BOARD OF COUNTY COMMISSIONERS
SARPY COUNTY, NEBRASKA

RESOLUTION AUTHORIZING CHAIRMAN TO SIGN LETTER TO THE FEDERAL SERVICE DESK APPOINTING DEBBY PEOPLES AS SARPY COUNTY’S ENTITY ADMINISTRATOR FOR THE SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATIONS

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103, the powers of the County as a body are exercised by the County Board; and,

WHEREAS, the Federal GSA’s System for Award Management (SAM) requires Sarpy County to appoint an Entity Administrator to manage the registration records, associated users, and their roles in SAM; and,

WHEREAS, the attached letter appoints Debby Peoples of the Fiscal Administration Office as Sarpy County’s Entity Administrator for Sarpy County in SAM; and,

WHEREAS, said letter must be signed by the Sarpy County Board Chairman and submitted to the Federal Service Desk.

NOW, THEREFORE BE IT RESOLVED, By the Sarpy County Board of Commissioners that the appointment of Debby Peoples as Sarpy County’s Entity Administrator for SAM is hereby approved and the Chairman of such Board is hereby authorized to sign the attached letter to be submitted to the Federal Service Desk.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 5th day of June, 2018.

Attest:

Sarpy County Board Chairman

Sarpy County Clerk
MEMO

To: Sarpy County Board
From: Brian Hanson
Re: System for Award Management (SAM) Entity Administrator

At the June 5, 2018 Board meeting, the County Board will be asked to approve the attached Resolution appointing Debby Peoples as Sarpy County’s Entity Administrator for the Federal System for Award Management (SAM). She has been performing these duties for several years but due to new security measures being implemented by SAM a letter appointing her as the Entity Administrator is now required.

If you have any questions please feel free to contact me at 402-593-2349.

May 23, 2018

BEH/dp

cc: Dan Hoins
    Scott Bovick
    Deb Houghtaling
June 5, 2018

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285

SUBJECT: Information Required to Activate SAM Entity Registrations

Purpose of Letter

The purpose of this letter is to formally appoint an Entity Administrator for each named Entity and to attest to the accuracy of the information contained in the associated entity registration.

Designation of Entity Administrator

I, Don Kelly, Chairman, Sarpy County Board of Commissioners, the below signed individual, hereby confirm that the appointed Entity Administrators are authorized officers, agents, or representatives of the Entities. This letter authorizes the appointed Entity Administrators to manage the Entity registration records, associated users, and their roles to the Entities, in the System for Award Management (SAM).

Entities Covered by this Letter

<table>
<thead>
<tr>
<th>Entity DUNS® Number</th>
<th>Entity Legal Business Name</th>
<th>Entity Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>078008018</td>
<td>Sarpy, County of</td>
<td>1210 Golden Gate Dr, Papillion, NE 68046-2839</td>
</tr>
<tr>
<td>039249839</td>
<td>Sarpy, County of</td>
<td>1208 Golden Gate Dr, Papillion, NE 68046-2838</td>
</tr>
</tbody>
</table>

Entity Administrator Contact Information

<table>
<thead>
<tr>
<th>Entity DUNS® Number</th>
<th>Entity Administrator Full Name</th>
<th>Entity Administrator Phone Number</th>
<th>Entity Administrator Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>078008018</td>
<td>Debby Peoples</td>
<td>402-593-4164</td>
<td><a href="mailto:debp@sarpy.com">debp@sarpy.com</a></td>
</tr>
<tr>
<td>039249839</td>
<td>Debby Peoples</td>
<td>402-593-4164</td>
<td><a href="mailto:debp@sarpy.com">debp@sarpy.com</a></td>
</tr>
</tbody>
</table>
Account Administration Preference (ONLY CHOOSE ONE)

You must choose ONE of the two following statements by checking the applicable box.
Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

☒ Self-Administration Confirmation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entities listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrators are not third-party agents.

☐ Third-Party Agent Designation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize [insert full name, phone number, address, and email address of the Third-Party Agent] (Designated Third-Party Agent) to act on behalf of the Entities listed above. This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

Attestation

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrators listed above all have individual SAM User Accounts created with the email addresses provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entities above is correct and accurate.

