

Memo

To: Mayor Hall
From: Sanya Vitale
cc: City Council
Date: May 9, 2023
Re: SAM.gov Registration

The System for Award Management (SAM.gov) is an official website of the U.S. Government. There is no cost to use SAM.gov. This site is used to register to do business with the U.S. Government- Update, renew, or check the status of your entity registration.

The City uses SAM.gov to register to accept Federal grants, and therefore must be registered with SAM.gov, appoint a business point of contact and notify SAM.gov of who has been appointed as such. This point of contact is usually the company's executive. In the past, the City Manager was the City's approved business point of contact.

The City of Hartford's SAM.gov registration is expiring in August had to be renewed to avoid the process of having to reinstate the City as a Federal vendor. As such, I renewed the City's registration and must now be appointed as the business point of contact and submit the documentation to SAM.gov in order to verify that I have the necessary credentials to prepare and submit the City's SAM.gov registration and annual updates.

When the City agrees to register in SAM.gov and accept Federal grants, they are also agreeing to the items outlined in the attached agreement.

I recommend that the Council appoint the City Manager, as the business point of contact.