

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Employment of Record Services
Type of Procurement:	Purchase Order
Type of Contract:	Cost Not to Exceed
Term of Contract:	1 year
Contract Funding:	USAID
This Procurement supports:	Improving Learning Outcomes for Asia (ILOA) - LAOS
Submit Proposal to:	endangsuyatin@rti.org
Date of Issue of RFP:	28 March 2024
Date Questions from Supplier Due:	3 April 2024
Date Proposal Due:	15 April 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	29 April 2024

Method of Submittal:	
Email to: endangsuyatin@rti.org	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 60 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RFP-ILOA-LAO-2024-001

Attachments to RFP:

- Attachment "A" – Commodity Specifications
- Attachment "B" – Instructions to Bidders/Sellers
- All PO Terms and Conditions are listed on our website at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
[http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:
[http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the "Terms").
Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.

Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

RTI International (RTII) is a global, independent research institute with almost 60 years of experience in creating and translating knowledge into practice. RTII has more than 5,000 staff in over 75 countries with expertise in at least 250 degree fields working to unlock value in eight practice areas including: health, education, energy, environmental sciences, and innovation ecosystems.

RTI International has been working in Asia for more than 35 years, providing technical assistance, institutional strengthening, and program support on behalf of governments, foundations, and private-sector clients. Together with our local partners, we deliver science-based solutions and advisory and technical services to help countries across South and Southeast Asia achieve national, regional, and local goals—in health, education, economic growth, governance and public policy, and environmental management.

Improving Learning Outcomes for Asia (ILOA) activity is to provide analytical and implementation support services to USAID missions in Asia and the Asia Regional Bureau (USAID/Asia) and to assist them with designing, implementing, and evaluating a full range of education programming, inclusive of early childhood education (ECE), early grade reading and mathematics, basic and secondary education, workforce development (WFD), and higher education (HE).

RTI has recently been approved under the ILOA activity a 3 year and 8 months project, in Laos, funded by the United States Agency for International Development (USAID), called the USAID/Laos New Higher Education Activity (NHEA). NHEA intends to improve access in Laos to high-quality, market-relevant higher education that supports socio-economic development in Laos. It will do so by concurrently strengthening the capacity of Higher Education Institutions (HEIs), helping these institutions modernize their academic programs, and advancing 21st-century skills. It will accomplish these objectives in part by providing scholarships to Lao students and professionals that support full-time academic degree programs and by awarding grants to five HEIs to support capacity development reforms.

RTI will position selected personnel to support its work in Laos to support the objective outlined above. RTI shall recruit, select, train, on-board and manage the personnel for this project. RTI shall negotiate and make determination of all the applicable emoluments/payments for personnel supporting this project. RTI will also provide the personnel with the equipment and resources necessary for them to work.

Towards this end, RTI seeks the services of an experienced professional company/firm with a track record to provide Employment of Record (EOR) services in Laos.

Product or Service Expectations (both if applicable):

The vendor will provide the following services:

Service Requirements

- The vendor will be the employer of records for up to approximately 20 employees during the period of performance. Note this is conditional and subject to change throughout the period of performance (see below for an anticipated staffing schedule (to include positions, anticipated salary range and timeline for hiring).
- The vendor will not be responsible for the recruitment of any employees. RTI will handle all recruitment efforts.
- The vendor will be responsible for payroll and associated expenses related to the employee's agreement.
- Vendor will provide a detailed monthly cash advance report for anticipated salary, associated statutory payments, VAT and EOR management fee payments and a reconciled invoice based on actual salary payments.
- Vendor shall issue payroll and process any associated taxes for employees according to local country laws.
- Vendor shall provide all services and administer benefits in accordance with Laos local labor laws as well as demonstrate compliance with all statutory deductions and timely payments to tax authorities and employees.
- Vendor to provide a monthly list of benefits offered in addition to salary remuneration, to include paid time off, bonuses, health benefits (roughly 2.16% of salary), severance, statutory requirements and any other employee benefits based on timesheets provided by RTI to vendor.
- Vendor will provide orientation, in collaboration with RTI, to the new hires and review all legal provisions in line with Laos labor law provision for workplace compliance.
- Vendor will manage information and data security with reasonable efforts to restrict unauthorized access and will make best endeavors to ensure that employees are fully aware of the risks associated with information and data security issues.
- Countries where services are required: Laos.
- Detailed Terms of Reference are as stated below.
- The interested bidder is registered within authorized geographical code of 937 (United States of America, Laos, and developing countries other than advanced developing countries, and excluding prohibited sources).

