

**SD DEPARTMENT OF PUBLIC SAFETY
SUSPENSION & DEBARMENT PROCEDURES
Effective March 31, 2015**

Summary: For projects receiving federal grant funds, the grantee is prohibited by federal regulation from issuing contracts or making purchases from vendors listed on the General Services Administration's List of Parties Excluded from Federal Procurement Programs. The Department of Public Safety will not knowingly form a new contract, make a new purchase from, or enter into any new business relationship with any individual or business entity that is listed by a federal agency as debarred, suspended, or proposed for debarment.

Source of Governing Requirements: The requirements for suspension and debarment are contained in the OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension. 2 CFR §200.212 extends this requirement to non-federal entities receiving federal grant funds:

§200.212 Suspension and debarment. Non-federal entities and contractors are subject to the *non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689*, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

Procedure: Prior to entering into any contract or purchase funded by federal grants expected to equal or exceed \$25,000, a search will be performed by the grant administrator using the Excluded Parties List System (EPLS) website <http://www.sam.gov>. The search will be documented with a printscreen of the search results.



Angie Lemieux

Director of Administrative Services & Grant Oversight

3/18/15

Date

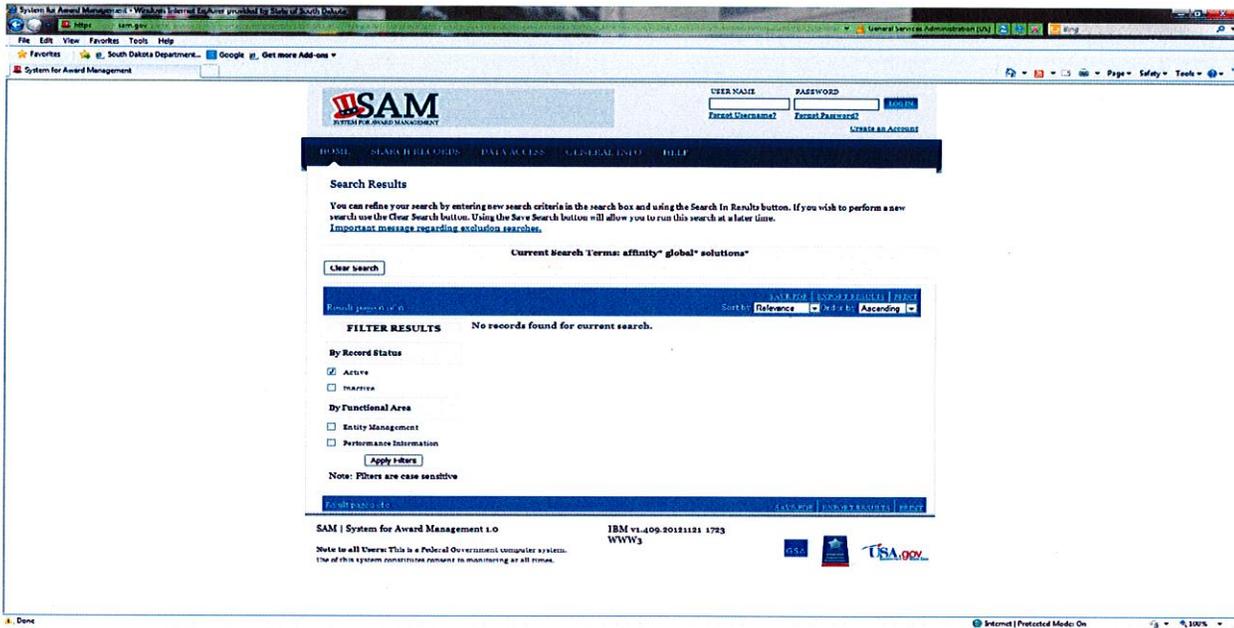
