Office of Statewide Reporting and Accounting Policy

State of Louisiana

Division of Administration



JAY DARDENNE Commissioner of Administration

October 11, 2018

OSRAP MEMORANDUM 19-09

- TO: Fiscal Officers All ISIS and Non-ISIS Agencies
- FROM: Afranie Adomako, CPA Director of Management & Finance DOA
- SUBJECT: Review of Exclusion List Using SAM (System For Award Management)

Non-federal entities, including state agencies, are prohibited from making federally funded payments under covered transactions to parties that are suspended or debarred by the federal government. "Covered transactions" include those procurement contracts for goods and services awarded under a nonprocurement transaction (e.g., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other criteria as specified in 2 CFR section 180.220. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 CFR section 180.215.

When a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity, as defined in 2 CFR section 180.995 and the agency adopting regulations, are not suspended or debarred or otherwise excluded from participating in the transaction. OSRAP requires all state agencies to develop in-house policies and procedures to provide reasonable assurance that payments under covered transactions are not made to federally suspended and debarred vendors. At a minimum, these required procedures must include the following:

- Verify prior to contracting with or requisitioning goods or services from an entity that will be paid with federal funds that the entity is not suspended, debarred or otherwise excluded from participating in the transaction.
- Periodically, but no less than once each fiscal year, confirm that no entities have become suspended or debarred since the last verification check.

JOHN BEL EDWARDS GOVERNOR OSRAP Memo 19-09 October 11, 2018 Page 2 of 3

These verifications must be performed by checking the *Excluded Parties List System (EPLS)* maintained by the General Services Administration (GSA) and available at <u>https://www.sam.gov</u>. Searches must be performed using Name or DUNS number, preferably the DUNS number when available.

Written documentation such as signed certification statements or computer screen shots must be maintained as evidence that these checks were performed prior to the issuance of any payments. Please refer to the attached page for instructions on how to search the EPLS using Name or DUNS number.

If you should have any questions concerning this memo, please call the OSRAP Help Desk at (225) 342-1097 and ask for James.

AA:jbl

OSRAP Memo 19-09 October 11, 2018 Page 3 of 3

1. Navigate to the System of Award Management page at <u>https://www.sam.gov</u>. Click the *Search Records* button.



2. If you have DUNS number, enter DUNS number only under "Quick Search". If no DUNS number, type in the name under "Quick Search". Click the SEARCH button.

			Username	Password	-
STEM FOR AWARE			Forgot Username?	Forgot Password?	Log In Create an Account
IOME SE	ARCH RECORDS DA	TA ACCESS CHECK STAT	JS ABOUT HELP		
Search R	ecords				
 Conducting (SBA) suppl Trying to fin provide debt 	small business-focused rese emental information about t id a contractor participating	o opt out of the public search. arch? In addition to what is contat themselves. Use the <u>SBA's Dynam</u> in the Disaster Response Registry upplies, reconstruction, and other d Search	ic Small Business Search to ? Use the Disaster Resp	o conduct further market rese onse Registry Search to loo	arch. ate contractors willing to
choose qui	QUICK SEARCH:			ADVANCED SEARCH: Use specific criteria in multiple categories to structure	
	veren stanen.				e categories to structure
	Enter your specific search	term	Use		e categories to structure
	Enter your specific search	term includes the entity's name, etc	Use you	e specific criteria in multipl	-
ſ	Enter your specific search		Use you	e specific criteria in multipl ir search. ADVANCED SEAR	CH - ENTITY
(Enter your specific search (Example of search term	includes the entity's name, etc		e specific criteria in multipl ır search. ADVANCED SEAR ADVANCED SEARCH	CH - ENTITY - EXCLUSION
(Enter your specific search (Example of search term DUNS Number Search:	includes the entity's name, etc		e specific criteria in multipl ir search. ADVANCED SEAR	CH - ENTITY - EXCLUSION