Term of Reference

- Responsible for regulatory compliance throughout the contract period as it pertains to employees.
- Provide guidance and support regarding disciplinary action, and other personnel issues, in coordination with RTI.
- Ensure full compliance with HR policy guidelines and local labor laws.
- Maintain HR (including non-personnel) files.

- Implement and monitor HR policies as it pertains to local legislation and advise on related implications.
- Track and update the project staffing with focus to manage employee payroll, benefits, and taxes schemes.
- Ensure the necessary insurance coverage is in place for all contractors, promote workplace safety among staff and provide advice and assistance on related issues.
- Manage employee payroll, benefits and taxes schemes. The payroll will be in USD. The anticipated total salary payment for all listed staff for one year is estimated at USD \$480,000 (exclusive of fringe benefits).
- Ensure complete and detailed supporting documentation are associated with cash advance and invoices on a monthly basis.
- Submit a monthly HR report to RTI Management, as negotiated.

Deliverables, Timelines, Special Terms and Conditions:

Timelines:

- 12 Months services with possible extension

Special Terms and Conditions:

- Early Termination Clause. The bidders shall state their less than 12-month period early termination policy.

Staffing Schedule

Position	Actual / Anticipated Start Date
Finance & Admin. Director	May 1, 2024
HR Manager	May 1, 2024
Office Manager	May 1, 2024
Administrative Assistant	May 1, 2024
IT Specialist	May 1, 2024
MERLA Manager	May 1, 2024
GESI/Youth Specialist	May 1, 2024
Finance Officer/Accountant	Mid May 2024
Procurement Officer	Mid May 2024
Deputy Chief of Party	June 1, 2024

Communications Specialist	June 1, 2024	
Scholarship Manager	TBD/January 1, 2025	
English Language Curriculum Advisor	TBD/January 1, 2025	
HE Capacity Strengthening Advisor	TBD/January 1, 2025	
Academic Program Modernization Advisor	TBD/January 1, 2025	
Workforce Skills Development Advisor	TBD/January 1, 2025	
Professional Exchanges/Study Tour Officer	TBD/January 1, 2025	
Finance Officer/Accountant	TBD/January 1, 2025	
Grants and Subcontract Manager	TBD/January 1, 2025	
Grants and Scholarship Assistant	TBD/January 1, 2025	

Proposal Requirements

- A. The bidder must provide the following information with their proposal submission and create a Folder Name "Administrative Documents"
1. Complete the Vendor Supplier Form as provided under Attachment C.
 2. Sign the RFP.
 3. Company's profile / overview and a list of board members and or trustees and CVs for key staff members.
 4. Demonstrate that Bidder is duly registered and authorized to provide EOR or similar services in these countries.
 5. Past performance information to demonstrate capabilities and technical experience, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 6. Tax certificate or registration in the countries proposed.
 7. Schedule of clients served for the last 3 years.
 8. Unique Entity Identifier (UEI) Number (If you do not have one, you can request one using the guidance as provided in Attachment D - UEI Registration Guide). It may take time to obtain the UEI number, however proof of registration is sufficient for proposal submission purposes.

B. TECHNICAL PROPOSAL

The bidders should create a folder name "Technical Proposal" and at minimum the bidder should include following items in their technical proposal:

- Responses to the SOW including the health benefit coverage and other employment benefits.
- The requirement document for EOR
- The timeline for the EOR and salary payment process
- Draft of the employment agreement

C. PRICING REQUIREMENT

In preparing the proposal, the Bidder shall develop and submit cost/pricing information in accordance with the following descriptions and instructions and saved the under a “Financial Proposal Folder”:

- **Fixed Rate (percentage) per Month:** The Fixed Monthly Billing Rate should be billed monthly for providing the employer of record services for RTI International. This fixed rate (percentage) will be charged per employee as a percentage of total salaries, benefits and any expenses incurred and reimbursed to the employee. The bidder can present their pricing proposal as shown in the pricing template below or simply indicate what their Fixed Rate will be per month for each of the country offices.
- The premium fee for the health benefit coverage.
- Detail pricing component included under the employment benefit such as the social security contribution and other items that required by the local labor law.
- Term of payment.

