfactory record of integrity and business ethics.</li> <li>8. Be qualified and eligible to perform work under applicable laws and regulations.</li> </ol>
<p>15. Geographic Code</p>	<ul style="list-style-type: none"> <li>• Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</li> <li>• Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries";, excluding prohibited countries. A list of the "Developing Countries" as</li> </ul>

	<p>well as "Advanced Developing Countries" can be found at: <a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a> respectively.</p> <ul style="list-style-type: none"> <li>• DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</li> <li>• By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</li> <li>•</li> </ul>
<p>16. Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above <b>are required</b> to obtain an Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.</p> <p>For those required to obtain an Unique Entity ID (SAM), you may request Attachment A: Instructions for Obtaining an Unique Entity ID (SAM).</p> <p>For those not required to obtain an Unique Entity ID (SAM), you may request Attachment 3.10: Self-Certification for Exemption from Unique Entity ID (SAM) Requirement</p>
<p>17. Compliance with Terms and Conditions</p>	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. <b>DAI does not tolerate the following acts of corruption:</b></p>

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – [www.DAI.ethicspoint.com](http://www.DAI.ethicspoint.com), or
- Email to [Ethics@DAI.com](mailto:Ethics@DAI.com)
- USAID's Office of the Inspector General Hotline at [hotline@usaid.gov](mailto:hotline@usaid.gov).

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation

	<p>payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.</p>
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## 1.1 Attachment A: Price Schedule

Item Number	Item Name	Description	Quantity	Unit Price	Total Price
1	<b>ISO 27001 Lead Implementer training course</b>	<ul style="list-style-type: none"> <li>• 03 days ISO 27001 lead implementer training course for 15 participants/session</li> <li>• Training material in French in hard copy and in electronic format (course content and trainer's PPT presentation) furnished to DAI at least one week before each session</li> <li>• student workstations</li> <li>• The audiovisual recording of the training sessions that will be provided to DAI after each session with the required quality to ensure the availability of the courses delivered on the MoF e-learning platform</li> </ul>	15 participants		
2	<b>ISO 27001 foundation training course</b>	<ul style="list-style-type: none"> <li>• 03 days <b>ISO 27001 foundation training course</b> for 12 participants/session</li> <li>• Training material in French in hard copy and in electronic format (course content and trainer's PPT presentation) furnished to DAI at least one week before each session</li> <li>• student workstations</li> <li>• The audiovisual recording of the training sessions that will be provided to DAI after each session with the required quality to ensure the availability of the courses delivered on the MoF e-learning platform</li> </ul>	45 Participants		
3	<b>logistical fees</b>	<b>For each session:</b> <b>2.1. Venue:</b> <ul style="list-style-type: none"> <li>• An adequate training hall fully equipped respecting the COVID 19 Sanitary measures for at least fourteen (14) persons: 12 trainees, the trainer, and one visiting observe. Offerors must adapt the following health measures in the training venue: <ul style="list-style-type: none"> <li>- Wear a mask</li> <li>- Respect physical distancing and ensure 4m2 space per trainee</li> <li>- Ensure regular cleaning / disinfection of the venue.</li> <li>- Ensure ventilation of enclosed spaces regularly.</li> </ul> </li> </ul>	12 Days		
4		<b>2.2. Catering:</b> <ul style="list-style-type: none"> <li>• 2 coffee breaks per trainee/day.</li> </ul>	360		
5		<b>2.3. Lunch</b>	60		



		<b>2.4. Fiscal Stamp</b>		<b>0.6 TND</b>	
<b>GRAND TOTAL IN TND</b>					
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>					<b>\$</b>

**Period of Performance: May to June, 2023**

**Cover Letter**

We, the undersigned, provide the attached proposal in accordance RFP # \_\_\_\_\_ dated \_\_\_\_\_ Our attached proposal is for the total price of \_\_\_\_\_ (figure and in words)

I certify a validity period of \_\_\_ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that DAI is not bound to accept any proposal it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

