

## **Small Business Registration Fact Sheet**

### Definition of a Small Business:

- A Small Business, as defined in The Small Business Act, is "one that is independently owned and operated and which is not dominant in its field of operation." The numeric values for determining a Small Business vary across industry.
- The United States Small Business Administration (SBA) considers a number of factors to determine the qualifying numeric values. These include, but are not limited to, degree of competition, average firm size, start-up costs and entry barriers, and distribution of firms by size.
- The SBA defines Small Business size. Size standards have been established for types of economic activity, or industry, generally under the North American Industry Classification System (NAICS).
- NAICS assigns codes to all economic activity within twenty broad sectors. A full table is published annually, which displays a size standard with an NAICS Industry or U.S. Industry code.
- To find out if your business is classified as a small business, please visit <https://www.sba.gov/content/small-business-size-standards>

### Registering a Small Business:

- Vendors must register their small business through the System for Award Management (SAM). Developed by the Department of Defense (DoD), and PRO-Net, SAM serves as a database of small businesses by the SBA. DoD and PRO-Net have recently merged to provide a single searchable database for agencies and vendors.
- SAM collects and maintains specific information about and pertaining to small businesses. The database provides agencies with the ability to search for companies based on certain criteria including abilities, size, location, experience, and ownership.
- To begin the registration process, vendors should log into SAM website at <https://www.sam.gov/>
- Each vendor must first register for a DUNS number in order to register with SAM. The DUNS number is the proprietary means of identifying business entities on a location-specific basis.
- After filling in the required information about the business, a DUNS number will be generated and sent via email within 48 hours. The vendor may then proceed to register with SAM.
- Once registration has been processed and approved, the vendor will receive an email. This email welcomes the vendor to SAM and will include a copy of the registration.
- Vendors must be sure to update and renew registration annually to maintain active status in order

For more information or questions regarding Small Business Registration, please visit <https://www.sba.gov/content/register-government-contracting>.