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1	XXX	Fixed fee	staff	LAK XXXX		
2	XXX	Benefit A	staff	LAK XXXX		
3	XXX	Benefit B	staff	LAK XXXX		
		VAT		LAK XXXX		
Total Value					LAK XXXX	

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI Asia Regional Office
Jl. Jend. Sudirman 9, Ratu Plaza Office Tower, 25th Floor
Jakarta 10270 - Indonesia

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:

- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to
- Endang Suyatin
- (insert name of procurement officer)
- at this email address:
- endangsuyatin@rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- 15 April 2024

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver

the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE – max.30 points.** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **DELIVERY – maximum 15 points.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL – maximum 35 points.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE – maximum 20 points** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

N/A

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Certifications.**
Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

Limitation on Payments to Influence Certain Federal Transactions- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.
16. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.


By: *(Seller Company Name)*


Signature: _____

Title:

Date:

Attachment “C” VENDOR SUPPLIER FORM

 KEY QUESTIONS		VENDOR INFORMATION FORM <i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.</i>
1	Contact name of reference	
2	Title or position of contact	
3	Phone Number(s) for contact	
4	E-mail address for contact	
5	Company name	
6	Company address	
7	Primary business of company	
8	List cities where company has offices and/or workshops.	
9	List manufacturers or brands your company currently represents.	
10	Define <u>type</u> of representation of each brand (agent, dealer, authorized mfg rep, etc.) and whether or not it is exclusive.	
11	Is company locally owned or foreign owned?	
12	Describe previous experience in working with USAID-funded	

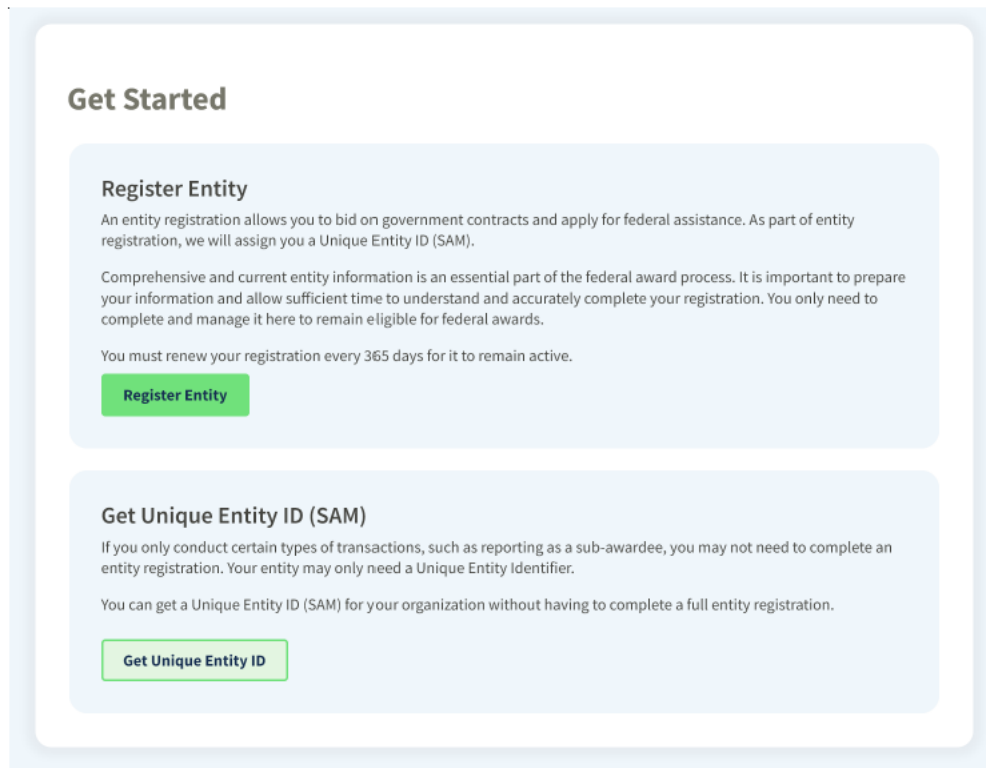
 KEY QUESTIONS		VENDOR INFORMATION FORM <i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.</i>
	projects.	
13	If your company has been awarded previous USAID-funded work, please describe.	
14	Please describe your recent experience (last 12 months) with doing work, providing equipment or services as defined in our specifications or statement of work.	
15	List the names and current contact information for the project managers working <u>for your customers</u> in your last two projects for us to contact and ask about your performance.	
16	If your company is based outside of the country, please describe how you would effectively service and support a future contract.	

