



SOLICITATION ADDENDUM

Solicitation Number: IFB FY21-086-03 (CG) Addendum #1
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Solicitation Due Date: October 5, 2021 1:30 a.m. Local Time

CITY OF PHOENIX
Housing Department,
251 W. Washington Street
4th Floor
Phoenix, AZ 85003

INVITATION TO BID IFB FY21-086-03 CG Home Appraisal Services

Questions and Responses from the Pre-Offer Conference held on September 17, 2021:

1. **Must a contractor be registered at SAM.gov and have a DUNS (Dun and Bradstreet) number to be awarded a contract?**

City Response: Yes, Housing Department owns, operates and approval under Section 18/32, United States Department of Housing and Urban Development (HUD). Contractors must be registered at SAM.gov for award of the contract. City understands that there is cost associated with this registration, but it is a requirement under these HUD programs.

Federal Service Desk (<https://www.fsd.gov>) is the support for SAM.gov. They also have www.youtube.com's online video platform under GSASAMVideos for Registering New Entities into SAM.gov

Attach is their Quick Start Guide for Contract Registrations.

2. **We have several appraisers here that meet the qualifications, in the process do you need the individual information for each appraiser or are we signing up the company?**

City Response: Both are eligible to submit. If a company is submitting, then listing of personnel completing the appraisal reports will need to be referenced in their response. Indication from signed Offeror that their appraisers meet and will maintain the requirements under Section I – Instructions, Item 15 – Pre-Award Qualifications. The company will be required to maintain the licensing information on file for all their appraisers that complete the reports for Housing Department, for the purpose of future audits, for 5 years to coincide with Section II – Standard Terms and Conditions Item 3 - Contract Administration and Operation: 3.1 Records, and 3.6 Compliance with Laws.

If an individual is submitting, then individual will need to meet the requirements under Section I – Instructions, Item 15 – Pre-Award Qualifications.

The balance of the specifications and instructions remain the same. Offeror must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____

How to Register a New Entity in SAM.gov

Helpful Information

What is an Entity?

An entity is any person who or organization that is registered to do business with the federal government. You must have an active entity registration in SAM.gov to receive a federal contract or federal assistance.

SAM.gov is the official free, government-operated website for management of government awards. There is NO charge to register or maintain your entity registration record in SAM.gov.

What do I need to get started?

Unique Entity Identifier (UEI):

You need a Unique Entity Identifier, (UEI) to register your entity in SAM.gov. UEIs are unique for each physical location you register. If you do not have one, request a UEI for **free** by visiting [Dun & Bradstreet \(D&B\)](#). The authoritative UEI at this time is the Data Universal Numbering System (DUNS) Number. It takes no more than 1-2 business days to obtain a DUNS.

Taxpayer Identification Number (TIN):

You need your entity's Taxpayer ID Number (TIN) and Taxpayer Name (as it appears on your most recent tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN. Your TIN is usually your Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS). Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) as their TIN; however, we strongly encourage you to obtain a [free EIN from the IRS](#). Allow approximately two weeks before your new EIN is ready for use when registering in SAM.gov.

Login to SAM.gov

1. Navigate to SAM.gov.
2. Select the “Sign In” button in the upper right corner. Select “Accept” to accept the US Government System terms.
3. After selecting “Accept,” the system will redirect you to login.gov.
4. Enter your login.gov credentials and select “Sign In.” The system may prompt you to enter a one-time security code. (You will receive this code via the authentication method you selected during account creation.)
Note: If you do not already have a Login.gov account, please create an account.
5. After signing in, the system will redirect you to your SAM.gov workspace.

Start a New Entity Registration in SAM.gov

1. From the Workspace select the “Register Entity” button.
2. Select the “Start Registration” button at the bottom of the registration overview page.
3. Review the Before You Start information and gather all required information needed to complete your registration.
4. Select the “Continue” button to proceed.
5. Complete and submit the online registration. If you have all the necessary information ready, this should take approximately 45 minutes to complete. The time to complete could vary depending on the size and complexity of your registration. Steps to complete the registration follow in the next section.

Completing an Entity Registration in SAM.gov

1. Select your type of entity.
2. If you are registering in SAM.gov to conduct business with the government through contracts, select “I want to be able to bid on federal contracts or other procurement opportunities. I also want to be able to apply for grants, loans, and other financial assistance programs.”
3. Complete the Core Data section:
 - Validate your UEI information on the page.
 - Enter Business Information (TIN, etc.) This page is also where you create your Marketing Partner Identification Number (MPIN). Remember your MPIN as it will serve as your electronic signature for the IRS Consent to Disclosure of Tax Information on the following page.

- Enter your CAGE Code if you have one. CAGE codes are tied to your UEI and cannot be reused. If you do not have a CAGE Code for the UEI you are registering, do not worry; we will assign one after your registration is submitted. Foreign registrants must enter their NCAGE Code before proceeding.
 - Enter General Information (business types, organization structure, etc.) about your entity.
 - Provide your entity's Financial Information, i.e., U.S. bank Electronic Funds Transfer (EFT) Information for federal government payment purposes. Foreign entities do not need to provide EFT information.
 - Answer the Executive Compensation questions.
 - Answer the Proceedings Details questions.
 - Provide your public search authorization. If you choose to limit the users who can search, a federal user will need to be logged in to view your registration.
4. Complete the "Assertions" section:
- Enter your entity's goods and services using North American Industry Classification System (NAICS) Codes and Professional Services Council (PSC) codes.
 - Enter your entity's size metrics.
 - Enter optional Electronic Data Interchange (EDI) information.
 - Enter optional Disaster Response Information.
5. Complete the Representations & Certifications section, which comprises the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, Architect-Engineer Responses (SF330 Part II), and the Financial Assistance response page.
6. Complete the Points of Contact (POCs) section:
- Your Electronic Business POC is essential to the procurement process. Other government systems, such as the CAGE program, will use your government POC to contact you. List someone with direct knowledge of this registration for both of those POCs.
7. Make sure to select "Submit" after your final review.

You will receive a Registration Submitted – Confirmation message on the screen. If you do not see this message, you have not submitted your registration.

How long will it take?

Allow up to **12-15 business days** after you submit before your registration is active in SAM.gov.

How do I check the status of an Entity Registration

1. Login to SAM.gov (Registration Status is not available without login)
2. From your workspace, select Home from the menu, then select “Check Registration Status” on the homepage. The same “Check Registration Status” is also located on the Entity Registration landing page
3. From the check entity registration status you can enter a public entity's Unique Entity Identifier, CAGE code, or EFT Identifier
4. The status provides a quick summary for an entity, displaying the progress of that entity's most recent record. It will also display what steps remain until it is completed. The steps required are determined based on the purpose of registration.
5. Select the topic under the ‘More About’ for additional help on any of the status symbols or steps
6. To get the full entity details with reps and certs or any exclusions or to see non-public entities, you will need to use the main search.

For FREE help registering in SAM.gov, contact support at the [Federal Service Desk \(FSD\)](#).