



Government User Help Guide Regarding Small Business Information

SAM contains information supplied by the Small Business Administration (SBA) and the potential contractor themselves about their size.

1 What information about small businesses does SAM currently have and where does it come from?

First, the SBA certifies whether a potential contractor is an 8(a) program participant, 8(a) joint venture, or HUBZone. If you see a potential contractor being identified as any of these three categories, then that certification indication came directly from the SBA.

Next, potential contractors themselves identify if their organizations qualify under other socio-economic programs – for example, Small Disadvantaged Business, Women Owned Small Business, Economically Disadvantaged Women Owned Small Business, Veteran Owned Business, Service Disabled Veteran Owned Business, etc.

Finally, there's the size indicator for each NAICS code. SAM takes information supplied by the potential contractor (the number of employees, the annual revenue, the NAICS codes that their company is identified with), compares it with the SBA-designated size standards for the NAICS codes, and provides back an indicator which shows whether the potential contractor is considered small for the industry class identified. The potential contractor themselves certifies its belief that it is small or other than small in its representations and certifications. But, it's the Contracting Officer who provides the final determination whether a contractor is considered small or other than small for a given award made using a specific NAICS code. This Contracting Officer's size determination is recorded in the Federal Procurement Data System (FPDS) when reporting the award.

In SAM the SBA size indicator is supplied for review within the context of the representations and certifications along with the potential contractors' certification (see Federal Acquisition Regulation (FAR) provisions 52.219-1 and 52.212-3).

2 Why did you move the small business information to the Representations and Certifications section? Why do I have to search through all of this 'clause\provision stuff' to see the business size?

Believe it or not, you were always required to look in the full text of the provisions to see this information!!! Government procurement officials too often just looked at the table provided by CCR and ignored that they were required to look at what the contractor was actually certifying to in the provisions found in the representations and certifications. You are required by the FAR to review a potential contractor's representations and certifications thoroughly prior to award and the size status is found here.



3 So how do I search for the size status?

You are able to review an entity's size status in SAM if it has completed the Representations and Certifications section of their registration.

Use the following steps:

- Perform a search in SAM for the entity's DUNS number at www.sam.gov either from the homepage or from the Search tab. Type the DUNS number into the search box and click 'Search'. If no match is found for the entity's DUNS, the entity is not actively registered in SAM.
- If a match is found, it will show in a box marked 'Entity'; check the status in the top right corner of the box. If the status indicates 'Active', then the entity is actively registered in SAM for at least one type of federal award. Click the 'View Details' button to open the dashboard.
- Using the navigation links on the left side of the screen, click on the 'Representations and Certifications' link to view the entity's answers in the section.
- Scroll through the provisions shown to 52.219-1, Small Business Program Representations, or 52.212-3, Offeror Representations and Certifications – Commercial Items, and click on the link.
- In paragraph (b)(1) of the 52.219-1 provision, you will see a table. Along the left column will be the NAICS codes the entity identified as the industries in which it normally does business. The table shows the SBA size standard for the NAICS codes and whether the entity, based on the metrics it provided in its registration, would be considered a small business for each of the NAICS codes listed.
- If you are looking for the size related to a NAICS code that the entity did not initially identify, click the 'View More' button. A pop-up window will appear where you can search for the specific NAICS code.
- The complete NAICS table is presented in numerical order based on the first four numbers in the NAICS code, scroll down to find the appropriate group of NAICS codes. Click the triangle icon to expand the group and locate the specific NAICS. Again, the SBA size standard will be show, along with indication of whether or not the entity would be considered a small business.