Attachment “D” UEI Registration Guide

This is the link to a video that you can familiarize yourself on registration for Unique Entity Identifier (UEI) on SAM.gov. <https://www.youtube.com/watch?v=C87wSCYKTcE>.

The detail guidance as provided below and when you arrive at below page, you can select the second option “Get Unique Entity ID (SAM)” if you only want to get the UEI number and not entering the full entity registration.

3. Select the “Get Unique Entity ID” button on the next page.



The screenshot shows the 'Get Started' section of the SAM.gov registration page. It contains two main options: 'Register Entity' and 'Get Unique Entity ID (SAM)'. The 'Register Entity' option includes a description of the registration process and a green button labeled 'Register Entity'. The 'Get Unique Entity ID (SAM)' option includes a description of when this option is applicable and a green button labeled 'Get Unique Entity ID'.

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

Quick Start Guide for Getting a Unique Entity ID



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

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

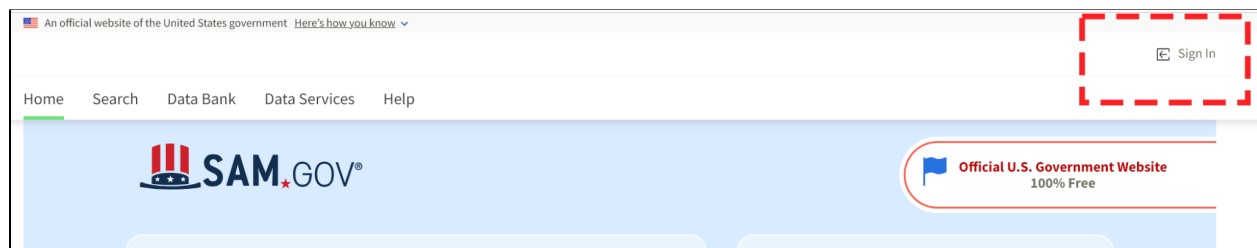
If your entity is registered in SAM.gov, you already have a Unique Entity ID

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID. It's viewable on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID \(SAM\) here.](#)

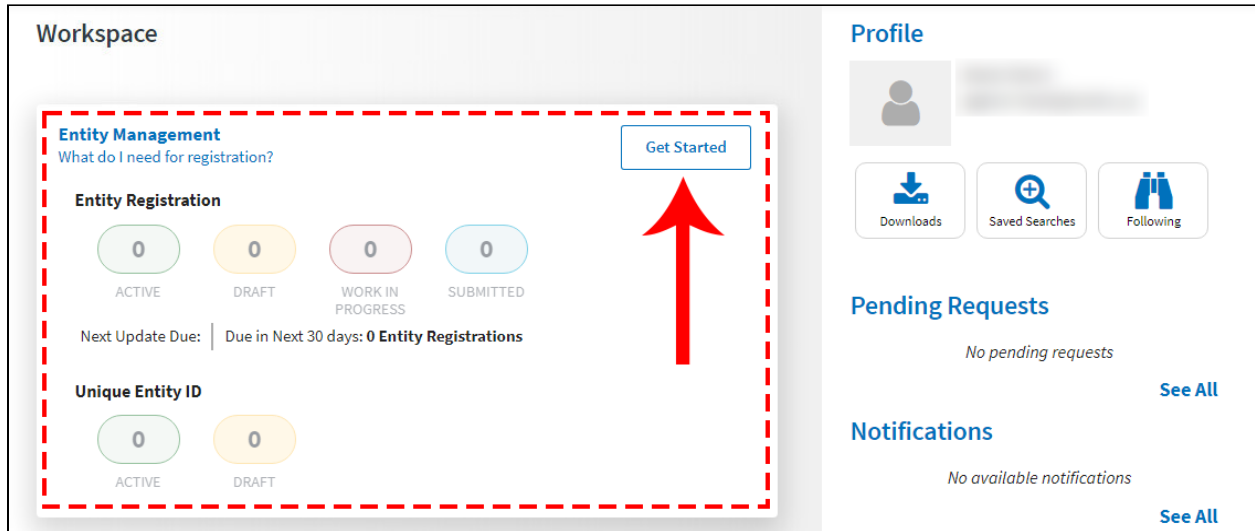
If your entity is not registered in SAM.gov and you only want a Unique Entity ID