## 1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

### 1.3 Attachment C: Detailed Scope of Work

Course Description	# of sessions	# of training days /session	# of participants	Trainer Qualifications requirement	Training session dates	Deliverables
<b>1- ISO 27001 foundation training course</b>						
<p>1. The ISO/IEC 27001 Foundation course is designed to provide participants with the fundamentals of implementing and managing an Information Security Management System according to ISO 27001. During this training, the participants will be familiar with the different modules of an ISMS, including ISMS policy, procedures, performance measurement, management commitment, internal audit, management review, and continuous improvement.</p> <p>2. The training course should contain at least the following modules:</p> <p><b>-The concept of information:</b>            -Explain the difference between data and information            -Value of information: Describe the value of data/information to organizations</p> <p><b>-Reliability Criteria:</b>            -Identify the reliability criteria for information</p> <p><b>-Threats and Risks:</b>            -Explain the concepts of threat, risk and risk analysis            -Relationship between Threats, Risks and Information Assurance: Recognize examples of various types of threats</p> <p>-Security Policy and Security Organization: Provide an overview of the objectives and content of a security policy</p> <p><b>-Components:</b>            -Explain the importance of a code of conduct</p>	3 sessions	03 days	15 trainees/session	<ul style="list-style-type: none"> <li>- At least 4 years of higher education or equivalent in engineering, management, economic and legal sciences, humanities and social sciences or any other field related to his or her area of expertise</li> <li>- <b>Seniority &amp; Professional Experience</b></li> <li>- Have a minimum of 10 years' experience as a trainer;</li> <li>- Have conducted at least 06 training sessions during the last 03 years in the field of expertise for which he/she intends to be a trainer;</li> <li>- Have a minimum, 5 years practical experience as a consultant, auditor, evaluator, or university teacher related to the area of expertise for which he/she intends to be a trainer with at least 2 references (certificates, copy, contract) specifying the experience of the candidate at national and</li> </ul>	Bidders to suggest specific dates for the three (3) training sessions May to June 2023 , subject to acceptance or joint modification by DAI/FAST within 5 working days following contract award.	<ul style="list-style-type: none"> <li>-Detailed training program furnished to DAI at least one week before each session</li> <li>-Training materials furnished to DAI at least one week before each session</li> <li>-Participants' training certificates at the end of the training</li> <li>-Training evaluation report with attachments (e.g. pre- and post-assessment tests...) furnished to DAI within 5 days of the completion of the training</li> <li>- Evaluation sheets filled in by each trainee</li> <li>- Attendance sheet for each day of training signed by the trainer</li> <li>-The evaluation of the knowledge acquired following the training should be conducted for all participants. The results should be communicated to</li> </ul>

<p><b>-Incident Management :</b></p> <ul style="list-style-type: none"> <li>-Summarize how security incidents are reported and what information is required.</li> <li>-Importance of measures: Describe various ways to structure or organize security measures</li> <li><b>-Physical security measures:</b></li> <li>-Provide examples of physical security measures</li> <li><b>-Technical measures:</b></li> <li>-Provide examples of technical security measures</li> <li><b>-Laws and regulations:</b></li> <li>-Explain why laws and regulations are important to the reliability of information.</li> </ul> <p>3- Methods to be used:</p> <ul style="list-style-type: none"> <li>-Theoretical course aligned with the PECB Program</li> <li>-Practical exercises mixed with tutorials and self-guided exercises, to ensure the assimilation of the required know-how.</li> <li>-Course material in paper and digital format, French version.</li> <li>-Audiovisual recording of the courses to put them on an online training platform.</li> </ul>				<p>international level in the accompaniment for the implementation of the Management systems in company, the audit or the evaluation with the references of customers, the sector of activity and the period of these interventions.</p>		<p>DAI with the evaluation report.</p>
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Course Description	# of sessions	# of training days /session	# of participants	Trainer Qualifications requirement	Training session dates	Deliverables
<b>2- ISO 27001 lead implementer training course</b>						
<p>1. The ISO/IEC 27001 Foundation course is designed to provide participants with a comprehensive understanding of the concepts, approaches, methods, and techniques used for the implementation and effective management of an ISMS. Acknowledge the correlation between ISO/IEC 27001, ISO/IEC 27002, and other standards and regulatory frameworks. Understand the operation of an information security management system and its processes based on ISO/IEC 27001. Learn how to interpret and implement the requirements of ISO/ IEC 27001 in the specific context of an organization and acquire the necessary knowledge to support an organization in effectively planning, implementing, managing, monitoring, and maintaining an ISMS</p> <p>2. The training course should cover the following competency domains:</p> <ul style="list-style-type: none"> <li>• Domain 1: Fundamental principles and concepts of an information security management system (ISMS)</li> <li>• Domain 2: Information security management system (ISMS)</li> <li>• Domain 3: Planning an ISMS implementation based on ISO/IEC 27001</li> <li>• Domain 4: Implementing an ISMS based on ISO/IEC 27001</li> <li>• Domain 5: Monitoring and measurement of an ISMS based on ISO/IEC 27001</li> <li>• Domain 6: Continual improvement of an ISMS based on ISO/IEC 27001</li> </ul>	1 session	03 days	15 trainees/session	<ul style="list-style-type: none"> <li>- At least 4 years of higher education or equivalent in engineering, management, economic and legal sciences, humanities and social sciences or any other field related to his or her area of expertise</li> <li>- <b>Seniority &amp; Professional Experience</b></li> <li>- Have a minimum of 10 years' experience as a trainer;</li> <li>- Have conducted at least 06 training sessions during the last 03 years in the field of expertise for which he/she intends to be a trainer;</li> <li>- Have a minimum, 5 years practical experience as a consultant, auditor, evaluator, or university teacher related to the area of expertise for which he/she intends to be a trainer with at least 2 references (certificates, copy, contract) specifying the experience of the candidate at national and international level in the accompaniment for the implementation of the Management systems in company, the audit or the</li> </ul>	Bidders to suggest specific dates for the training session from May to June 2023 , subject to acceptance or joint modification by DAI/FAST within 5 working days following contract award.	<ul style="list-style-type: none"> <li>-Detailed training program furnished to DAI at least one week before each session</li> <li>-Training materials furnished to DAI at least one week before each session</li> <li>- Participants' training certificates at the end of the training</li> <li>- Training evaluation report with attachments (e.g. pre- and post-assessment tests...) furnished to DAI within 5 days of the completion of the training</li> <li>- Evaluation sheets filled in by each trainee</li> <li>- Attendance sheet for each day of training signed by the trainer</li> <li>- The evaluation of the knowledge acquired following the training should be conducted for all participants. The results should be communicated to DAI with the evaluation report.</li> </ul>

