



State of Oklahoma
Office of Management and Enterprise Services

PROCUREMENT INFORMATION MEMORANDUM 2013-01

TO: All Certified Procurement Officers

DATE: August 15, 2013

SUBJECT: Checking Vendors for Debarment, Suspension or Terrorist List Restrictions

NOTE: Federal funds' requirements may vary depending on the source of your funding. Please consult your legal counsel or granting authority for clarification on SAM thresholds. Most refer to a \$25,000 threshold.

Oklahoma Purchasing Rules 580: 16-7-15(c)(1) require that you document in your electronic or paper procurement file if your acquisition exceeds \$25,000.

What is SAM?

The System for Award Management (SAM) is combining federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. This consolidation is being done in phases. The first phase of SAM includes the functionality from the following systems:

- * Central Contractor Registry (CCR)
- * Federal Agency Registration (Fedreg)
- * Online Representations and Certifications Application
- * Excluded Parties List System (EPLS)

How do I find SAM?

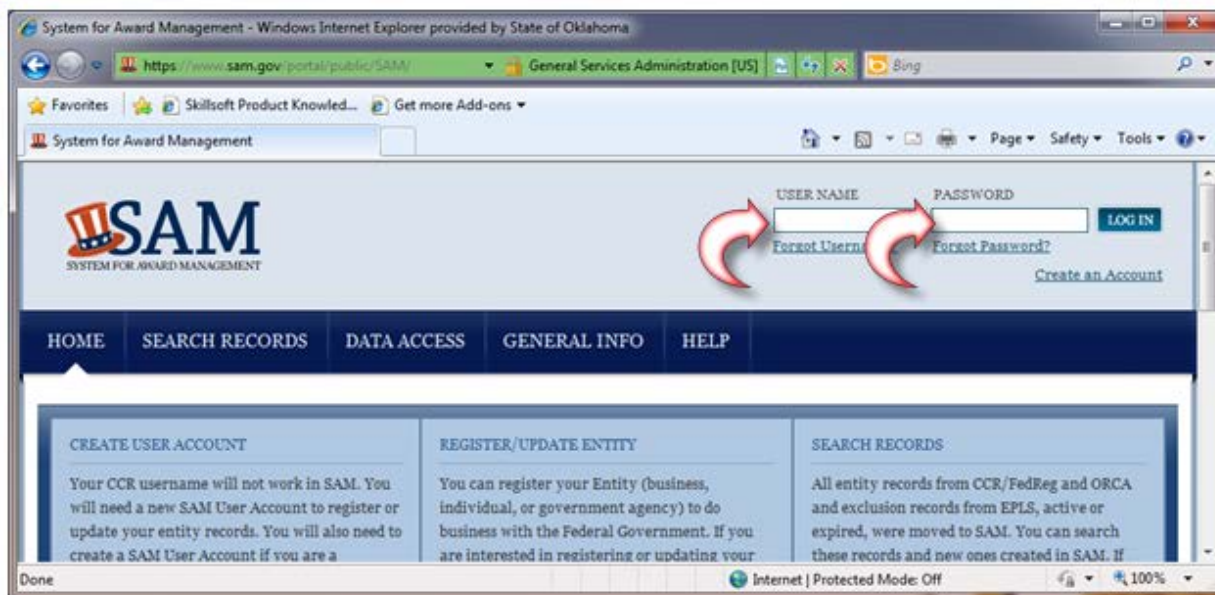
<https://www.sam.gov/portal/public/SAM/>

What has changed?

