

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 7.12

Subject: Federal Debarred and
Excluded Parties Policy

Effective Date: January 20, 2012
Revision Date: October 5, 2012

Approved by: Kyle Hayes / 12/28/12
City Manager / Date

Laura Clark / 12/21/12
Chief Financial Officer / Date

I. PURPOSE

The purpose of this policy is to outline the procedures required by federal and state regulations regarding checking the debarment status of all vendors before contracting with or making any purchases with funds from any federal grant, awarded either directly by a federal agency or through the State of Texas.

II. RULES

- A. Prior to procuring or entering into contract(s) for any goods/services utilizing federal funding, the debarment status of the vendor must be verified using the Excluded Parties List System (EPLS) at www.sam.gov.
- B. Document that verification has occurred.
- C. Verification is required whether purchased on the City's procurement card, purchasing procedures, or Check Request.
- D. Procedure is required regardless of the amount of the purchase, unit price, or quantity.
- E. Verification must be performed by the Purchasing Division prior to issuing a new purchase order, blanket purchase order, contract or single-time purchase. Proof must be sent to the Grants Division.
- F. Verification must be performed by the Department/Division Staff prior to making a purchase using the City's procurement card or single-time purchase that will be paid by Check Request. Proof must be sent to the Grants Division.
- G. For multiple billing period contracts, such as yearly wireless phone subscriptions, verification is required before the inception of the contract and prior to extending or renegotiating an existing contract.

III. PROCEDURES

- A. Go to EPLS Website www.sam.gov, then choose Search Records.
- B. Enter the Vendor Name in the Search box, then click Search.
- C. Verify vendor address by clicking the “ + ” to the right of Status Active. When correct vendor is located, click on Print at bottom of page.
- D. Print the screen indicating the vendor is not debarred (has active exclusions) at the time of procurement.
- E. The print screen should be included in the file for the purchase or attached to the purchase order if there is not a file.
- F. The print screen should be attached to the confirmation/receipt of the purchase when using a procurement card or for a single purchase that will be paid by Check Request.
- G. If the vendor is on the debarred/excluded party list, the City cannot do business with the vendor.
- H. A copy of the search verification and purchase order, confirmation/receipt should be forwarded to the Grants Division for filing in the applicable grant file for future monitoring and audits by federal and state agencies.