

## Leasing Alert (LA-FY17-06) Instructions and Procedures

### A. Foreign-Ownership Review of Apparent Successful Offeror

#### Step 1

Start by logging into the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). Search for the apparent successful offeror using the DUNS Number or the entity name. The offeror must be registered for the purpose of "All Awards" as this triggers the requirement for offeror to complete the online Representations and Certifications (Reps & Certs) in SAM. *Please note that there are other SAM-related reviews which apply to all offerors that are not the subject of this Leasing Alert (e.g., reviewing the offeror's Reps & Certs responses and confirming that the offeror is not an excluded party) which are described under LDG Chapter 2.*

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP | Search

### Search Results

- Your search results represent the broadest set of records that match your search criteria. You may get entity registration records that are still in process of being submitted, but not yet activated. Check the status of each record.
- Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registration records in a search. You can only see them if you log in as Federal Government user.
- You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Advanced Search options, click the Edit Search button.
- If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your SAM User Account, you can save your search criteria to run again later using the Save Search button.
- NOTE: Please read this important message when searching for exclusion records.**

Current Search Terms: 000000000

Clear Search | Save Search | Saved Searches

TOTAL RECORDS: 1  
Result page 1 of 1

Save PDF | Export Results | Print

Sort by Modified Date | Order by Descending

**FILTER RESULTS**

Your search for 000000000 returned the following results...

<b>Entity</b>	ABC Inc. LLC	Status: Active
DUNS:	000000000	NCAGE Code: L08U8
Has Active Exclusion?:	No	DoDAAC:
Expiration Date:	09/19/2017	Delinquent Federal Debt?: No
<b>Purpose of Registration:</b>	<b>All Awards</b>	

View Details

Glossary

Search Results

Entity

Exclusion

Search Filters

By Record Status

By Record Type

## Step 2

Confirm the registration's expiration date. Registrations with an expiration date before June 23, 2017, need to be updated by the offeror in order to have the most current information on foreign ownership. Registrations which expire prior to this date do not have the Foreign Owned business type linked to the offeror's Reqs & Certs responses under FAR 52.204-17 "Ownership or Control of Offeror" where the offeror provides details about their ownership. (Registrations are required per FAR to be updated annually.)

The screenshot shows a search results page for the search term '000000000'. The page displays one result for 'ABC Inc. LLC' with the following details:

- Entity: ABC Inc. LLC
- Status: Active
- DUNS: 000000000
- NCAGE Code: L08U8
- Has Active Exclusion?: No
- DoDAAC:
- Expiration Date: 09/19/2017 (highlighted in red)
- Delinquent Federal Debt? No
- Purpose of Registration: All Awards

The left sidebar contains filter options for Record Status (Active, Inactive) and Record Type (Entity Registration, Exclusion). The top navigation includes 'Clear Search', 'Save Search', and 'Saved Searches'. The search results are sorted by 'Modified Date' in 'Descending' order.

## Step 3

Select the "View Details" button.

This screenshot is identical to the one above, showing the search results for 'ABC Inc. LLC'. The 'View Details' button is now highlighted with a red box, indicating the next step in the process.

Step 4

Under "Entity Registration," select the "Core Data" link.

The screenshot displays the SAM System for Award Management interface. At the top left is the SAM logo with the text "SYSTEM FOR AWARD MANAGEMENT". A navigation bar contains links for "MY SAM", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP", along with a search box. The main content area is titled "Entity Dashboard" and features a sidebar with navigation options: "Entity Overview", "Entity Registration" (highlighted with a red box), "Assertions", "Reps & Certs", "POCs", "Reports", "Service Contract Report", and "BioPreferred Report". The "Entity Registration" section is expanded to show "Core Data". The main content area displays the following information for "ABC Inc. LLC": NCAGE Code: L08U8, Status: Active, Expiration Date: 09/19/2017, Purpose of Registration: All Awards, and address: Saint-Laurent, PQ, H4N 3M9, CANADA. Below this is a "Review Core Data" button. A "Current Record" dropdown menu is set to "Current Record" with a "VIEW SELECTED RECORD" button next to it. At the bottom, there are fields for "DUNS Number: 000000000", "D&B Legal Business Name: ABC Inc. LLC", and "Doing Business As:".

## Step 5

Go to the “General Information” section. If the entity identified itself as having foreign ownership in FAR 52.204-17, you will see “Foreign Owned” under “Business Types, Organization Factors.”

NCAGE:	L08U8
Does this entity have an Immediate Owner?	Yes
Immediate Owner's NCAGE Code:	L0BI7
Immediate Owner's Legal Business Name:	ABC Inc. LLC
Does this entity have a Highest-Level Owner?	No
Does this entity have any Predecessors?	No

### General Information

Doing Business As:	(none)
Country of Incorporation:	UNITED STATES
State of Incorporation:	DE
Correspondence Flag:	
Company Security Level:	
Highest Employee Security Level:	

**Business Types**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the [SBA's Dynamic Small Business Search](#) if the entity completed the SBA Supplemental Pages during registration.