4 What do the symbols next to NAICS codes mean?

SAM identifies situations, using symbols ('!', '+', '*'), where an entity has certified to certain information, be it their size status per NAICS code and/or their status in a SBA certified program (e.g., 8(a), 8(a) joint venture, HUBZone); but that information has since changed due to SBA revisions. The information below outlines these scenarios:

4.1 The ‘!’ symbol indicates when SBA changes the size standard AFTER the potential contractor completed their representations and certifications

Occasionally SBA changes the size standards for a given NAICS code through public rulemaking. For example, the size standard for the clothing manufacture NAICS code may be increased or decreased. If SBA changes the size standards for a given NAICS code after the entity has already completed their representations and certifications, then SAM will display an exclamation point (!) next to any NAICS code in the potential contractors’ representations that were affected by the new size standards. The ‘!’ will remain until the entity updates their representations and certifications in SAM.

Example: The Jane Smith Company has completed their representations and certifications in SAM, which included certifying to all the NAICS codes. One NAICS code in particular, 987654, had an SBA size standard of \$10,000 in total receipts. Based on the Jane Smith Company’s information in SAM, their total receipts annually are \$11,000 – so for that NAICS code the company has a size standard indicator of ‘N’, meaning ‘not small’. SBA adjusts the size standard (after following the public rule making process) for 987654 to \$12,000 total receipts annually. SBA notifies SAM of the change, which in turn marks the Jane Smith Company’s previous certification with an ‘!’ symbol next to NAICS code 987654. Until Jane Smith Company comes back into SAM the entry for 987654 will appear as ‘N’ but with the ‘!’ symbol because that is what they certified to. Jane Smith Company will receive an email notifying them of this potential change and recommend that the company review their SAM record accordingly, and recertify if desired. Once Jane Smith Company recertifies the ‘!’ will be removed and the NAICS code 987654 will now show ‘Y’.

4.2 What happens if I see a ‘+’ next to a potential contractor’s certification information?

The Small Business Administration (SBA) notifies SAM when an entity has been added or removed from a certification program, such as 8(a), 8(a) joint venture, or HUBZone. In cases where that addition or removal has occurred after the potential contractors’ completion of their representations and certification, you will see a ‘+’ sign next to the information on those programs in your record. The ‘+’ will be removed once the potential contractor has gone back into the system and updated their registration.

4.3 What happens if I see a ‘*’ next to a potential contractor’s certification information?

SBA notifies SAM if a Formal Size Determination is made for an entity (see FAR subpart 19). This means that the SBA disagrees with the size metrics entered for an entity (Total Receipts and/or Number of Employees) and provides SAM with revised values. These revisions made by SBA may impact the NAICS code size status that the entity certified to in the representations and certification. If these changes occurred and your potential contractor has not yet gone into SAM to certify to these adjusted values, you will see an asterisk (*) placed next to the small business status next to each NAICS code that has been impacted by these changes. This means that the values you see next to those NAICS codes (i.e., the ‘Y’ or ‘N’) have not yet been changed, but the asterisk tells



you that they are now impacted by the SBA change. The asterisks will not be removed until the entity logs back into SAM and recertifies to the new information that SBA provided.

Here's an example: The John Doe Company has registered in SAM, provided their size metric information and reviewed the NAICS codes table with the SBA size status indicator next to each code. In this example, NAICS code 123456 has a size indicator of 'Y'. The John Doe Company then certified their representations and certifications which included their agreement to these size statuses for the NAICS codes. Later, SBA has a formal determination that the metrics provided by the John Doe Company are incorrect, they contact the company, and they also provide SAM revised values in the size metrics area (i.e., total recipients and/or number of employees). Because of the size metric changes, NAICS code 123456 should no longer appear as 'Y'. SAM will place an asterisk next to the 'Y' to indicate that this value is in question based on SBA's revisions. Because the John Doe Company has certified to these values, SAM will not change them until the company has come back in to recertify. SAM does send an email to the John Doe Company in these circumstances.

4.4 What do all of these symbols mean for you as an awarding official?

If you see any of these indicators (e.g., *, !, +) you should contact the potential contractor and discuss the situation. These indicators do not prevent you from making an award to the entity – you as the Contracting Officer always make the determination on a case by case basis – but you should discuss the situation and document the contract file. The solution may be as easy as the entity recertifying.