



THE ULTIMATE
**GOVERNMENT
REGISTRATION
HANDBOOK**

LONG CAPTURE & CONTRACT MANAGEMENT LLC

<http://www.longcapture.com/>

<https://www.linkedin.com/company/longcapture/>

Government Registrations

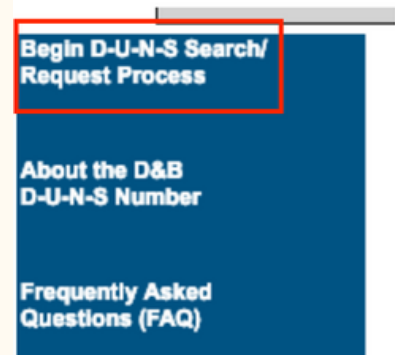
GETTING STARTED AND YOUR DUNS NUMBER

Your first and most important step is to ensure that you are registered with the right government websites in order to be eligible to receive a contract. These include DUNS, SAM, SBIR.gov, and the DOD Submission site.

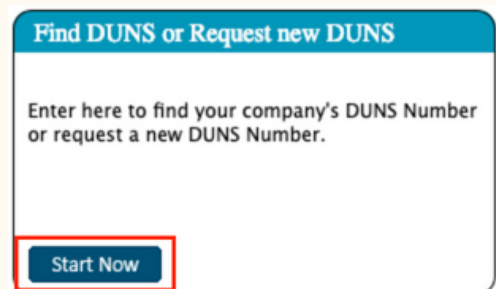
In this handbook, are instructions to help you complete these registrations successfully. It is important that you complete these registrations as soon as possible to ensure that they are approved well before any proposal submission deadline.

DUNS Number

Before you can bid on government proposals, you need to get a Dun & Bradstreet (DUNS) number. A DUNS number is a unique nine-digit identification number for each physical location of your business. Begin by going to <https://fedgov.dnb.com/webform> Select "Begin D-U-N-S Search":



Select "United States". A new dialog box will appear. Select "Start Now".



Government Registrations

GETTING YOUR DUNS NUMBER

When registering for your DUNS number, you'll need to have the following information on hand:

- Legal name
- Headquarters name and address for your business
Ensure this address matches exactly to your Secretary of State filing
- Doing Business As (DBA) or other name by which your business is commonly recognized
- Physical address, city, state, and ZIP Code
- Mailing address (if different from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location
- Whether you're a home-based business

If you already have a DUNS number, you will receive it immediately. If you do not already have a DUNS number assigned to your company, expect to receive one via email within 48 hours. If you do not receive a DUNS number or if your request is rejected, contact Dun & Bradstreet for Government support at (866) 705 - 5711.

Government Registrations

REGISTERING WITH SAM.GOV AND YOUR CAGE CODE

Once you have received your DUNS number, your next step is to complete your registration with <https://www.sam.gov> and receive your CAGE code. This is a crucial step, because without your CAGE code, you will be ineligible to receive a contract from the government.

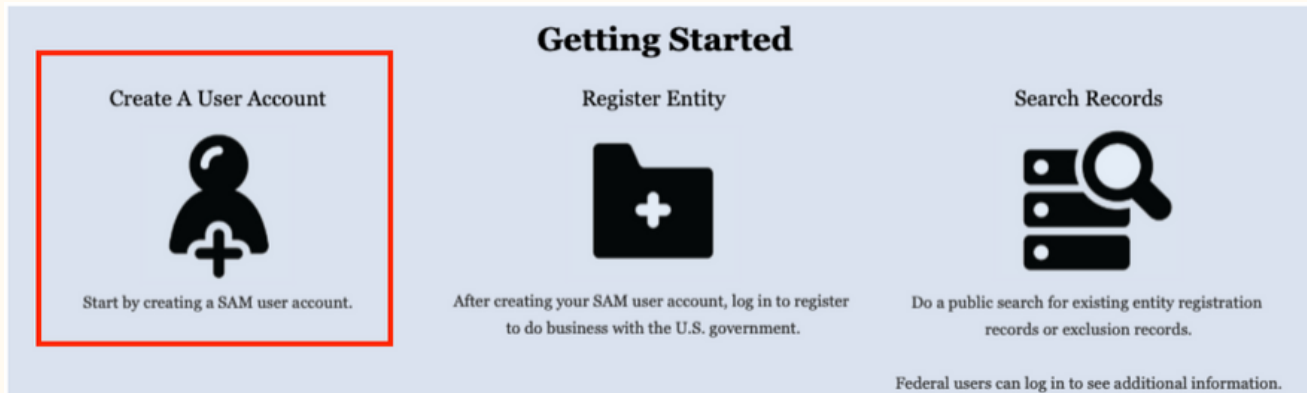
You will need the following information to complete your sam.gov registration:

- Your DUNS Number
- Legal Business Name
- Physical Address **make sure as you register your address matches DUNS exactly including punctuation, abbreviations, etc. or it will get rejected**
- Your Taxpayer Identification Number (TIN)
- Taxpayer Name associated with your TIN. **Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name**
- Your bank's routing number, bank account number, and bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

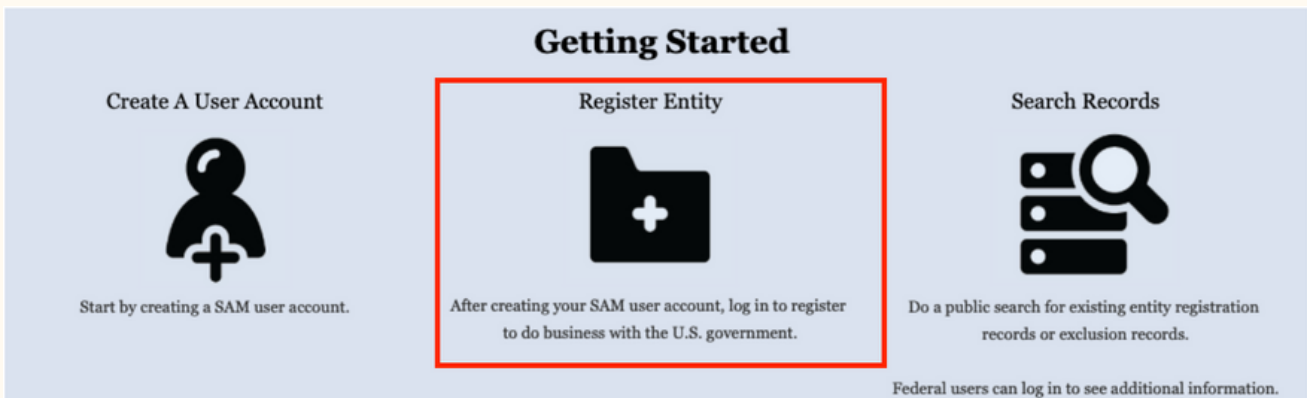
Government Registrations

REGISTERING WITH SAM.GOV AND YOUR CAGE CODE

First, you must create a User Account in SAM.



After that is completed you will then need to register your entity (company) to your user account.



Government Registrations

REGISTERING WITH SAM.GOV AND YOUR CAGE CODE

When registering your entity, be sure to register to receive government contracts. If you only register for grants you will not be able to receive an award. Once your account is active, the "Purpose of Registration" needs to read "All Awards":

Entity	Long Capture & Contract Management LLC	Status: Active +
DUNS: 080922585	CAGE Code: 82LQ0	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 02/07/2020	Debt Subject to Offset?: No	
Purpose of Registration: All Awards		

An important note about NAICS Codes, toward the end of the registration you will be asked to register for NAICS codes. Ensure you register for **NAICS 541715**. Feel free to select any other 5417xx codes or any other code you think is relevant.

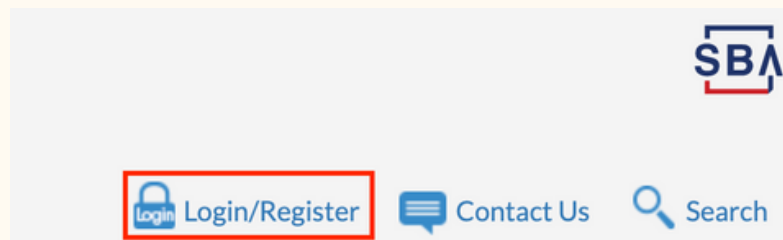
Once your SAM registration has been submitted, it can take up to a month to receive your CAGE code. Be sure to start this process early to ensure that you are registered well before the proposal submission deadline. If you encounter any issues during this process, contact the Federal Service desk at 866-606-8220.

