

Frequently Asked Questions

About the DUNS Number:

What is a DUNS Number?

DUNS (Data Universal Numbering System) numbers: Dun and Bradstreet (D&B) assigns DUNS numbers free of charge anywhere worldwide as long as you are obtaining the DUNS number for use in U.S. federal government contracting or U.S. federal government grants or cooperative agreements.

Why do I need to obtain a DUNS number?

It is a tool of the federal government to track how federal money is distributed. A DUNS number is a requirement, to bid on federally funded construction jobs. Most projects with NMDOT are federally funded and require a DUNS number that is in Active status with SAM.GOV.

How do I obtain a DUNS number?

There are two ways of getting a DUNS Number if your organization does not already have one. Both options are free:

- a. **Online:** Go to <http://fedgov.dnb.com/webform> and follow the directions. This will allow you to search to see if your firm already has a DUNS number and, if they don't already have one, enter the data online and then receive the DUNS Number via e-mail. If you have any problems, contact Dun and Bradstreet using the phone numbers or e-mails listed on that website;
- b. **Phone:** Call D&B and ask for a DUNS Number. To find the D&B phone number go to the D&B website at <http://www.dnb.com>. In the center of the top of the first page, select the country you are in from the pull-down menu. That will take you to the D&B website appropriate for that country. That D&B website will, in turn, have a phone number you can call to reach the D&B office that covers that country. When you call, be sure to explain to D&B that you are requesting a DUNS number for use in U.S. federal government contracting or U.S. federal government grants or cooperative agreements.

NOTE: Registration *does not* guarantee business with the Federal Government.

What is SAM.gov?

You must register your DUNS number on www.SAM.gov, during the registration process be sure that you do not opt out of public view. We do not accept the registration letter/email as proof of a DUNS number.

The System for Award Management (SAM) is a Federal Government owned and operated free web site. Both current and potential government vendors are required to register in SAM in order to be awarded contracts by the Government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status. SAM is also a marketing tool for businesses. SAM allows Government agencies and contractors to search for your company based on your ability, size, location, experience, ownership, and more

What is Expired status?

Your DUNS number must be active and set for **public view** for us to be able to verify your DUNS information. If you have not logged in and updated your entity registration record within at least the past 365 days, your record will Expire and go into an inactive status. If you have initiated an update to an existing record, the updated record will replace the older record once the updated record finishes processing. The SAM Status Tracker will display empty, grey circles for an Inactive registration and provide a message that tells you the date that registration expired.

For full detailed instructions on utilizing the SAM.gov website view the link below.

https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm# Toc330768960

About EMR:

What is an EMR?

EMR is an acronym that stands for Experience Modification Rate or Experience Rating.

Where do I get my EMR number from?

There are two ways:

1. Your EMR factor may be found on your workers compensation policy in the premium calculation area.
 2. Your Insurance/Bonding Agent should be able to provide you with your current EMR. Your agent should also be able to help you provide documentation about your EMR.
- **NM EMR number:** A New Mexico EMR is preferred. However, if the company does not have a New Mexico EMR, the NMDOT will accept an EMR rating for the closest state, if supported by the bonding company's letter stating there is no NM EMR number. (18.27.5.11.(G) NMAC)

- **Parent Company EMR:** parent EMR for subsidiaries will be accepted, if supported by a written letter from the bonding company. The letter should include that the subsidiary has no EMR number. (18.27.5.11.(G) NMAC)
- **Calculating EMR:** The EMR number that will be used for calculating the performance factor for safety (Pfs) will be the EMR number provided in the new or renewal prequalification packet (18.27.5.8 NMAC). One prequalification packet will be submitted per year (18.27.5.8 E (3) NMAC) unless extenuating circumstances require re-submittal (18.27.5.8 (I)).

Do I need a NMDOT Vendor Number?

You only need a vendor number if your company contracts with the NMDOT. Subcontractors are paid from the Contractor.

Links and Resources

1. Obtain a DUNS: <https://www.dandb.com/index.html>
2. Register DUNS with SAM: <https://www.sam.gov>
3. New Mexico Gross Receipts Tax (NM GRT):
<http://www.tax.newmexico.gov/Businesses/register-your-business.aspx>
4. NMDOT Vendor number: Send request to: NMDOT.Vendor-Request@state.nm.us
5. USDOT number: <http://www.fmcsa.dot.gov>
6. PRC/Secretary of State number: http://www.sos.state.nm.us/Business_Services/corporation-forms-and-fees-overview.aspx