

Other Important Information and Helpful Hints

- ADE recommends a sam.gov folder be created that includes a copy of the notarized letter, login, password, personal key, and MPIN. This folder should be kept in a secure location in the central office so that the information can be accessed by the superintendent, federal program coordinator and bookkeeper. Remember this information must be updated annually on the sam.gov website.
- In some cases, a district may have multiple DUNS numbers. There are several reasons why this might happen. Please be sure to confirm which DUNS number is being used.
- If the entity being registered is new, it is crucial that the legal name entered into SAM.gov matches that used in the Dun & Bradstreet system to obtain a DUNS number and also that on file with the Arkansas Secretary of State. Any discrepancies between these systems causes the SAM registration to be rejected. Pay attention to any abbreviations, spelling, spacing, etc. when completing information about the entity name.
- The MPIN is a self-chosen ID number. It is recommended that this being something general to the entity (i.e. the mascot, the street number/name, etc.) so that it can be shared with other personnel in the event a new entity administrator is designated. If lost, this number can be reset in the SAM update process.
- Some of the questions asked throughout the SAM registration may not actually apply to school districts. Keep in mind that this system is used for all entities that may receive federal funds for grants, contracts, etc. Answer all questions with the best response available. It may be helpful to perform an internet search when unsure what the question is asking.
- Some SAM registrations have been required to enter PSC codes (product service codes). These are also known as federal supply codes. Here is a link to the PSC selection tool: <https://psctool.us/>. Here are some possible examples that may apply (this is not a complete list):
 - Group U – Education and Training Services
 - U009 – Education Services
 - U099 – Other Education and Training Services
 - Group R – Professional, Administrative and Management Support Services
 - R419 – Educational Services
- Some SAM registrations have been required to enter NAICS codes (North American Industry Classification System). Here is a link to the NAICS system: <https://www.census.gov/eos/www/naics/>. Here are some possible examples that may apply (this is not a complete list):
 - 611710 – educational testing evaluation services, educational support services, educational curriculum development services, etc.
 - 611110 – school districts elementary or secondary, middle schools, elementary schools, primary schools, charter schools, junior high schools, high schools, etc.