If you want to only get a Unique Entity ID and do not want to complete a full entity registration in SAM.gov, follow the steps below.

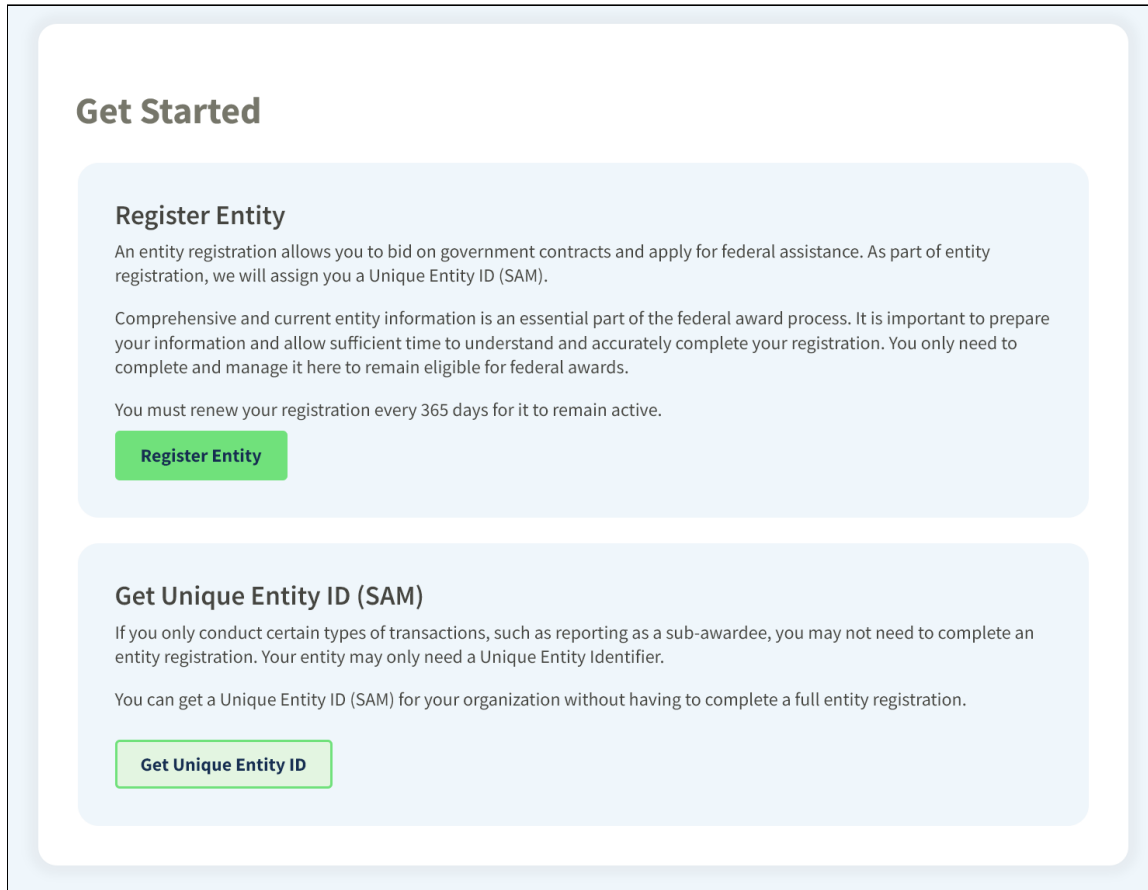
1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov [can be accessed here](#). Once you create your user credentials, you will return to SAM.gov to complete your profile.



