



Questions and Answers – APS # AID-667-15-00001 – Sudan Civil Society Organization Support Program

Round 2 of Concept Papers

The purpose of this document is to respond to the questions received in response to the second round of Annual Program Statement (APS) # APS-667-15-000001. The only questions received related to the obtaining of a Data Universal Numbering System (DUNS) number and registration in the System of Award Management (SAM).

The following guidance is provided as part of the amended APS – refer to page 31 and 32. Please note that USAID does not administer either of these sites, and therefore is unable to assist with either obtaining of a DUNS number or registration in SAM. Please contact the respective numbers provided below for assistance.

Applicants who fail to register successfully in SAM before submitting their concept papers will not be considered further for funding.

The process for applying for a DUNS number and registration on the SAM website can be very lengthy. We therefore strongly encourage applicants to begin the process immediately. If you have already registered in SAM and already have a DUNS number, include this evidence as part of your concept paper.

REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT

The requirement for this registration is found at Automated Directives System (ADS) 303.3.5.3(d)(3), which states that each applicant must:

- (i) Be registered in SAM before submitting its application;
- (ii) Provide a valid DUNS number in its application; and
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

Refer to the following link: <https://www.usaid.gov/sites/default/files/documents/1868/303.pdf>

USAID is not permitted to make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

To complete the registration in SAM, a DUNS number will have to be obtained. Please visit <http://www.dnb.com/> to obtain a DUNS number. USAID is not responsible for reimbursing applicants for any costs associated with obtaining a DUNS number. Should you have any questions on the process, please contact the D&B helpdesk at the following for assistance:

+1-800-234-3867 (Monday – Friday from 8 a.m. to 6 p.m. Eastern Standard Time)

Once you have obtained a DUNS number, please find the detailed steps below in order to register in SAM:

- 1) Go to <https://www.sam.gov/portal/public/SAM/>
- 2) Click on “Create an Account.”
- 3) Choose an “Individual Account.”
- 4) Once you complete creating an individual account, a link will be sent to the email address you will provide during registration. Click on that link and log in to activate your account.
- 5) Once you log in, agree to usage agreement.
- 6) Click on “Manage Entity” and then click on “Register New Entity.”
- 7) Follow each of the listed steps and click on submit

Should you have any questions on the SAM registration process, please use the following numbers:

Monday – Friday from 8 a.m. to 8 p.m. Eastern Standard Time

U.S. Calls: 866-606-8220

International Calls: +1-334-206-7828

DSN: 866-606-8220