

ALABAMA WORKFORCE INVESTMENT SYSTEM

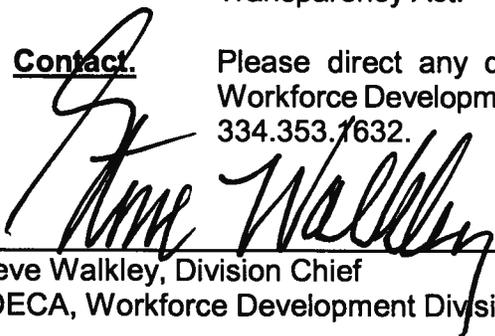
Alabama Department of Economic and Community Affairs
Workforce Development Division
401 Adams Avenue
Post Office Box 5690
Montgomery, Alabama 36103-5690

January 25, 2013

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY 2010-15, Change 3

SUBJECT: Request for Dun & Bradstreet Number and registration with the System for Award Management (SAM)

- Purpose.** To provide State and Local Workforce Investment Areas with guidance on the requirements for collection and submission of Dun & Bradstreet Numbers (DUNS) and registration of DUNS with the System for Award Management (SAM) for all current and future Workforce Investment Act (WIA) contracts.
- Discussion.** As communicated through the U.S. Department of Labor Training and Employment Guidance Letter (TEGL) 35-10, transmitted through GWDD 2010-15, all Federally-funded workforce programs must demonstrate integrity, accountability, and transparency in order to preserve the public trust. In an effort to support this initiative, State and Local Workforce Investment Area staff are required to collect Dun & Bradstreet (D&B) DUNS Numbers for each WIA funded contract. Additionally, every DUNS number must also be registered with the System for Award Management website, <http://www.sam.gov>. Note that there is no cost to secure and/or to register the DUNS number to fulfill this Federally-mandated requirement.
- Action.** Attached you will find the current Request for Dun & Bradstreet DUNS Number form (revised 01/13). Please ensure (through the use of this form) that all WIA funded contracts have an accurate DUNS number and that this number has been registered with the System for Award Management website. WIA staff should also verify the accuracy of the DUNS Number and SAM.gov registration requirements and complete the verification section of the form to ensure that compliance has been achieved as required by the Transparency Act.
- Contact.** Please direct any questions regarding this information Sara Calhoun, Workforce Development Division at Sara.Calhoun@ADECA.alabama.gov or 334.353.7632.



Steve Walkley, Division Chief
ADECA, Workforce Development Division

Attachment: Request for Dun & Bradstreet Number Form, rev. 01/13

**REQUEST FOR
Dun & Bradstreet DUNS Number**

As required by the U.S. Department of Labor Employment and Training Administration, we are required to obtain the Dun & Bradstreet (D&B) DUNS number for any agreements funded with Workforce Investment Act of 1998 funds. Additionally, the contractor's DUNS number must also be registered with the System for Award Management (SAM).

Dun & Bradstreet provides a DUNS Number, a unique nine digit number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

You may request your DUNS Number via the Web. If one does not exist for your business location, it can be created within 1 business day. You may also request your D-U-N-S Number by phone. U.S. and U.S. Virgin Islands: 1-866-705-5711 and Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

If you do not have a DUNS Number, please visit the D&B website to secure a number; this DUNS will then need to be registered with SAM, as noted above. The links to both D&B and SAM are listed below.

Contractor Name / Address:

Website links:

www.dnb.com

www.sam.gov

DUNS Number:

Certification: I hereby certify that the above DUNS Number is for our business location, it has been registered at www.SAM.gov, and will remain current during the term of the contract.

Signature

Date

Name (print)

Title
