

New RSLA Requirements

This project requires that any entity working with Lexington-Fayette Urban County Government be registered and active in WWW.SAM.GOV . If you are already registered within SAM.gov, please provide your UEI so that we may confirm your status. You will also need to alert us if your entity's information has been made private.

If your entity page is private, please provide a screenshot of the entity's exclusion page in addition to your UEI.

Please note that your status must be active, and renewals are required annually. You are required to keep track of the renewal date to stay in compliance. If you are not in compliance, there may be a delay in processing payments.

The following guidance is for those who are not currently registered or active in SAM.gov:

- 1) Follow the link to the homepage of SAM: [SAM.gov | Home](http://SAM.gov)
- 2) In the right-hand corner (usually beneath some alerts), locate "Sign in" to create an account
- 3) Create an account for SAM.gov
- 4) Once you have created your account, navigate back to the homepage, and locate the section labeled "Register Your Entity or Get a Unique Entity ID"
- 5) If your entity does not have a UEI, you should proceed to get one (Unique Entity ID)
- 6) If your entity has a UEI, you should proceed with registering the entity in SAM.gov

The attachments to this email will help you through the registration process. Please be sure to review the attachments so you know what documents you will need. Once you are registered, you will receive an email from SAM.gov and should notify us that the process has been completed. If you wish to keep your page private, per the guidance above, you will need to send us a screenshot of your entity's exclusions page.

Your active status is valid for one year, please note that it can take a few weeks for renewal to take effect. Therefore, you should try to renew your status two weeks prior to the expiration date provided.

If you need additional help or assistance, visit the following website: [GSAFSD Service Portal Landing - GSA Federal Service Desk Service Portal](#). This page provides FAQs and answers questions about the process. You may also reach the help desk at the following number: 866-606-8220.

[Substance Use Disorder Intervention Program | City of Lexington \(lexingtonky.gov\)](#)