Go to: <https://www.sam.gov>

The screenshot shows the SAM System for Award Management homepage. At the top, there is a navigation bar with the SAM logo and a navigation menu containing 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. Below the navigation bar, there are three main sections: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. The 'CREATE USER ACCOUNT' section explains that CCR usernames will not work in SAM and that a new SAM User Account is needed. The 'REGISTER/UPDATE ENTITY' section states that users can register their Entity (business, individual, or government agency) to do business with the Federal Government. The 'SEARCH RECORDS' section notes that all records from CCR, FedReg, ORCA, and EPLS are now in SAM. Below these sections, there are three columns of information: 'WHAT IS SAM?', 'NEWS AND ANNOUNCEMENTS', 'USER GUIDES/HELPFUL HINTS', and 'FORMER CCR REGISTRANTS'. At the bottom, there is a footer with the SAM logo, version information (SAM v1.409.2012121-1/23), and logos for GSA and USA.GOV.

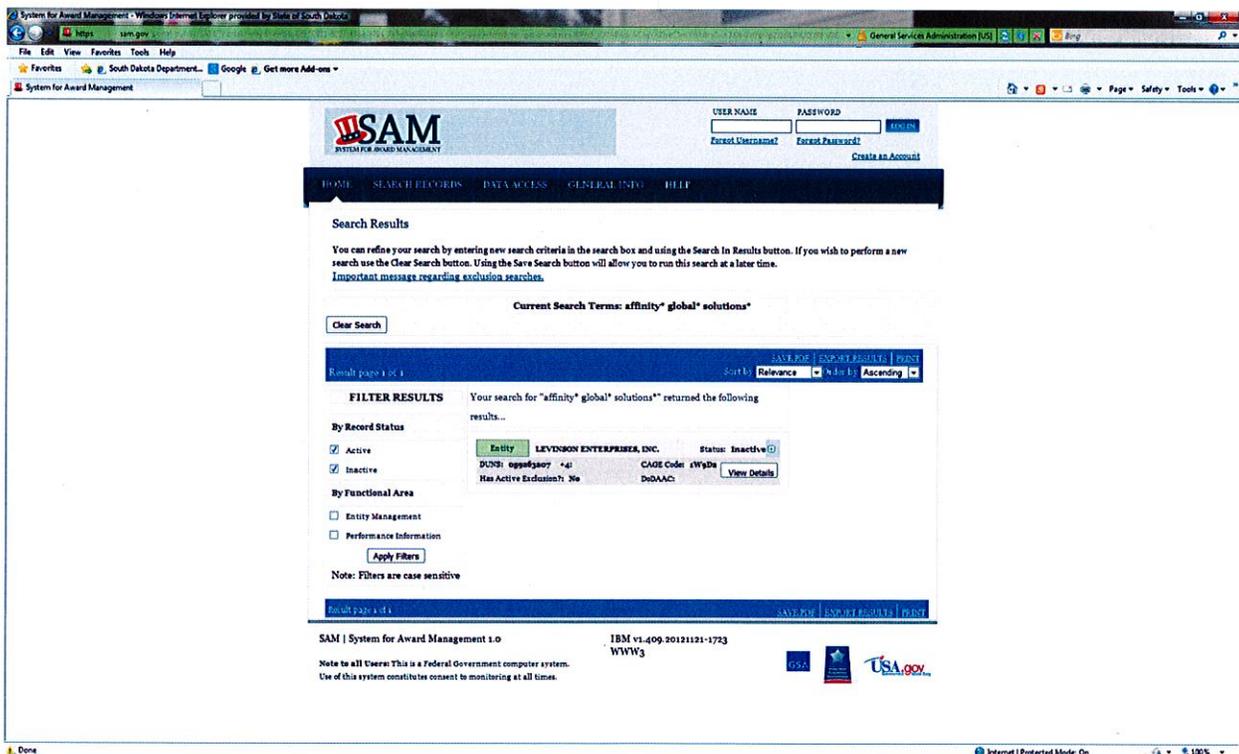
Click on "SEARCH RECORDS"

The screenshot shows the SAM Search Records page. The navigation bar at the top is the same as in the previous screenshot, but the 'SEARCH RECORDS' link is highlighted. Below the navigation bar, the page title is 'Search Records'. The main content area contains a search form with a text input field and a 'SEARCH' button. Below the search form, there is a footer with the SAM logo, version information (SAM v1.409.2012121-1/23), and logos for GSA and USA.GOV.