<ul style="list-style-type: none"> <li>• Domain 7: Preparing for an ISMS certification audit</li> <li>3- Methods to be used: <ul style="list-style-type: none"> <li>- Theoretical course aligned with the PECB Program</li> <li>- Practical exercises mixed with tutorials and self-guided exercises, to ensure the assimilation of the required know-how.</li> <li>- Course material in paper and digital format, French version.</li> <li>- Audiovisual recording of the courses to put them on an online training platform.</li> </ul> </li> </ul>				<p>evaluation with the references of customers, the sector of activity and the period of these interventions.</p>		
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## ATTACHMENT A

### INSTRUCTIONS FOR OBTAINING AN Unique Entity ID (SAM) DAI'S VENDORS, SUBCONTRACTORS & GRANTEES

**Note: There is a Mandatory Requirement for your Organization to Provide an Unique Entity ID (SAM) to DAI**

**I. SUBCONTRACTS/PURCHASE ORDERS:** All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain an Unique Entity ID (SAM) prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

**II. MONETARY GRANTS:** All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain an Unique Entity ID (SAM) prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain an Unique Entity ID (SAM); the exemption for under \$25,000 applies to foreign organizations only.

**NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF AN UNIQUE ENTITY ID (SAM).**

*Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing an Unique Entity ID (SAM) to DAI. Organizations who fail to provide an Unique Entity ID (SAM) will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.*

#### **Background:**

##### **Summary of Current U.S. Government Requirements - Unique Entity ID (SAM)**

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting an Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

##### **Summary of Previous U.S. Government Requirements - DUNS**

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique Entity Identifier (SAM). After April 4, 2022 the federal government will have no requirements for the DUNS number.

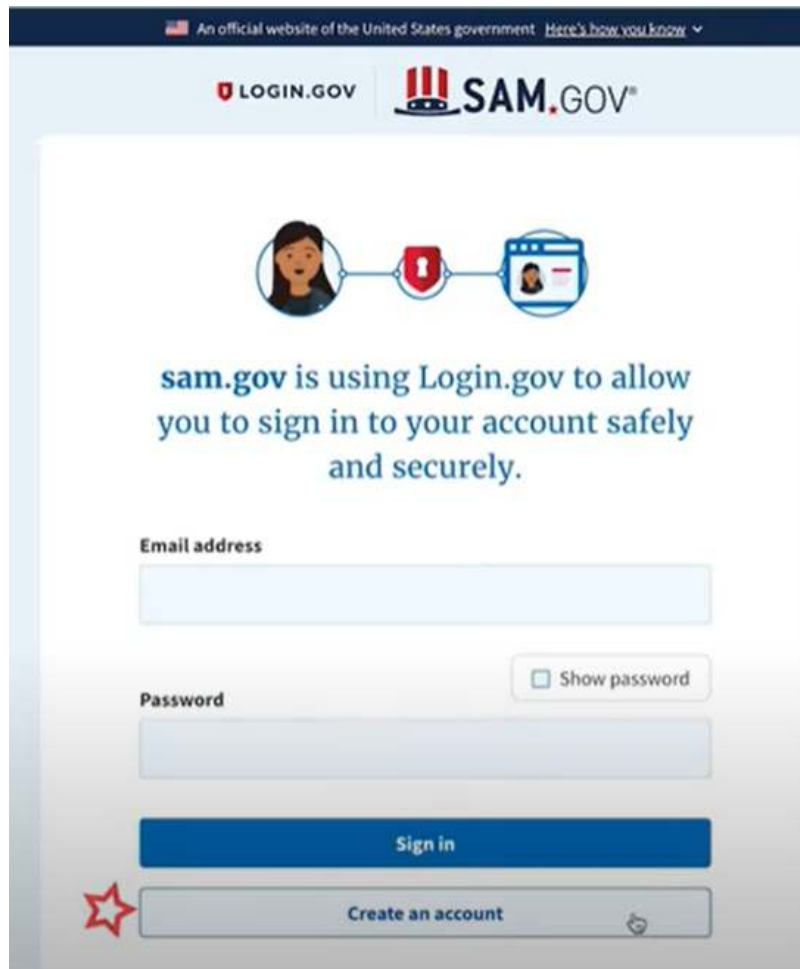
If the entity was registered in SAM.gov (active or inactive registration), an Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022 transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.

