

## ATTACHMENT A

### INSTRUCTIONS FOR OBTAINING A UEI/Unique Entity Identifier NUMBER

**Note: There is a Mandatory Requirement for your Organization to Provide a UEI number to DAI**

**I. SUBCONTRACTS/PURCHASE ORDERS:** All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a UEI number prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

**II. MONETARY GRANTS:** All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a UEI number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a UEI number; the exemption for under \$25,000 applies to foreign organizations only.

**NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A UEI NUMBER.**

*Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a UEI number to DAI. Organizations who fail to provide a UEI number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.*

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#### Background:

#### DUNS to UEI (SAM) Communication for Grantees and Subcontractors

**Subject:** Action Required by March 28 – US Government Transition to UEI (SAM)

**Attach:** QRG for Grantees and Subcontractors & Quick Start for Getting a Unique Entity ID

Dear **DAI Partner**,

On April 4, 2022, the US Government will transition away from using the DUNS number as a unique identifier for organizations and will instead begin using a Unique Entity ID (SAM) generated in SAM.gov. This transition does not change the thresholds/requirements for when to obtain a unique identifier, rather the source for obtaining one.

This transition means that DAI will need to begin collecting UEI (SAM) from grantees and subcontractors that meet the specified thresholds and update our records with these new UEI (SAM). DAI's **Purchase Order/Subcontractor/Grant (number)** to your organization meets the specified threshold, and therefore you are requested to obtain and provide us with your organization's UEI (SAM). This is a mandatory requirement for any future payments or awards.

Getting a UEI (SAM) is easy and FREE to all organizations. Follow the steps in the attached documents and review [this video](https://www.youtube.com/watch?v=4Hqs_L0B5kl) ([https://www.youtube.com/watch?v=4Hqs\\_L0B5kl](https://www.youtube.com/watch?v=4Hqs_L0B5kl)) from the US Government for more information about how to get a UEI (SAM). Any future US Government procurements or grants that exceed the thresholds will require organizations to have a UEI (SAM). By getting a UEI (SAM) now, you will also save your organization time in the future.

**Receive UEI**

Congratulations! You have been assigned the following Unique Entity ID.

**EH4HG9MLR7Q6**

**VERIFIED MATCH:**

**US TEST COMPANY 999** ● Public

**DUNS** | UNIQUE ENTITY ID:  
362267515

**SAM** | UNIQUE ENTITY ID:  
**EH4HG9MLR7Q6**

PHYSICAL ADDRESS  
3501 CORPORATE PKWY  
CENTER VALLEY, PA 18034  
US

**For Instructions detailing the process to be followed in order to obtain a UEI number for your organization you may use the PDF Quick Reference Guide accompanied with this document entitled Transitioning From DUNS to SAM for Grantees / SubKs.**