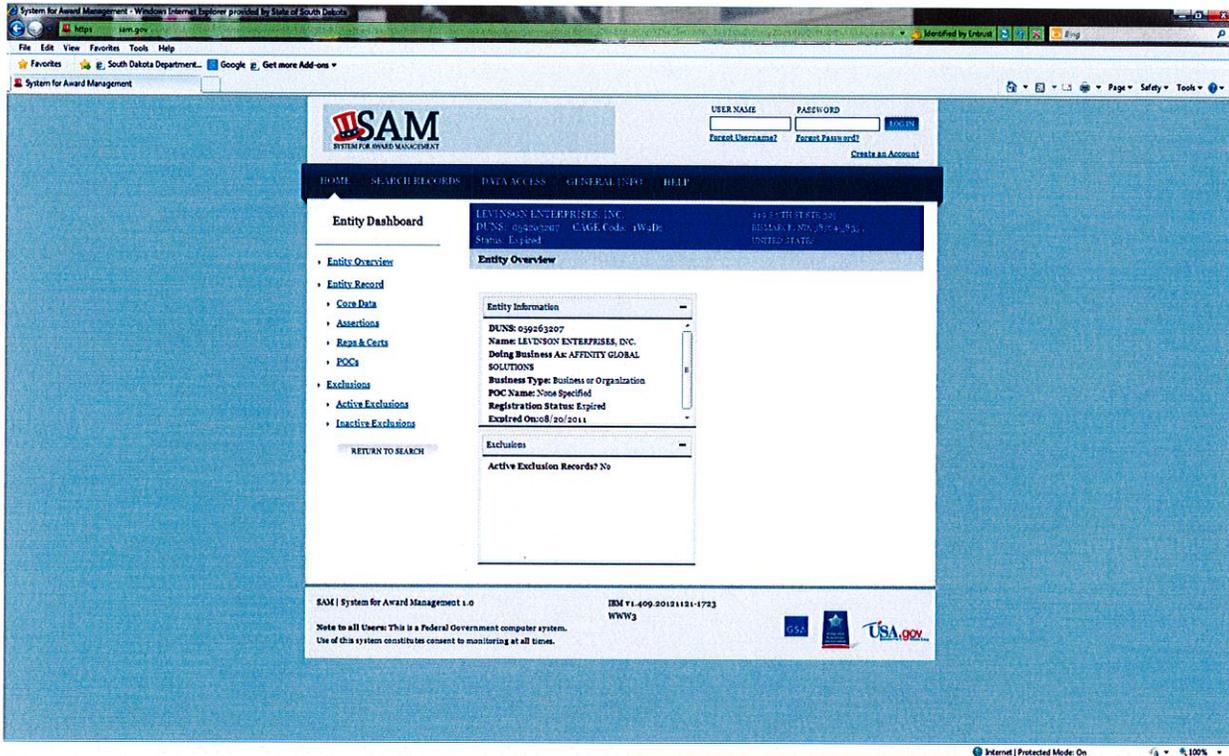
Type in the name of the company or individual. This will do a search and return any active company in the SAM system.



Add one more search by selecting the "Inactive" record status and click on "Apply Filters".



You will notice there are no active exclusions. If you "View Details" you can see that this company's registration in SAM has expired. This doesn't make them ineligible to receive funds unless they are a subgrantee then they should update their registration information and get their DUNS number active.



Print this page and attach to the contract or invoice.

The following screen shot is a sample that shows nothing was found for the individual searched. Print the page and attach to the contract or invoice.