Government Registrations

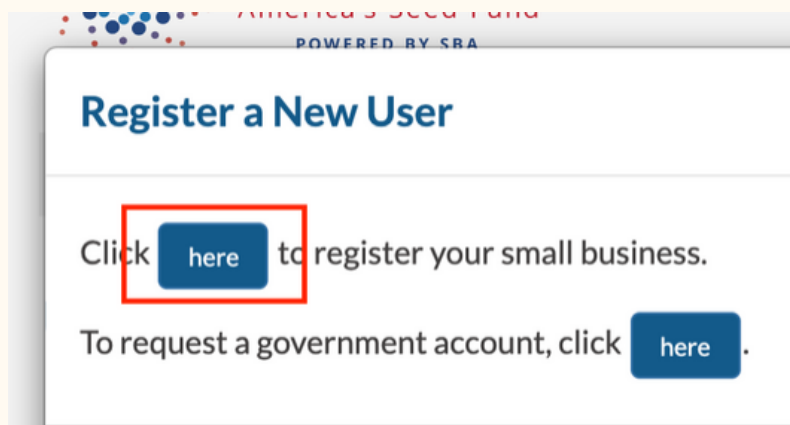
REGISTERING WITH SBIR.GOV

Your final registration step is to register with SBIR.gov to obtain your SBC ID number and the Department of Defense SBIR submission site. Without these registrations, you will be unable to submit an SBIR proposal.

To get started, go to <https://www.sbir.gov>. At the top of the home page, select click the "Login/Register Button".



Next, a dialog box will appear. Click the "Here" button associated with registering your small business.



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REGISTERING WITH SBIR.GOV

You will be asked to complete a series of questions about your small business. One of these questions is about the ownership and control of your business. You should answer this question with either option one, two, or three. Please note that the combined number of employees for your small business and any Venture Capital Firms with equity in your small business must be no more than 500 employees total in order for you to be eligible for an SBIR award.

The screenshot shows a web-based certification tool interface. On the left, a vertical sidebar contains six steps: 1. Certification Tool (active), 2. Have you Registered?, 3. Duns/EIN/Email Check, 4. SBC Information, 5. Points of Contact, and 6. Registration Complete. The main content area is titled 'Type of Firm' and contains two questions. The first question is 'Is your business organized as a for-profit company?' with 'Yes' selected. The second question is 'Is your principal place of business located in the United States?' with 'Yes' selected. Below these is the 'Ownership and Control' section with the question 'Is the majority (more than 50%) of your firms' equity (e.g. stock) is directly owned and controlled by one of the following?'. Three options are listed: 'One or more individuals who are citizens or permanent resident alien of the U.S.', 'Other for-profit small business concerns (each of which is directly owned and controlled individuals who are citizens or permanent resident alien of the U.S.)', and 'A combination of (1) and (2)'. The third option is selected and highlighted with a red box. A 'Next >>' button is located in the top right corner of the form area.

If you require technical support while using SBIR.gov, please contact the SBIR Website Support Team at 571-306-5201. They are available Monday - Friday from 9 am - 5pm ET.

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REGISTERING WITH DOD SBIR SUBMISSION WEBSITE

Next, you must register with the DOD SBIR Submission Website in order to submit your proposal for consideration. To do so, visit

<https://www.dodsbirsttr.mil/submissions/login>. Click the "New User Registration" and follow the steps to complete registration. Once you have completed registration, send your consultant your login credentials.

Welcome to the DSIP (Defense SBIR/STTR Innovation Portal)!

First visit? We've created an in-depth [Learning & Support](#) section to guide you through the elements of the Innovation Portal and the submission process.

First visit to DSIP but prior user in the previous DoD Submissions Portal? We've imported your Submissions account into DSIP, so you can use your same username to log in. Please click [Forgot Username or password](#) and follow the steps to set up your new password and get started.

If you already have a DSIP account, you can log in using your existing credentials. If you don't remember your username and/or password, you can recover them [here](#)

Username

Password

[NEW USER REGISTRATION](#) [LOGIN](#)

[Forgot Username or Password](#)

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