

Administrative Policies and Procedures

Policy Title:	Debarment of Vendors of Federally Funded Grant Projects	Policy Number:	515		
Effective:	June 20, 2014				
Approval:	Steven Howen	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.

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- 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.

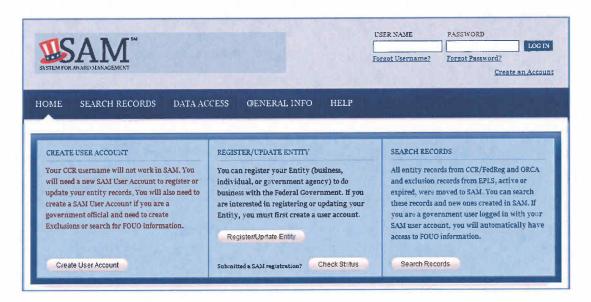
Below is the link to Executive Order 12549

4. Procedure

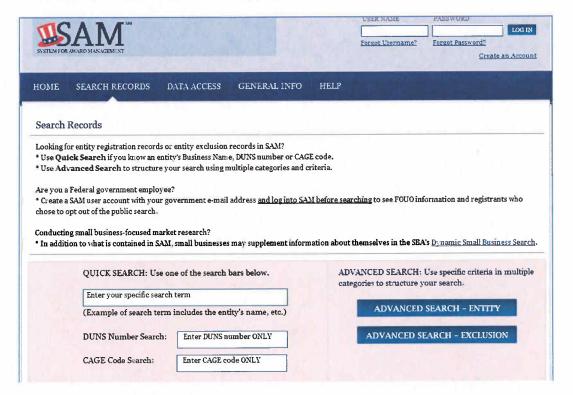
4.1. Navigate to www.sam.gov and the following screen appears:

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



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- 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:



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



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