

Purchase Order Debarred Vendor Review Screening Procedure

Purpose:

All SAD 59 School departments using Federal Grant monies to purchase material and services on individual purchase agreements should be aware these funds may not be used to procure from a federal government debarred vendor. The purpose of this procedure is to provide an upfront screening process of these purchases, prior to the commitment of Federal government grant funding.

Definition:

A Debarred Vendor is a vendor who has been debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. A list of debarred vendors may be found on the System for Award Management at SAMS.gov.

Policy:

The policy for debarred vendors applies to individual purchases charged to federal grants and federal funds for various goods and services to be procured by the District.

Procedure:

The Grant Administrator in writing must first approve any request for goods or services using Federal funds.

A purchase order will be produced and the vendor will be cross-referenced in the SAMS.gov online site to assure the vendor is not suspended or debarred. A printout of the SAMS.gov site will be kept on file with all grant paperwork.

Once the vendor has been checked and approved, the comment "vendor approved" will be added to the purchase order.

The Superintendent of Schools or his/her designee must then approve the purchase order.

The purchase order will then be issued to the vendor.

The SAMS.gov site will also be utilized to search the suspended or debarred vendor list before approving contracted services and submitting payment to contracted services vendors.

Cross Reference: DJ - Expenditures
DJB – Quantity Purchasing
DJBA – Requesting Good and Services

DJE – Bidding/Purchasing Requirements

Adopted: July 21, 2014