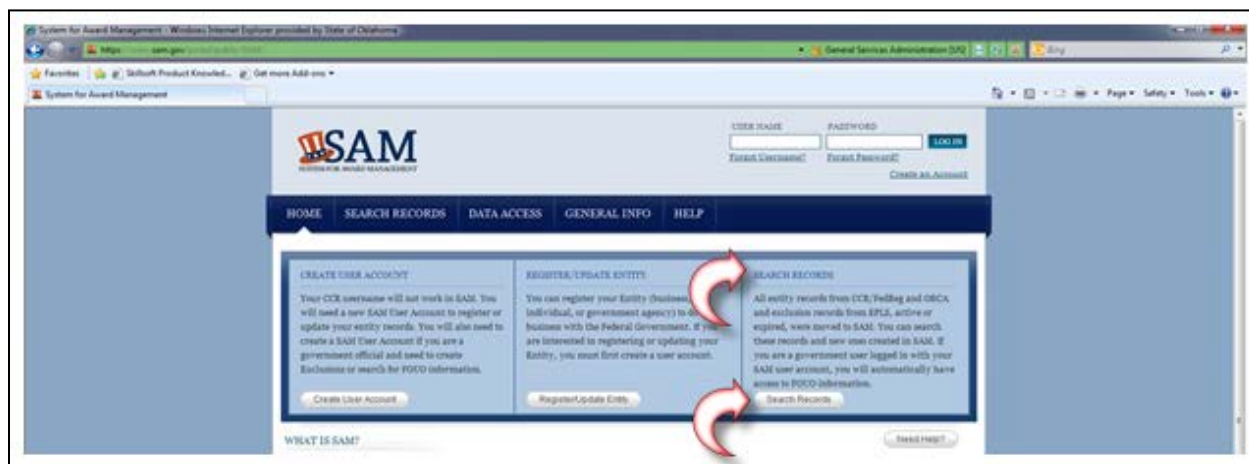
Aside from not having to check multiple sites to find out if your vendor has been barred by the Federal government, there are a few changes. In the past, when you accessed EPLS, you entered the name of your vendor. If there were no matches to your vendor, that meant they had not been barred and were fine to use. With the new SAM system, all vendors who have Federal contracts are required to register in the database. That means your vendor may show up in the system, however they may not be in good standing with the Federal government.

The first thing you will notice when you access the website is that it asks you for a User Name and Password. These are not necessary if you are just looking up the status of a vendor, so you can ignore them.

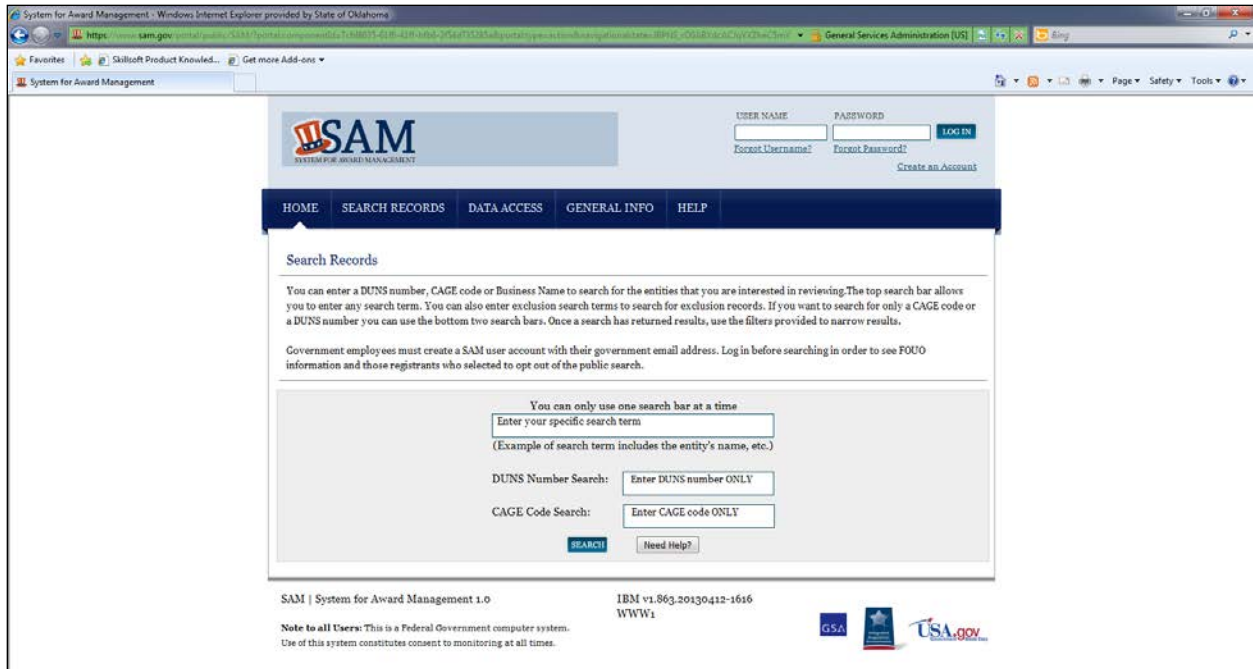
Example:



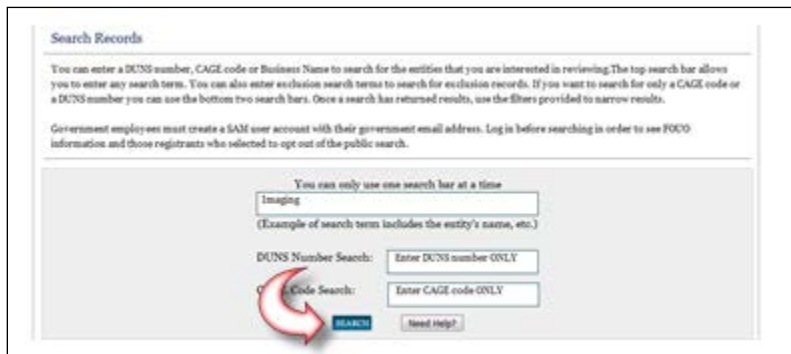
After you get into this website, you are only concerned with this section and will select the “Search Records” button:



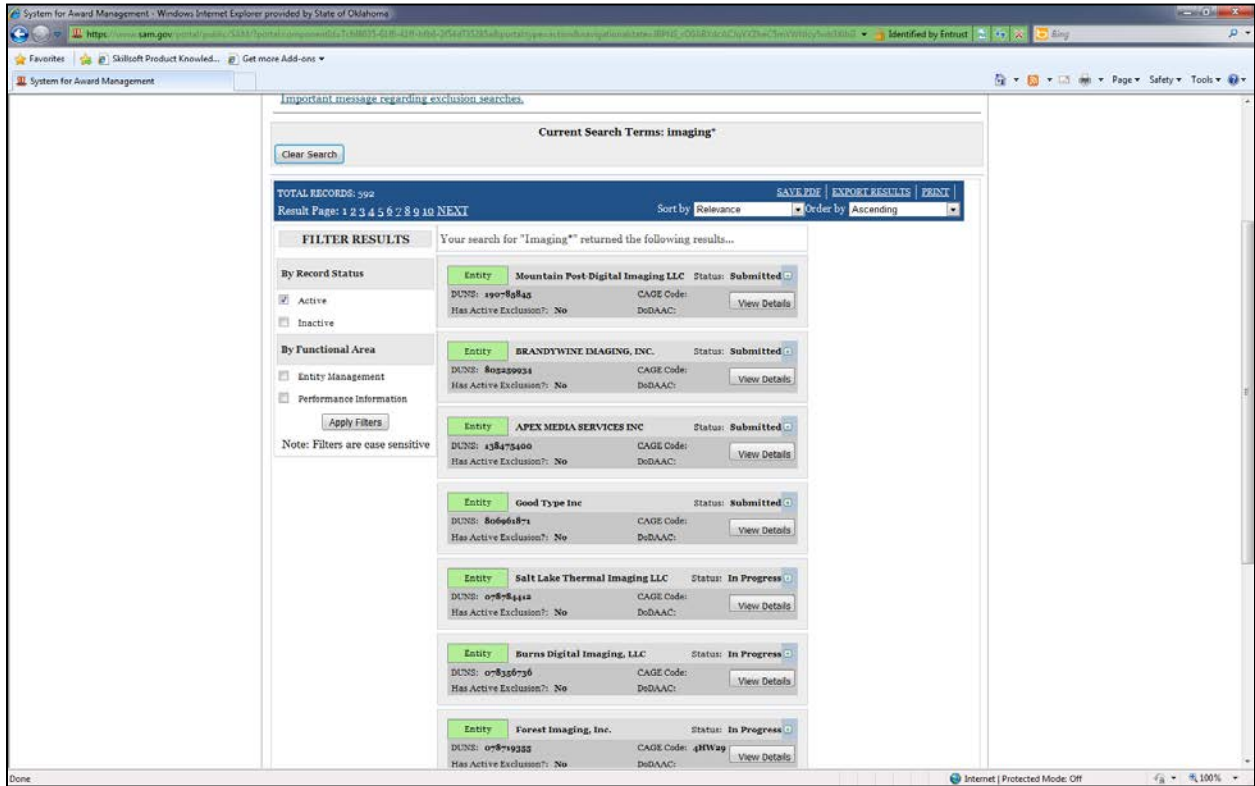
You will get a Search Records page that looks like the one below. CAGE codes belong to the Department of Defense, so it is unlikely you will not know your supplier’s CAGE code. DUNS codes are numbers given out by Dun & Bradstreet to any company willing to divulge their financial information to Dun & Bradstreet. They are also a collection agency and the financial information given by companies to them is frequently unaudited information. If you know it, you can enter that number in the “DUNS Number Search”. Most times, you will only know the name of the vendor.