2. After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.



3. Select the “Get Unique Entity ID” button on the next page.



4. On the next page, enter information about your entity. All fields are required, unless marked as optional.

1

2

3

4

Enter Entity Information

Validate Information

Request UEI

Receive UEI

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

Street Address 1

Street Address 2 (Optional)

ZIP Code (+4)

City

State

<

×

>

Previous

Cancel

Next

5. On the next page, your entity name and address will be [validated by SAM.gov](#). The next page will show an entity matched in SAM.gov. If your entity information is correct, select “Next.”
 - a. If the match shown is not your entity or you are unable to find a match, you can [create a help ticket](#) with the Federal Service Desk from the page. Select the “Create Incident” button to contact the Federal Service Desk (FSD.gov) for assistance.

1

2

3

4

Enter Entity Information

Validate Information

Request UEI

Receive UEI

Validate Entity Information

The information you provided matches the following entity. If this is your entity, select **Next** to continue.

YOU ENTERED

Foundation

University Heights, Ohio 44118

UNITED STATES

WE FOUND THE FOLLOWING MATCH

FOUNDATION

CLEVELAND HEIGHTS, OH 44118

USA

Unable to find a match?

If the match above is not your entity and you are unable to find a match, select **Create Incident** to contact the Federal Service Desk (FSD.gov) for assistance.

Start Over

Create Incident

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×

>

Previous

Cancel

Next

6. You may be required to enter your entity's date and state of incorporation to complete validation.

1

2

3

4

Enter Entity Information

Validate Information

Request UEI

Receive UEI

Validate Additional Information

You have selected the following entity.

SELECTED ENTITY

EXAMPLE FOUNDATION


12345 MAIN STREET NW

CLEVELAND HEIGHTS, OH 44118

USA

Please provide the following information to finish validating your entity.

Date of Incorporation



State of Incorporation

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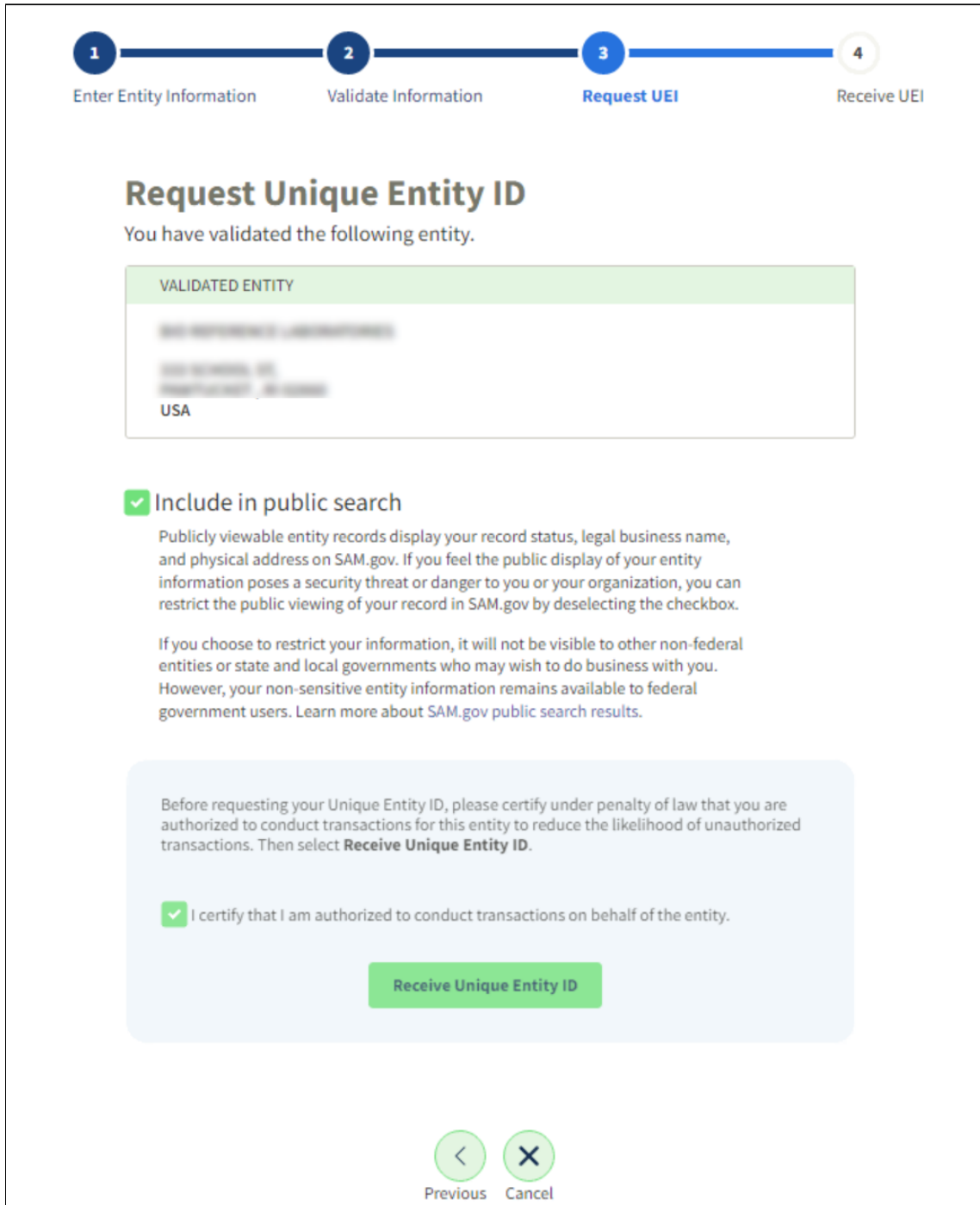
>