**Instructions detailing the process to be followed in order to obtain an Unique Entity ID (SAM) for your organization begin on the next page.**



## THE PROCESS FOR OBTAINING AN UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request an Unique Entity ID (SAM)
  - a. Legal Business Name
  - b. Physical Address (including ZIP + 4)
  - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
    - i. **As a new user**, to get a SAM.gov account, go to [www.sam.gov](http://www.sam.gov).
      1. Click “Sign In” on the upper right hand corner.
      2. Click on “Create a User Account”



An official website of the United States government [Here's how you know](#)

LOGIN.GOV SAM.GOV

Diagram illustrating the connection between a user profile, a shield, and a login window.

sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password  Show password

Sign in

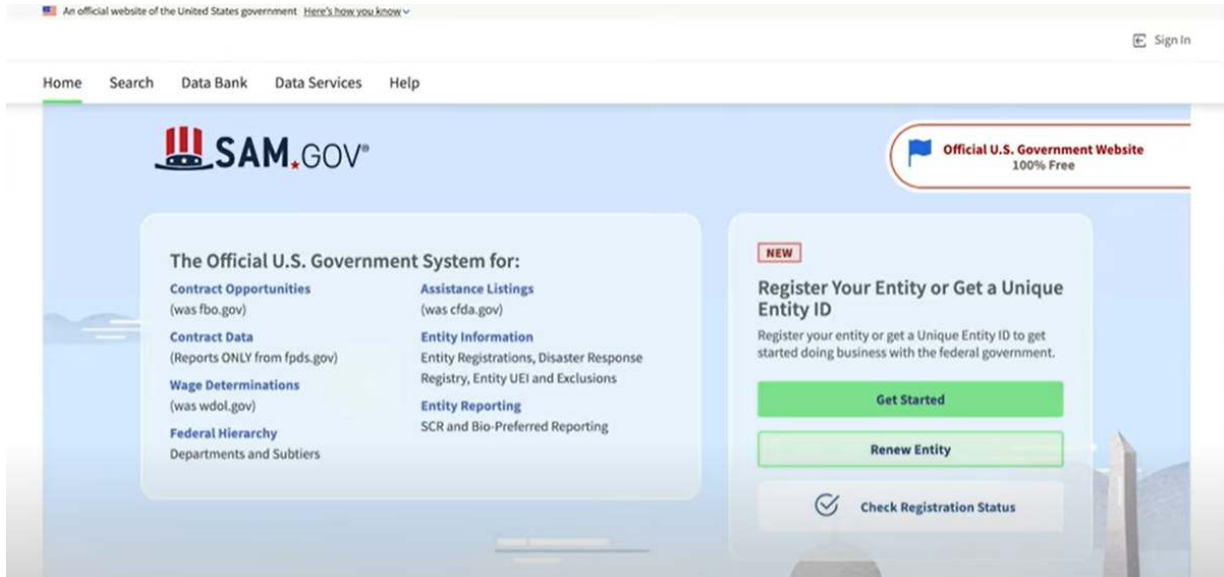
Create an account

3. Choose Account Type:
  - a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
  - b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click “Submit.”
4. Click “DONE” on the confirmation page. You will receive an email confirming you have created a user account in SAM.