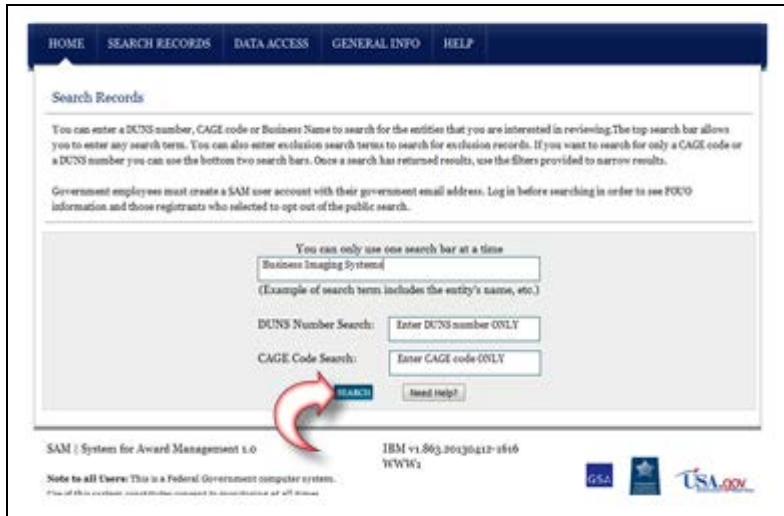
You can search for vendors using partial names or full names. I am going to demonstrate a vendor I know to have Federal contracts. If I did not know the full name of the vendor, I might enter the partial name like this:



The results I would get would look something like this:



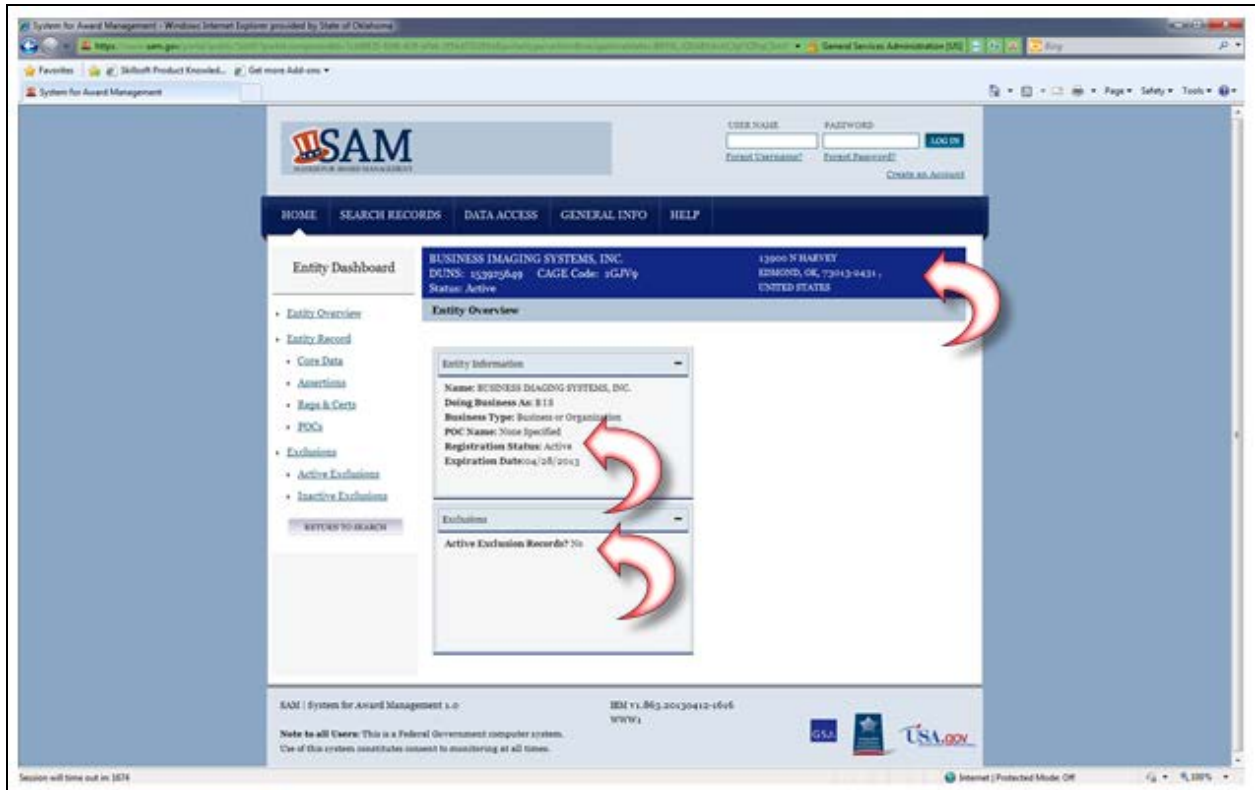
Because I know the full name of the business, I can enter the legal name as it appeared on my “Responding Bidder Information” OMES-FORM-CP-076. When I enter the full business name, I get:



