

## **FEDERAL EXECUTIVE ORDER (E.O.) 12549:**

"Debarment and Suspension": requires that all contractors receiving individual awards, using federal funds for \$25,000 or more, and all sub recipients certify that the organization and its principals 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. No award is to be made before debarment status has been reviewed and approved.

## **DEFINITIONS:**

"Debarment Certification": A statement from a vendor or service provider that their company, and it's principals have not been debarred, suspended, proposed for debarment, declared ineligible, are not in the process of being debarred, or are voluntarily excluded from conducting business with a federal department or agency of the federal government. This certification can take the form of a signed letter, or a signature block within a procurement document.

"Checking Debarment Status on the Web": The process by which an agent checks the federal Website <https://www.sam.gov> to see if a vendor is on the government list of debarred vendors. Being on the list means the vendor is debarred, being absent from the list indicates a vendor is in good standing.

## **PROCEDURES:**

- 1 Bid documents contain debarment language so vendors are notified of the debarment requirements and are provided the format by which they can certify their status. At time of bid, suppliers will be required to certify their debarment status as a mandatory element of the bid or proposal response.
- 2 Purchases in excess of \$25,000 using an existing waiver where no bidding document was involved require that the buyer check the federal debarment website <https://www.sam.gov> for a favorable debarment status before an order is issued if federal funds are being used.
- 3 For releases over \$25,000 using federal funds against established contracts, waivers, where a certification is already on file, the federal debarment website <https://www.sam.gov> will be checked to verify the vendors continued favorable debarment status before an order will be released. When the web site is checked, staff must print a copy of the one debarment report from the website, and include it in the Purchase Order header comments.
- 4 Vendors known to be debarred will have their vendor status changed to "inactive" and "ineligible" in the vendor file.
- 5 If the vendor does not provide debarment certification, or if the web site is checked and the vendor is on the list (debarred), the buyer will place a hold on the award process and immediately verify the accuracy of the website report by gathering information pertaining to the reasons for debarment from the vendor, and EPLS <https://www.sam.gov>. Once all information has been gathered, and verified, the buyer must summarize and report the findings to the Director of Procurement Services, and await further award instructions. In any case, award will not be made for purchases in excess of \$25,000 that have federal funding until such time as the supplier is no longer debarred or suspended.
- 6 If it is determined that the vendor is to be debarred, Purchasing will follow the guidelines in policy 6320.