

- Contain your company/organization DUNS Number
- Contain your company/organization Legal Business Name (as associated with the DUNS Number)
- Contain your company/organization physical address (as associated with the DUNS Number)
- Contain the new Entity Administrator's name, phone number, address, and email address
- Contain the following statement above the signature block of your letter with the appropriate information inserted where noted:

"The purpose of this notarized letter is to designate [insert name of Entity Administrator] as Entity Administrator for [insert Legal Business Name]. I, [insert Name and Title of signatory], hereby confirm that [insert name of Entity Administrator] is an authorized officer, agent, or representative of [insert entity Legal Business Name, or, for individuals representing themselves, 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 U.S. Government, and it is only accessible by individuals who are either authorized to represent a 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."

To help you comply with the notarized letter requirement, our fellow PTAC at Georgia Tech, GTPAC, has created a template for new SAM registrants to use. The download document is available at: [Georgia Tech PTAC Template](#)

You must mail the original letter signed by the Notary to:
FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
100 CAPITOL COMMERCE BLVD STE 309
MONTGOMERY, AL 36117-4260

Second, The System for Award Management (SAM) will be moving to a new system and website. The roll out for this is planned out for 3 to 6 months from now. This new site, according to the GSA, will make a one-stop shop for government contractors and contracting officials, and should speed up reporting and authorized information sharing. However, the new SAM site will require every business, even ones that are up-to-date and current, to register with the new system. There will be no "moving over" or migrating the data as with the CCR/SAM change in 2012.

One final item: SAM registration will always be free. Please contact your local PTAC for any assistance regarding these new registration guidelines or any other

questions. We can be reached at (814) 949-6550 or ptac@sapdc.org.

Upcoming Events

Creating Opportunities, Connecting Resources, and Contracting Diversity

May 3, 2018, Pittsburgh, PA

This daylong event will provide opportunities to network with Federal, State, and Local Government Agencies, Prime Contractors, Universities, Support Organizations, and other businesses both large and small. Attendees can connect with representatives throughout the day, attend training sessions, market their products and services, and get answers to their questions.

[More Info](#)

Showcase 2018

May 30-June 1, 2018, Johnstown, PA

Showcase for Commerce is a nationally renowned business and industry trade show and defense contracting exhibition. Join our mailing list to receive updates on speakers, seminars, special events and more!

[Showcase Details](#)

Advanced Sales Training: Expanding into Commercial Markets

April 25, 2018 Johnstown, PA

Learn how to sell outside the Government and DOD from an industry leading instructor. John Moore will use the Sandler Selling System with a keen eye on customizing it both for the personal and unique style of the attendee as well as for their product, services, sales cycle and marketplace.

[Reserve my Space](#)



Success Story

SUCCESS STORY: Patience Pays Off



John Garnearz of MakPak has been working on obtaining a GSA contract for about a year. There were attempts that were declined, but that gave MakPak some ways to improve their bid and focus on markets that were more appropriate for their company.

The awards for Schedule 73 and 66 occurred in December 2017, and MakPak received an order in January 2018.

The PTAC assisted MakPak on their GSA applications by getting NAICS code and FSC data, as well as assisting with document review and past pricing information with schedule 73.

[Connect with MakPak](#)

About Us

The PTAC at SAP&DC is an economic development entity that bridges the gap between supplier and buyer in the government marketplace. The PTAC stands ready to support businesses in the central PA Alleghenies region in the pursuit to secure contracts with local, state and/or federal government agencies nationwide.

Due to the generous support of our Commonwealth and Federal funding partners, services provided by the PTAC are free of charge.

Whether you are an experienced contractor or new to the government marketplace, the PTAC will provide one-on-one counseling utilizing all of the program resources necessary to increase your share of contract awards.

Contact us today at The PTAC at SAP&DC to get started!

Email: ptac@sapdc.org

Phone: (814) 949-6500

Web: [PTAC @ SAP&DC](#)



STAY CONNECTED



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