Previous

Cancel

Next

- On the next page, you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to view your entity. Then, you must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.”



The screenshot shows the 'Request Unique Entity ID' page in the SAM.gov registration process. At the top, a progress bar indicates four steps: 1. Enter Entity Information, 2. Validate Information, 3. Request UEI (the current step), and 4. Receive UEI. The main heading is 'Request Unique Entity ID', followed by the text 'You have validated the following entity.' Below this is a box labeled 'VALIDATED ENTITY' containing redacted information and the country 'USA'. A checkbox labeled 'Include in public search' is checked. Below the checkbox is explanatory text about public search and a link to learn more. A light blue box contains a certification statement: 'Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.' Below this is another checked checkbox: 'I certify that I am authorized to conduct transactions on behalf of the entity.' A green button labeled 'Receive Unique Entity ID' is positioned below the certification. At the bottom, there are two circular buttons: a back arrow labeled 'Previous' and a cancel 'X' labeled 'Cancel'.

1 Enter Entity Information 2 Validate Information 3 Request UEI 4 Receive UEI

Request Unique Entity ID

You have validated the following entity.

VALIDATED ENTITY
[Redacted Information]
USA

☒ **Include in public search**



Publicly viewable entity records display your record status, legal business name, and physical address on SAM.gov. If you feel the public display of your entity information poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov by deselecting the checkbox.

If you choose to restrict your information, it will not be visible to other non-federal entities or state and local governments who may wish to do business with you. However, your non-sensitive entity information remains available to federal government users. [Learn more about SAM.gov public search results.](#)