**Entity Structure**  
Corporate Entity (Not Tax Exempt)

**Profit Structure**  
For Profit Organization

**Entity Type**  
Business or Organization

**Purpose of Registration**  
All Awards

**Organization Factors**  
Foreign Owned

### Financial Information

## Step 6

a. If the entity identified itself as foreign owned, determine the country by copying the immediate owner's North Atlantic Treaty Organization Commercial and Government Entity (NCAGE) Code from SAM and search using the Defense Logistics Agency (DLA) CAGE website at <https://cage.dla.mil/Home/UsageAgree>. Also search the NCAGE code for Highest Level Owner, if listed.

NCAGE:	L08U8
Does this entity have an Immediate Owner?	Yes
Immediate Owner's NCAGE Code:	L0B17
Immediate Owner's Legal Business Name:	ABC Inc. LLC
Does this entity have a Highest-Level Owner?	No
Does this entity have any Predecessors?	No

**General Information**

b. Once on the CAGE website search page, accept the CAGE Terms and Conditions.

# CAGE

COMMERCIAL AND GOVERNMENT ENTITY PROGRAM

SEARCH & INQUIRY | REQUEST | UPDATE | NEWS | FORMS | RESOURCES | ABOUT | CONTACT US

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This site has been tested and is operational on Internet Explorer (IE11), Mozilla Firefox (Version 38), and Google Chrome (Version 48).

I AGREE

c. Enter the Immediate Owner NCAGE code and select “Search.”

CAGE  
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CAGE Search & Inquiry

L0BI7 X SEARCH

d. Select the “Details” link.

CAGE COMMERCIAL AND GOVERNMENT ENTITY PROGRAM

SEARCH & INQUIRY REQUEST | UPDATE NEWS FORMS RESOURCES ABOUT CONTACT US

Search Results

CAGE or DUNS Legal Name Phone State/Province Postal Code SEARCH

L0BI7

Results Returned: 1

CAGE	DUNS	Legal Business Name ▼	State/Prov.	Zip/Postal	
L0BI7	000000000	ABC Inc. LLC		H4N 3M9	<a href="#">Details</a>

e. The details shown are for the NCAGE Code you entered. Identify the country under the Contact Information section.

<div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> <span style="font-weight: bold;">LOBI7</span> </div> <div style="border: 1px solid gray; padding: 2px 10px;">ABC Inc. LLC</div> </div>											
<b>CAGE Information</b>		<b>Contact Information</b>									
CAGE	LOBI7	POC									
DUNS		Corporate URL									
Status	Active	Phone	111-111-1111								
Type	Service Providers	Fax	222-222-2222								
Established	07/16/2015	Address	1234 Maple Street								
CAGE Update Date	07/16/2015	P.O. Box									
CAGE Expiration		City	ST-LAURENT								
SAM Expiration		County									
		State/Province	QC								
		<b>Country</b>	<b>CANADA</b>								
		Zip/Postal	H4N 3M9								
<b>Ownership of Offeror Information</b>											
<b>Highest Level Owner</b> Information not Available		<b>List of Offerors (1)</b>									
<b>Immediate Level Owner</b> Information not Available		<table border="1"> <thead> <tr> <th>CAGE</th> <th>Owner Type</th> <th>Legal Business Name ▼</th> <th></th> </tr> </thead> <tbody> <tr> <td>LOBI7</td> <td>Immediate</td> <td>ABC Inc. LLC</td> <td><a href="#">Details</a></td> </tr> </tbody> </table>		CAGE	Owner Type	Legal Business Name ▼		LOBI7	Immediate	ABC Inc. LLC	<a href="#">Details</a>
CAGE	Owner Type	Legal Business Name ▼									
LOBI7	Immediate	ABC Inc. LLC	<a href="#">Details</a>								
<b>Additional Information</b>											
CAO-ADP	TRA01A-HQ0055										
Parent CAGE											

### Step 7

Inform the appropriate client agency point of contact (POC), in writing, of the foreign ownership, identifying only the country associated with the ownership entity. If notifying the agency POC prior to lease award, do not identify the entity name, as this is considered procurement sensitive information at this time in the procurement process. Note that this agency notification is solely for the purposes of advising the agency, so that they can implement internal security mitigation measures. The presence of a foreign ownership, in and of itself, cannot be used as grounds for eliminating an offeror from consideration. An agency may not “reject” a property solely because of foreign ownership, as there is no basis to do so under current policy, regulation, or law. Documentation related to this search and notification must be included in the lease project file.

### B. Foreign Ownership Review as Part of Change of Ownership/Novation Process

The steps outlined above must also be followed as part of the change of ownership/novation process for leased buildings at all security levels. Notify the appropriate client agency POC, in writing, of the foreign ownership, identifying only the country associated with the ownership entity, so that they can implement internal security mitigation measures. The presence of a foreign ownership, in and of itself, cannot be used as grounds for refusing to process a Novation. This notification may occur either before or immediately after the Novation has been processed.