This time, I came up with what looks like an exact match:

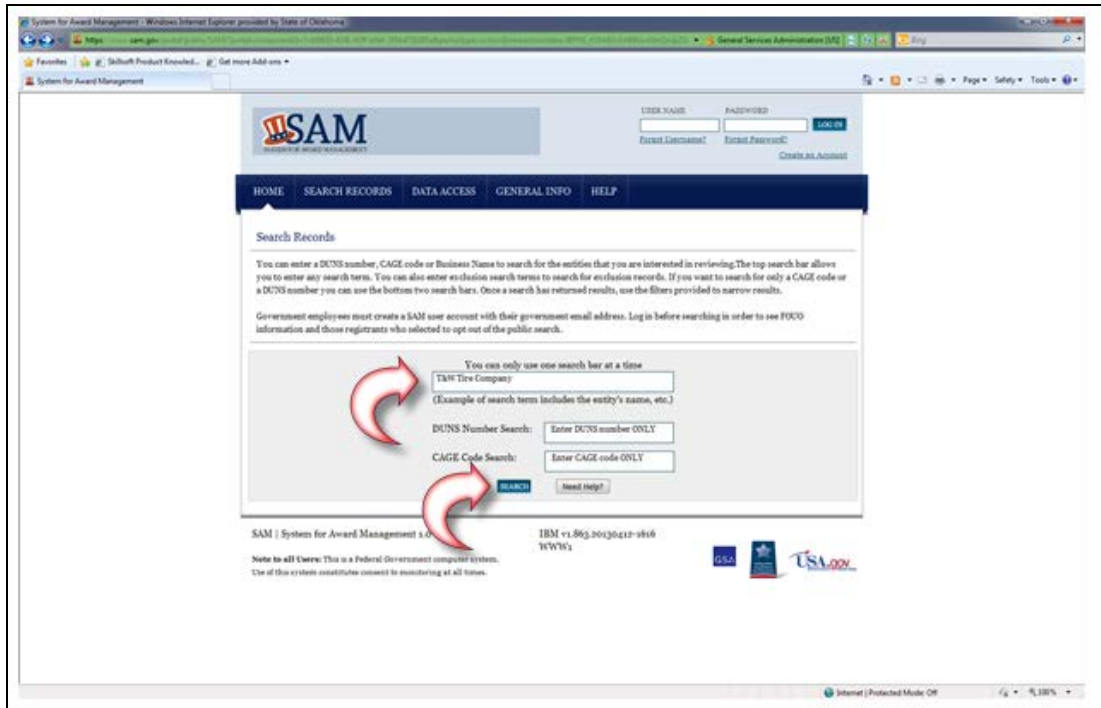


I can check to see if the addresses match to be sure I have the right vendor by selecting the “View Details” button.

