

Office of Statewide Reporting and Accounting Policy  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

November 7, 2016

**OSRAP MEMORANDUM 17-08**

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.

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These verifications must be performed by checking the *Excluded Parties List System (EPLS)* maintained by the General Services Administration (GSA) and available at <https://www.sam.gov>. 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.

AA:jbl

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



USER NAME  PASSWORD  [LOG IN](#)

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)


HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

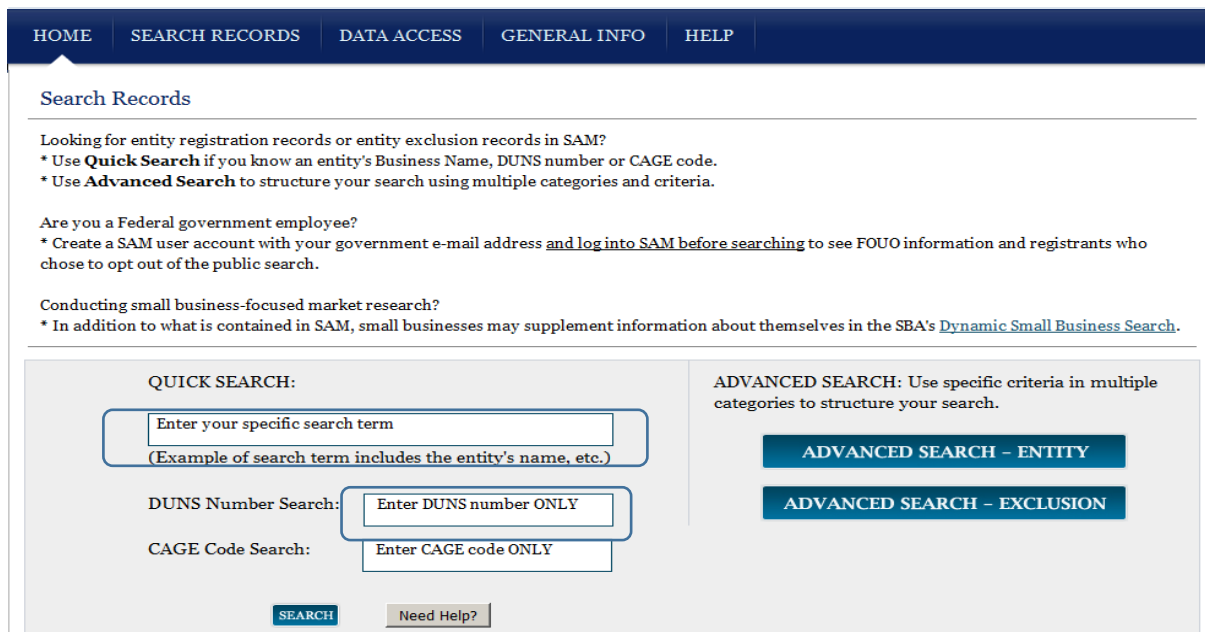
**CREATE USER ACCOUNT**  
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.  
[Create User Account](#)

**REGISTER/UPDATE ENTITY**  
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.  
[Register/Update Entity](#)

**SEARCH RECORDS**  
All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.  
[Search Records](#)

**New!** Use the SAM Status Tracker to: [Check Status](#)

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  button.



HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

**Search Records**

Looking for entity registration records or entity exclusion records in SAM?  
\* Use **Quick Search** if you know an entity's Business Name, DUNS number or CAGE code.  
\* Use **Advanced Search** to structure your search using multiple categories and criteria.

Are you a Federal government employee?  
\* Create a SAM user account with your government e-mail address **and log into SAM before searching** to see FOUO information and registrants who chose to opt out of the public search.

Conducting small business-focused market research?  
\* In addition to what is contained in SAM, small businesses may supplement information about themselves in the SBA's [Dynamic Small Business Search](#).

**QUICK SEARCH:**

Enter your specific search term  
(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?](#)

**ADVANCED SEARCH:** Use specific criteria in multiple categories to structure your search.

[ADVANCED SEARCH - ENTITY](#)

[ADVANCED SEARCH - EXCLUSION](#)