

*State of Louisiana
Office of Statewide Reporting and Accounting Policy*

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OSRAP MEMORANDUM 27-03

TO: Fiscal Officers

 All LaGov/Non-LaGov Agencies

FROM: Brian Fleming, CPA

 State Accounting Systems Director

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, is 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.

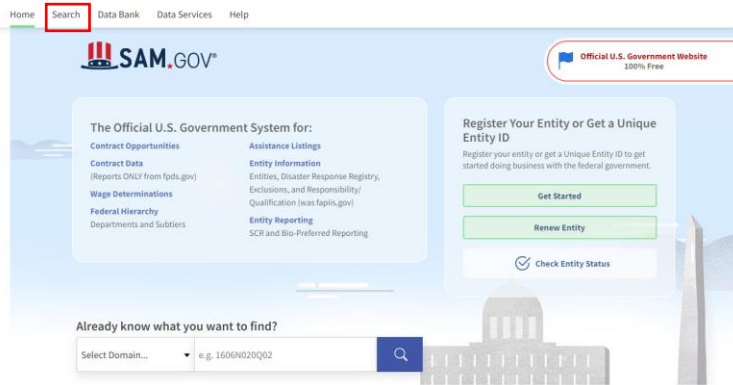
These verifications must be performed by checking the *Excluded Parties List System (EPLS)* maintained by the General Services Administration (GSA) available at <https://sam.gov/>. Searches must be performed using Name or Unique Entity ID, preferably the Unique Entity ID when available.

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 Unique Entity ID.

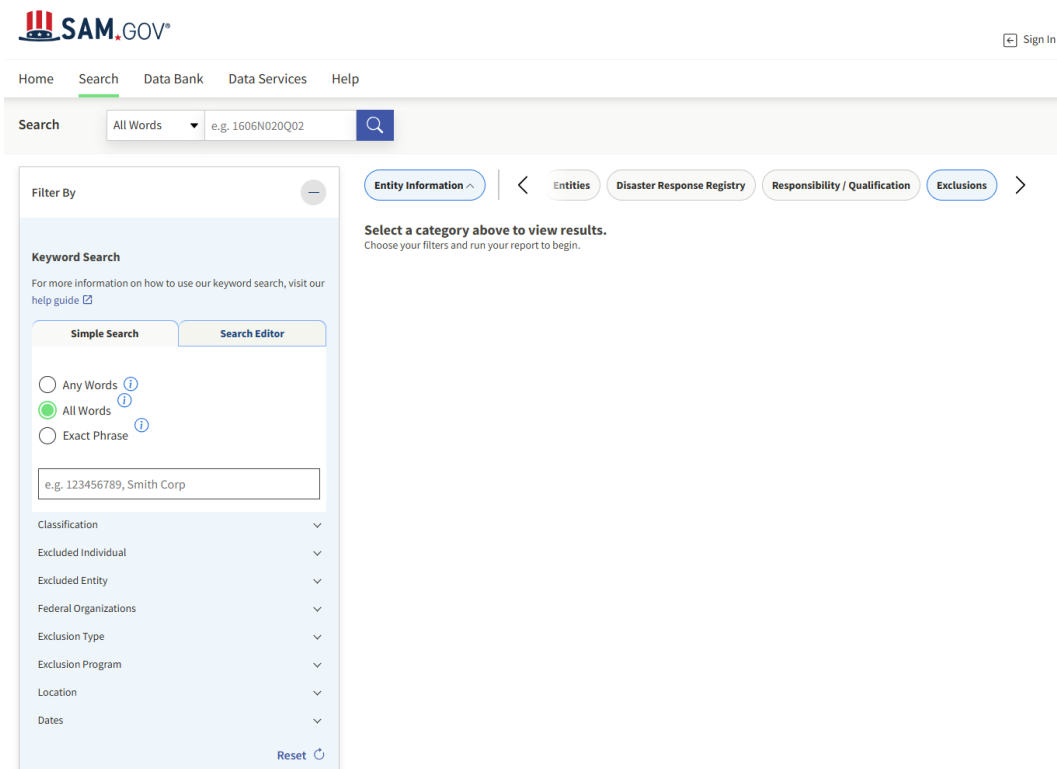
If you should have any questions concerning this memo, please call the OSRAP Help Desk at 225.342.1097 or email at the OSRAP Help Desk at OSRAP-HelpDesk@LA.gov

BF:jbl

1. Navigate to the System of Award Management page at [SAM.gov](https://sam.gov). Click the **Search** button.



2. Click the *Entity Information* button and then *Exclusions* button.



3. Click the Filter By search for the particular entity.

The screenshot displays the SAM.GOV search interface. At the top, the SAM.GOV logo is on the left, and a 'Sign In' link is on the right. Below the logo is a navigation bar with links for 'Home', 'Search' (highlighted), 'Data Bank', 'Data Services', and 'Help'. A search bar contains the text 'All Words' and 'e.g. 1606N020Q02' with a search icon. Below the search bar is a 'Filter By' sidebar. The sidebar has a 'Keyword Search' section with a 'Simple Search' tab and a 'Search Editor' tab. Under 'Simple Search', there are three radio buttons: 'Any Words', 'All Words' (selected), and 'Exact Phrase'. Below these is a text input field with the example 'e.g. 123456789, Smith Corp'. Further down are three dropdown menus: 'Classification', 'Excluded Individual', and 'Excluded Entity' (which is highlighted with a blue border). Below these are three more dropdown menus: 'Entity Name' (with example 'e.g. ABC Inc'), 'Unique Entity ID' (with example 'e.g. HTYR9YJHK65L'), and 'CAGE / NCAGE' (with example 'Enter CAGE/NCAGE Code'). To the right of the sidebar, there is a row of tabs: 'Entity Information', 'Entities', 'Disaster Response Registry', 'Responsibility / Qualification', and 'Exclusions' (which is highlighted). Below these tabs is a message: 'Select a category above to view results. Choose your filters and run your report to begin.'