

### Getting Started

- Complete DUNS registration for Federal Government

1 day

**Free** proprietary means of identifying business entities on a location-specific basis  
 A D-U-N-S Number remains with the company location to which it has been assigned even if it closes  
 A D-U-N-S Number is required to register in SAM and to obtain a Digital Certificate

- Complete SAM Registration

3 days

**Free** primary registrant database for the U.S. federal government

- Complete “Pathway to Success” and Vendor Toolbox Training

0.5 days

**Free** webinars intended to help you understand the MAS contract process and succeed in the federal government marketplace

- Obtain Digital Certificate(s)

1-14 days

Authorized negotiators must **purchase** a digital certification from approved companies  
 It can take up to 14 days for a digital certificate to be issued

- Submit Multiple Award Schedule Solicitation

Variable

Read the relevant solicitation and complete the specific solicitation document requests

- Enter eOffer/eMod System

Ongoing

Click the “Sign In” button under “Contract Offers” on the right  
 Validate entity information imported from SAM is accurate  
 Review Product and Services section to select Special Item Number(s) (SINs) and their corresponding NAICS code to be included in the offer

### Helpful Hints

If your company has multiple contracts note that solicitation clauses and provisions vary by Schedule

It is recommended that your company have more than one Authorized Negotiator

The Contracting Officer (CO) can approve, reject, or request clarification for an offer

eOffer transmits contract offers to the GSA CO

You will have 180 days to complete an offer before it expires

Contact the [eOffer Help Center](#) for shortcuts and tips on these actions when submitting your eOffer:

- Preparing your electronic contract (eOffer)
- Submitting your offer
- Post-Submission of your eOffer

### Glossary

**DUNS Number:** Unique nine-digit ID number provided by Dun & Bradstreet

**eSign:** Vendors sign Contract Offers using their Digital Certificates

**NAICS Code:** North American Industry Classification System classifies businesses by economic activity

**Past Performance Evaluation:** Open Ratings, a Dun & Bradstreet company, surveys past customers

**SAM:** System for Award Management consolidates the government-wide acquisition and award support systems

**Schedule Solicitations:** GSA’s legal request for vendors to submit offers to obtain a contract

**Subcontracting Plan:** Business plans typically require businesses to include business concerns for using small businesses as subcontractors