Respectfully,

Don Kelly
Chairman, Sarpy County Board of Commissioners
dkelly@sarpy.com

Sarpy County
1210 Golden Gate Dr
Papillion, NE 68046-2839
TO BE COMPLETED BY NOTARY
(in accordance with State notary requirements)

State of ________
County of ________

This instrument was acknowledged before me this _____ day of ________ (month), ________ (year), by ________ (name of officer or agent, title or officer or agent) of ________ (name of entity).

V     Personally Known

____  Produced Identification

Type of ID and Number on ID ________________

(Seal)

Signature of Notary

GENERAL NOTARY - State of Nebraska
RENEE S LANSMAN
My Comm. Exp. April 22, 2021

Name of Notary
(Typed, Stamped or Printed)

Notary Public, State of ________
SAM Update

Alleged Fraudulent Activity in SAM - Updated April 26, 2018

GSA's System for Award Management (SAM) is supporting an active investigation by the GSA Office of Inspector General (OIG) into alleged, third-party fraudulent activity in SAM. At this time, only a limited number of entities registered in SAM are suspected of being impacted by this alleged fraudulent activity. GSA has already taken proactive steps to address this issue and has notified affected entities. GSA will continue to work with the OIG and law enforcement agencies to take additional action as appropriate.

These proactive steps include requiring submission of an original, signed notarized letter identifying the authorized Entity Administrator for the entity associated with the Data Universal Numbering System (DUNS) number before the registration will be activated. GSA posted instructions for domestic entities and instructions for international entities for easy reference. This requirement went into effect on March 22, 2018 for new entities registering in SAM and goes into effect on April 27, 2018 for existing registrations being updated or renewed in SAM.

What is GSA doing to address the problem?

GSA's SAM team is supporting GSA's OIG in an active investigation into alleged, third-party fraudulent activity related to SAM. GSA has taken a number of proactive steps to address this issue and is in the process of making system modifications to prevent improper activity going forward. In the interim, GSA expired, then deactivated any entity registrations that appeared to have been affected. These entities are being advised to validate their registration information in SAM, particularly their financial information and points of contact, before reactivating the entity registrations. Further, GSA has begun implementing additional reviews during the registration process to prevent future issues.

Who was impacted?

Entities with registrations that appeared to be impacted were notified. Instructions were provided explaining how to validate registration information and how to reactivate the registration. In addition, entities whose bank account information for Electronic Fund Transfer (EFT) changed within the last year were notified. Although not associated with suspicious activity, these entities are required to validate their registration information, particularly their EFT information.

What is an entity?

In SAM, you, your company, business, or organization is referred to as an "entity." Individuals register themselves or their entity to do business with the U.S. Federal Government by completing the registration process in SAM.
What should entities registered in SAM do to protect themselves and confirm that their bank account information has not been changed?

Entities registered in SAM are advised to log into SAM and review their registration information, particularly their bank account information for Electronic Funds Transfer (EFT) on the financial information page. Contact the supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally) Monday through Friday from 8 a.m. to 8 p.m. (EDT), for FREE assistance. Entities are responsible for ensuring that their information is current and correct in SAM in accordance with paragraph (b) of Federal Acquisition Regulation (FAR) clause 52.232-33 or Title 2 of the Code of Federal Regulations Part 25 (2 CFR § 25.310 and Appendix A), as applicable, and should routinely review such information for accuracy.

Who should entities contact if they find that payments due them from Federal agencies have been paid to a bank account that other than their own?

If an entity suspects a payment due them from a Federal agency was paid to a bank account other than their own, they should contact the Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), Monday through Friday from 8 a.m. to 8 p.m. (EDT), for FREE assistance.

What interim changes have been made to the SAM registration process?

The proactive steps taken by SAM to address this fraudulent activity include requiring an original, signed notarized letter identifying the authorized Entity Administrator for the entity associated with the DUNS number before a new SAM.gov entity registration will be activated or an existing entity is updated or renewed.

Who should an international entity contact if they are unable to complete the notarized letter process?

Entities not located in the U.S. or its outlying areas should read the international entity instructions posted at the Federal Service Desk that outline procedures and provide links to letter templates. If they have additional questions, international entities should contact the Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), Monday through Friday from 8 a.m. to 8 p.m. (EDT), for FREE assistance.