

SAMPLE AGENCY FEDERAL DEBARMENT POLICY

(Agency Letterhead)

The _____ (Agency) recognizes that the effective and efficient management of the State's assets includes confirming to the best of our ability that we do business with individuals and entities that are ethical and responsible.

Pre-Contract or Pre-Award

All grantees, subgrantees, vendors, and subvendors should be checked for exclusion at: www.sam.gov before any award or contract is entered into. This website contains parties who have been excluded from receiving Federal contracts, subcontracts, and federal financial and nonfinancial assistance and benefits. Any party excluded in SAM is ineligible to do business with the Agency.

The results should be documented on the Federal Debarment Checklist. (31.10.41)

During the Contract or Award Period

During the contract or award period, the grantee, subgrantee, vendor or subvendor should be checked _____ (monthly, quarterly, or semi-annually) to determine if they have been excluded in the interim period. If they have been excluded, a determination should be made on what, if any, action should be taken. This action could include increasing the supervision of the grantee, subgrantee, vendor or subvendor, expanding monitoring procedures, or terminating the award or contract. The results of interim review, actions and any comments should be documented on the Federal Debarment Interim Checklist. (30.10.42)

The contracting or awarding officer should ascertain whether the sub-recipient or sub-allocant is checking their grantees, subgrantees, vendors, and subvendors for exclusion on: www.sam.gov _____ (monthly, quarterly, or semi-annual) basis. Results of this determination should be documented on a Federal Debarment Checklist (30.10.41) and a Federal Debarment Interim Checklist. (30.10.42)

Acknowledgement of receipt:

Signature

Print Name

Title

Date