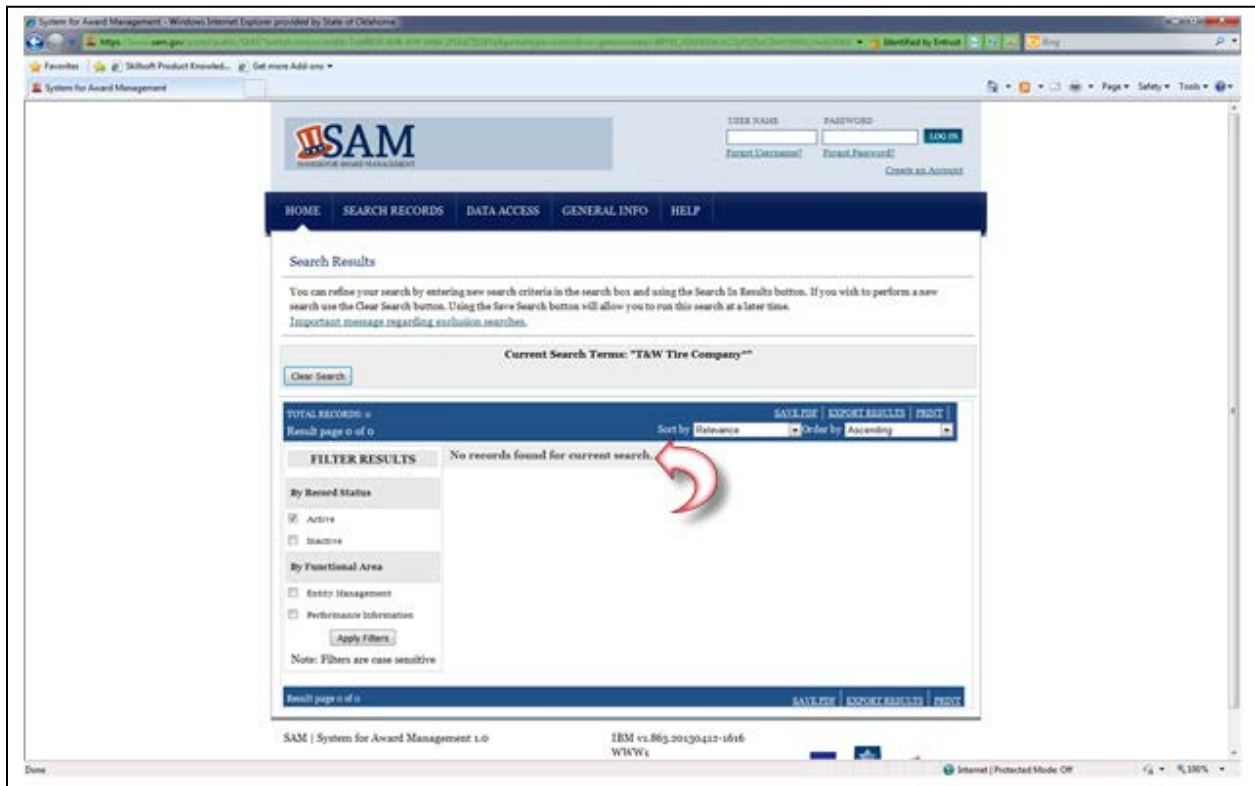


I get a page that verifies the business is at the same address as my supplier. I get information that shows me they are currently an “Active Registrant” and a separate section verifies they have “No Active Exclusion Records”. I would print this file and put it with my procurement records either uploaded into PeopleSoft, my imaging system or my paper purchasing file.

Seems simple, right? But not all vendors bid on Federal contracts. What if my supplier is T&W Tire Company from Ada, Oklahoma?



I might get:



There are a couple of things to consider here. If T&W Tire Company is the registered name with the Secretary of State and they are incorporated, it may be no problem because it just means they have no Federal contracts, but they have no Federal Exclusions, either. On the other hand, if they are a partnership or individually owned company, you would want disclosure of a financial statement showing the names of the owners to be sure one of the owners was not on the Federally Excluded Party list. If the financial statement or tax return showed one of the owners as Vu Tuan Tran (who, I assure you has no financial interest in T&W Tire in Ada), you would get:

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

Search Records

You can enter a DUNS number, CAGE code or Business Name to search for the entities that you are interested in reviewing. The top search bar allows you to enter any search term. You can also enter exclusion search terms to search for exclusion records. If you want to search for only a CAGE code or a DUNS number you can use the bottom two search bars. Once a search has returned results, use the filters provided to narrow results.

Government employees must create a SAM user account with their government email address. Log in before searching in order to see FOIA information and those registrants who selected to opt out of the public search.

You can only use one search bar at a time
Vu Tuan Tran
(Example of search term includes the entity's name, etc.)