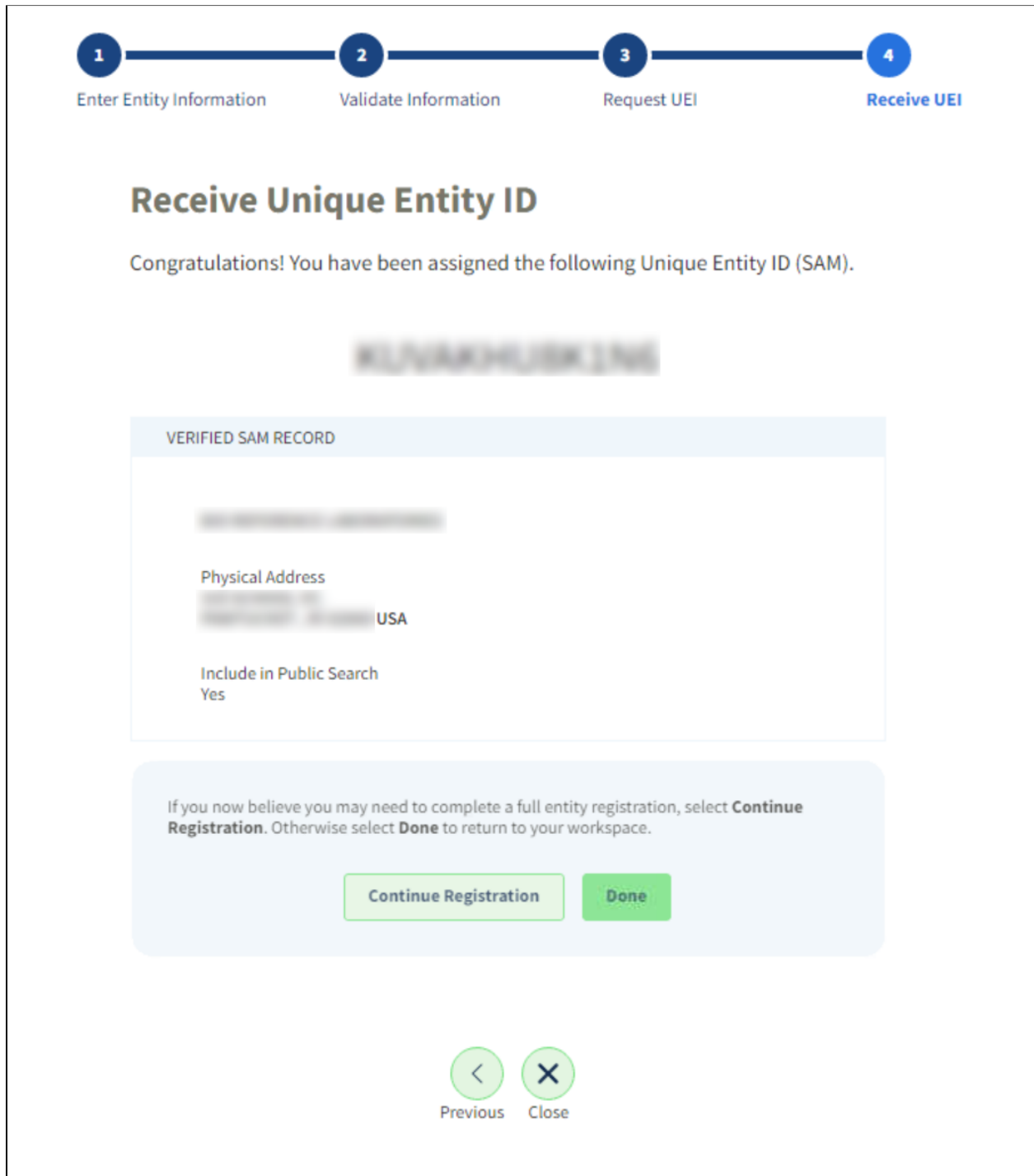
Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Receive Unique Entity ID**.

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

Receive Unique Entity ID

 
Previous Cancel

- On the last page, your Unique Entity ID will be displayed and you can begin to use it for your entity. Select “Done” to go back to your Workspace.



The screenshot shows the 'Receive Unique Entity ID' screen. At the top, a progress bar has four steps: 1. Enter Entity Information, 2. Validate Information, 3. Request UEI, and 4. Receive UEI (highlighted in blue). Below the progress bar, the title 'Receive Unique Entity ID' is displayed. A message reads: 'Congratulations! You have been assigned the following Unique Entity ID (SAM).' Below this, the Unique Entity ID is shown as a blurred box. A section titled 'VERIFIED SAM RECORD' contains a blurred box for the record ID, the physical address (blurred box) USA, and the option 'Include in Public Search' with a 'Yes' selection. At the bottom, a light blue box contains the text: 'If you now believe you may need to complete a full entity registration, select **Continue Registration**. Otherwise select **Done** to return to your workspace.' Below this text are two green buttons: 'Continue Registration' and 'Done'. At the very bottom, there are two circular buttons: a left arrow labeled 'Previous' and a close icon labeled 'Close'.