

## Quick Start Guide For Small Business Searches

### Helpful Information

SAM is the official **free, government-operated website** – there is NO charge to register or maintain your entity registration record in SAM.

#### What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

#### How do I find small businesses registered in SAM?

You can filter your search results by North American Industry Classification System (NAICS) code to identify those registrants in SAM who meet the Small Business Administration (SBA) size standard as a small business concern for a given NAICS code or NAICS codes. This is shown in SAM with a size indicator of Small Business? Yes or No for each NAICS code.

#### How is the small business indicator calculated in SAM?

The small business indicator in SAM is calculated by NAICS code against the SBA Table of Size Standards based on size metric data, i.e. average employees and average annual receipts, the entity submitted with their registration. The final size determination is made by the contracting officer at the time of award.

#### Are entities required to enter a specific NAICS code in their SAM registration in order to receive a Federal contract that identifies that NAICS code?

No. An entity should never be excluded from an award because they do not have a specific NAICS code in their SAM registration; nor should they be required to add a specific NAICS code to their registration prior to receiving an award. Within the representations and certifications section of their registration, you can see the size indicator for any NAICS code by selecting the View More button underneath the NAICS table in FAR 52.212-3 or FAR 52.219-1.

### Steps for Searching for Small Businesses in SAM

1. Go to SAM by typing [www.sam.gov](http://www.sam.gov) in your Internet browser address bar. Make sure the web site you go to ends in .gov
2. Log in using your individual SAM user account. This is especially important for U.S. Federal government users. When you log in using your government user account, you can see those registrations who opted out of the public display.
3. Select the Search Records tab. Enter a quotation mark, an asterisk, and a quotation mark: "\*"
4. Select the Search button. This 'wildcard' search will open up the SAM filters on the left side of the screen.
5. After conducting your initial search, you can filter by selecting Entity Management, Products and Services, then NAICS Code.
6. There are three ways to use the NAICS Code filter. You must enter at least one NAICS code (and up to eight NAICS codes) then select one of the following three choices:
  - **Any Size** – This will give you a result set of those businesses or organizations who represented they actively participate in this industry(ies) as indicated by the NAICS code(s) you entered. The entities returned are those which specifically selected the NAICS code(s) in their registration regardless of the size indicator.
  - **All SB (not limited to entity-selected NAICS)** - This will give you a result set of those businesses or organizations who could be considered small in the industry(ies) identified if awarded a Federal contract that is assigned the NAICS code(s) you entered. The entities returned could be considered small for the entered NAICS codes based on their size metrics, regardless of whether the entity entered the NAICS code in its registration as an industry in which it actively participates. This is the broadest, most inclusive set of search results for potential small businesses in a given NAICS code.
  - **Limited SB (only entity-selected NAICS)** - This will give you a result set representing those businesses or organizations who represented they actively participate in this industry(ies) by entering the NAICS in their SAM registration and could be considered small in the industry(ies) identified if awarded a Federal contract that is assigned the NAICS code you entered. The entities returned are those which specifically selected the NAICS code(s) you searched against in their registration and could be considered small for the NAICS code based on the SBA size standard.