DUNS Number Search: Enter DUNS number ONLY

CAGE Code Search: Enter CAGE code ONLY

SEARCH Need help?

SAM | System for Award Management 1.0 IBM v1.86j.20130412-1636 WWW1

Current Search Terms: Vu Tuan Tran

Clear Search

TOTAL RECORDS: 2
Search page 1 of 1

Sort by: Relevance Order by: Ascending

SAVE EXCLUDE RESULTS PRINT

FILTER RESULTS Your search for "Vu Tuan Tran" returned the following results...

By Record Status

- Active
- Inactive

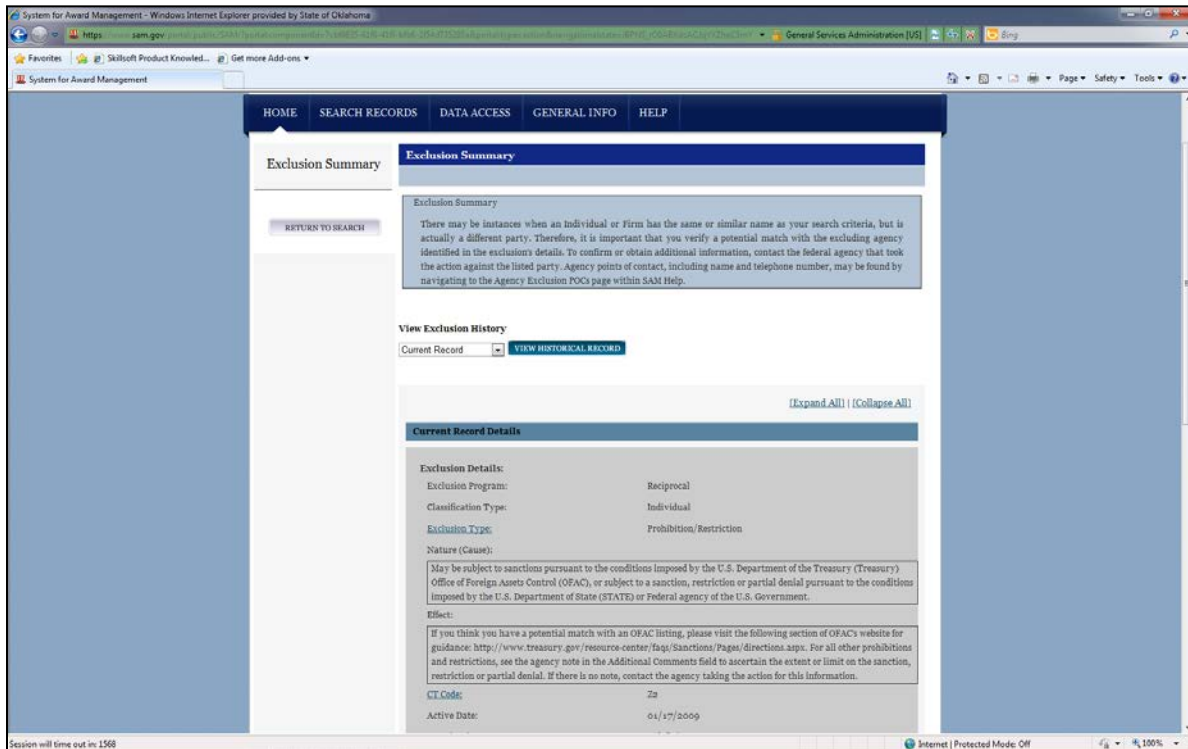
By Functional Area

- Entry Management
- Performance Information

Apply Filters

Exclusion	VU TUAN TRAN	Status: Active
DCIF	CAGE Code	View Details
Classification: Individual		
Exclusion	VU TUAN TRAN	Status: Active
DCIF	CAGE Code	View Details
Classification: Individual		

The purple “Exclusion” box, says the person has been flagged for exclusion. If you click the “View Details” button, you will get:



In the “Exclusion Summary” please note that it tells you to contact the agency referenced to be sure your vendor is the same vendor that has been excluded. In this case, they had no address or other identifying information at the bottom of this page, so you cannot be sure you have the right person. This is one reason you ask for a financial statement or tax return with your submittal documentation.

For further questions, contact:

Jan Hall, Contracts Manager

405-522-0702

Jan.hall@omes.ok.gov