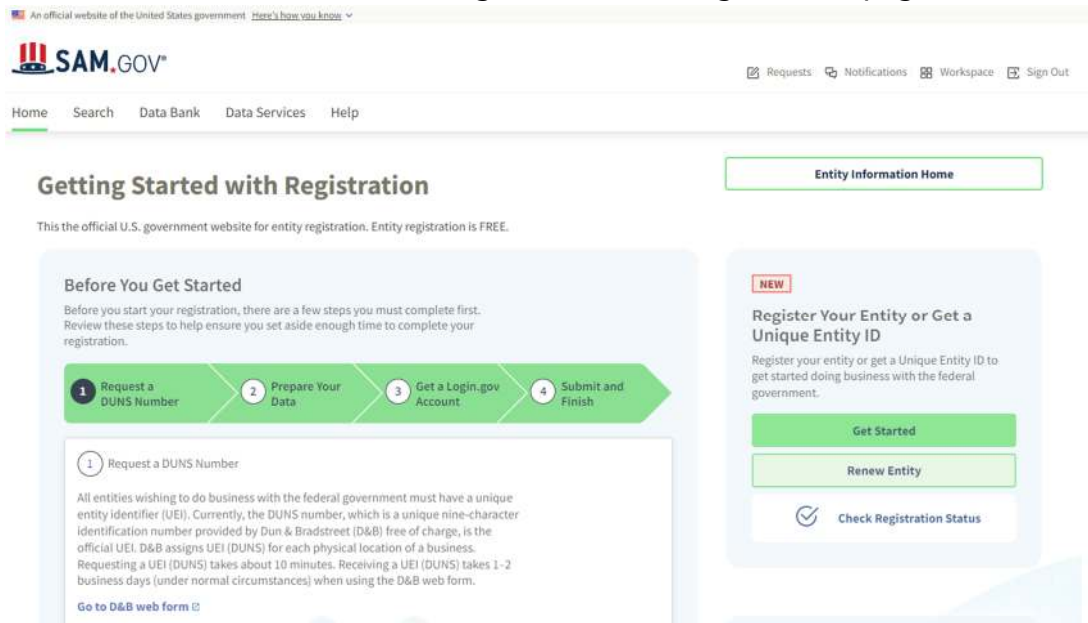
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

2. Once you have registered as a user, you can get an Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



3. Select “Get Started” on the Getting Started with Registration page.



4. Select “Get Unique Entity ID” on the Get Started page.

Entity Management

## Get Started

### Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

### Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

[Get Unique Entity ID](#)

5. Enter Entity Information.




- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.

6. When you are ready, select “Next”




7. Confirm your company’s information.



- a. On this page you will have the option to restrict the public search of this information. “Allow the selected record to be a public display record.” If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have an Unique Entity Identifier (SAM).

 **Allow the selected record to be a public display record.**

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of you record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. [Learn more about SAM public search results](#)

Previous      Cancel      Next

8. When you are ready, select “Next”
9. Once validation is completed, select “Request UEI” to be assigned an Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



### Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

**VERIFIED MATCH:**

**US TEST COMPANY 999** ● Public

**DUNS** UNIQUE ENTITY ID:  
362267515

PHYSICAL ADDRESS  
3501 CORPORATE PKWY  
CENTER VALLEY, PA 18034  
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.



## Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

**EH4HG9MLR7Q6**

**VERIFIED MATCH:**

**US TEST COMPANY 999** ● Public

**DUNS** UNIQUE ENTITY ID:  
362267515

**SAM** UNIQUE ENTITY ID:  
EH4HG9MLR7Q6

PHYSICAL ADDRESS  
3501 CORPORATE PKWY  
CENTER VALLEY, PA 18034  
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration](#) [Done](#)

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.

### Workspace

#### Entity Management

What do I need for registration?

Get Started

#### Entity Registration



Next Update Due: Due in Next 30 days: 0 Entity Registrations

#### Unique Entity ID



#### System Accounts



### Profile



Downloads Saved Searches Following

### Pending Requests

No pending requests

See All

### Notifications

No available notifications

See All

### Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role

GSA

**Self Certification for Exemption from Unique Entity ID (SAM)  
For Subcontractors and Vendors**

Legal Business Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Physical City: \_\_\_\_\_

Physical Foreign Province (if applicable): \_\_\_\_\_

Physical Country: \_\_\_\_\_

Signature of Certifier \_\_\_\_\_

Full Name of Certifier (Last Name,  
First/Middle Names): \_\_\_\_\_

Title of Certifier: \_\_\_\_\_

Date of Certification (mm/dd/yyyy): \_\_\_\_\_

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining an **Unique Entity ID (SAM)**, as the gross income received from all sources in the previous tax year is under USD \$300,000.

\*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.