Welcome to Creating and Editing an Administrative Agreement Integrity record tutorial.

Administrative Agreements that do not have a Unique Entity ID (UEI) are not searchable in the Responsibility/Qualification information section of the System for Award Management (SAM.gov). Therefore, it is important to make sure each Administrative Agreement has a UEI. During this tutorial, you will learn how to create and edit a previously completed Administrative Agreement when the entity does not have a UEI.

Create an Administrative Agreement – no UEI

Log in to CPARS as the Integrity Data Entry user and create an Administrative Agreement that does not have a UEI. From the Home screen:

1. Select ‘Initiate/Edit/Delete Record’, then
2. Select ‘Initiate an Integrity Record’
3. Select ‘Administrative Agreement’ from the Record Type drop-down.
4. Leave the UEI block blank and select ‘continue’.
5. Enter the Action Date
6. Enter the Termination Date
7. Enter the name, street address, city, state, and Country of the Entity. Ensure that you enter as much of the information as possible.
8. Select ‘Search SAM’. This will search the SAM.gov database for registered Entities that match or closely match the name and address you entered.

Review the Entities that are displayed. If a result matches, you can select it. If there are no results or the results provided don’t match your needs, the next step is select ‘Search EVS’. This will expand the search to include all unregistered Entities.

Note: If the ‘Search EVS’ does not provide expected results, you must change the Entity data (name or address) and start the search over again.

1. Select one of the entities. When you do this, the entity information blocks will auto-populate with data from SAM
2. Select your Office ID from the drop-down
3. Add an attachment
4. Finally, select ‘Save and Mark for Release’

Edit an Administrative Agreement – no UEI

Now let’s look at how to update a previously completed Administrative Agreement that was entered without a UEI. From the Home screen:

1. Select ‘Initiate/Edit/Delete Record’, then
2. Select ‘Edit an Integrity Record’
3. Select the Administrative Agreement without a UEI from the list
4. Enter the name, street address, city, state, and Country of the Entity. Ensure that you enter as much of the information as possible.
5. Select ‘Search SAM’. This will search the SAM.gov database for registered Entities that match or closely match the name and address you entered.

Review the Entities that are displayed. If a result matches, you can select it. If there are no results or the results provided don’t match your needs, the next step is select ‘Search EVS’. This will expand the search to include all unregistered Entities.

Note: If the ‘Search EVS’ does not provide expected results, you must change the Entity data (name or address) and start the search over again.

1. Select one of the entities. When you do this, the entity information blocks will auto-populate with data from SAM
2. Select ‘Save’. This Administrative Agreement has been updated to include a UEI.

Don’t forget to log out of CPARS when you are done. Congratulations on completing the tutorial and thank you for participating!