




Administrative Policies and Procedures

Policy Title:	Debarment of Vendors of Federally Funded Grant Projects	Policy Number: 515
Effective:	June 20, 2014	
Approval:		Page 1 of 4

1. Purpose

To provide a clear policy and procedure for the purchase of materials, supplies, equipment, and contractual services for federal grant-funded projects.

2. Policy

- 2.1. Federal Executive Order (E.O.) 12549 "Debarment and Suspension" (<http://www.archives.gov/federal-register/codification/executive-order/12549.html>) requires that all governmental units, and their sub-recipients, receiving federal grant awards certify that the vendors hired with federal monies are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.
- 2.2. All grant administrators of federal grants shall check and maintain debarment status documents in their service unit for items purchased within the scope of their delegation.
- 2.3. No purchases are to be made before debarment status has been reviewed and approved by the Procurement Manager.

- 2.4. To ensure that the City of Ann Arbor is not doing business with contractors or suppliers who have been suspended or debarred from doing business with the federal government, the grant administrator will check the Excluded Parties List System (EPLS) located at www.sam.gov. Purchase orders using federal funds will be reviewed for the inclusion of this documentation before being approved in LOGOS.
- 2.5. If ever a vendor appears on the www.sam.gov website as being debarred or suspended with date that precedes payment to that vendor, the purchase will be moved off the federal grant. Purchasing and Accounts Payable will be notified that this vendor has been debarred or suspended from doing business with the federal government.

3. Definitions

- 3.1. **Debarment** is defined as an action taken by a government official to exclude a person or entity from participating in federal transactions.
- 3.2. **Suspension** is defined as a disqualification from participating in federal transactions for a period of time, because the company or individual is suspected of engaging in seriously improper conduct, which may lead to debarment.

Below is the link to Executive Order 12549

4. Procedure

- 4.1. Navigate to www.sam.gov and the following screen appears:

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME: PASSWORD: [LOG IN](#)
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

<p>CREATE USER ACCOUNT</p> <p>Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.</p> <p>Create User Account</p>	<p>REGISTER/UPDATE ENTITY</p> <p>You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.</p> <p>Register/Update Entity</p> <p>Submitted a SAM registration? Check Status</p>	<p>SEARCH RECORDS</p> <p>All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.</p> <p>Search Records</p>
--	---	---

4.2. Click on SEARCH RECORDS on the header bar or on the bottom right of the screen. The following screen appears:

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME: PASSWORD: [LOG IN](#)
[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME **SEARCH RECORDS** DATA ACCESS GENERAL INFO HELP

Search Records

Looking for entity registration records or entity exclusion records in SAM?

- * Use **Quick Search** if you know an entity's Business Name, DUNS number or CAGE code.
- * Use **Advanced Search** to structure your search using multiple categories and criteria.

Are you a Federal government employee?

- * Create a SAM user account with your government e-mail address **and log into SAM before searching** to see FOUO information and registrants who chose to opt out of the public search.

Conducting small business-focused market research?

- * In addition to what is contained in SAM, small businesses may supplement information about themselves in the SBA's [Dynamic Small Business Search](#).

<p>QUICK SEARCH: Use one of the search bars below.</p> <p><input type="text"/></p> <p>(Example of search term includes the entity's name, etc.)</p> <p>DUNS Number Search: <input type="text"/></p> <p>CAGE Code Search: <input type="text"/></p>	<p>ADVANCED SEARCH: Use specific criteria in multiple categories to structure your search.</p> <p>ADVANCED SEARCH - ENTITY</p> <p>ADVANCED SEARCH - EXCLUSION</p>
--	--

4.3. Type in the Vendor Name under QUICK SEARCH where it says Enter your specific search term. Click Search.

4.4. The result set returns as follows:

The screenshot shows a search results interface. At the top, it says 'TOTAL RECORDS: 12' and 'Result Page: 1 2 NEXT'. There are buttons for 'Save PDF', 'Export Results', and 'Print'. The search criteria are 'Sort by Modified Date' and 'Order by Descending'. A filter sidebar on the left shows 'By Record Status' with 'Active' selected and 'Inactive' unselected. Under 'By Functional Area', 'Entity Management' and 'Performance Information' are unselected. The main area displays three results for the search term 'Staples*':

Entity	Status	DUNS	NCAGE Code	Has Active Exclusion?	DoDAAC	Expiration Date	Delinquent Federal Debt?
James Staples	Active	202926317	Lo8Ca	No		03/18/2015	No
STAPLES, INC.	Active	942603358	07EH5	No		02/14/2015	No
STAPLES CONTRACT & COMMERCIAL, INC.	Active	042447644	60DH5	No			No

4.5. Ensure your vendor has the flag *Has Active Exclusion?* set to No. Scroll to the bottom and click Save PDF.

This screenshot shows the bottom navigation bar of the search results page. It includes 'Result Page: 1 2 NEXT' and buttons for 'Save PDF', 'Export Results', and 'Print'.

4.6. Attach the PDF to your purchase order for your federal grant request.