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IDAHO TRANSPORTATION DEPARTMENT
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Notice to Contractors


Dear Contractor,



Based on recent federal legislation, the DUNS number was replaced with a Unique Entity Identifier (UEI). **-Effective July 12, 2022**, all bidders on federal-aid contracts are required to provide the UEI at the time of bid on the Bidder's Signature page of the proposal package **AND**, the lowest responsible bidder, **must** be fully registered (account must show as "ACTIVE") in SAM.gov prior to award of a federal-aid contract. Full registration takes around 10 days, but the UEI is provided immediately. Please plan accordingly to avoid delays in the award process beyond allowed time or breach of contract execution may result.

All subcontractors shall have a Unique Entity Identifier (UEI) prior to Engineer approval of subcontractor agreement.

See guidance below regarding your specific situation:


- If you already had a DUNS number and an ACTIVE account, you don't need to do anything other than make sure your account remains active.
- If you had a DUNS number but your account was INACTIVE, you will need to update/renew existing entity registration in SAM.gov. Follow Steps 1-4 below- **DO NOT start a registration as a new entity.**

Step 1: Visit FSD.gov  fsd.gov/gsafsd_sp
Step 2: In the Search window, type in **kb0016307**

Step 4: Choose the first link 
 [How do I update/renew an existing entity registration in SAM.gov?](#)

Step 5: Follow the instruction to update or renew your account

- If you are not registered on SAM.gov, you will need to set up your account – Follow Steps 1 & 2 above and choose the third link and follow the instructions to register a new entity.

 [How do I register a new entity in SAM.gov?](#)

We hope these instructions help reduce confusion on this topic.

Sincerely,

Monica Crider

Monica Crider, PE Highways
Design Engineer