

**Somerset County Public Schools
Policy #300-11
Administrative Procedures**

PROCEDURES FOR DEBARMENT AND SUSPENSION

Prior to Board approval, all vendors being considered for purchases greater than \$25,000 will either provide certification that they have not been suspended or debarred from doing business with the U.S. Government; OR, the Division of Finance will check the EPLS website.

DEFINITIONS:

Debarment Certification: A statement from a vendor or service provider that its company, and principals, have not been debarred, suspended, proposed for debarment, declared ineligible, are not in the process of being debarred, or are voluntarily excluded from conducting business with a federal department or agency of the federal government. This certification can take the form of a “signed letter” or a signature block within a procurement document.

Checking Debarment Status on the Web: The process by which a buyer checks the Federal website, Excluded Parties List System (EPLS- www.epls.gov) to see if a vendor is on the government list of debarred vendors. Being on the list means the vendor is debarred, being absent from the list indicates a vendor is not debarred from receiving federal contracts.

1. Bid documents contain debarment language so vendors are notified of the debarment requirements. At the time of the bid, the vendor will be required to certify their debarment status as a mandatory element of the bid or proposal response.
2. Purchases excess of \$25,000 using an existing waiver where no bidding document was involved require that the buyer check the federal debarment website (epls) for a favorable debarment status before an order is issued if federal funds are being used.
3. Contracts will include a certification statement where the contractor certifies that the firm has NO pending litigation and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or the federal government within the past five (5) years.
4. For awards over \$25,000 using federal/state/local funds against established contracts, the federal debarment website (www.bpw.state.md.us/procurement/debarments.asp) and the local records will be checked. When the federal website is checked, staff must print a copy of the one page debarment report from the website, and include it in the bid record to be filed. If debarment records are positive during the state and local records check documentation will be filed in the solicitation record.
5. If the vendor does not provide debarment certification, or if the website is checked and the vendor is on the list (debarred), the buyer will place a hold on the award process and immediately verify the accuracy of the website report by gathering information pertaining to the reasons for debarment from the vendor and Excluded Parties List System (EPLS)

www.epls.gov. Once all information has been gathered and verified, the buyer must summarize and report the findings to the Chief of Finance and await award instructions. Awards will not be made for purchases in excess of \$25,000 that have federal funding until such time as the supplier is no longer debarred or suspended.

6. Vendors known to be debarred will have their vendor status changed to “inactive” and “ineligible” in the master procurement vendor file.
7. If it is determined that the vendor is to be recorded in the Board of Education of Somerset County records as being debarred, the buyer will request that the finance office make the vendor ineligible and inactive in the vendor file. With the approval of the Chief of Finance, the buyer may then award the next lowest responsible vendor in accordance with established procedures set forth in Policy #200-14, Bidding and Purchasing.

Debarment and Suspension Procedures

Draft: June 14, 2012

**SOMERSET COUNTY BOARD OF EDUCATION
Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion**

_____ I acknowledge that my firm has **NO** pending litigations and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or federal government with the past (5) years.

_____ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. (Attachment)

As the duly authorized representative of the applicant, I hereby certify that the above information is correct and that I will advise Somerset County Public Schools should there be a change in status.

<u>Name of Applicant</u>	<u>PR/Award Number And/Or Project Name</u>
<u>Printed Name and Title of Authorized Representative</u>	
<u>Signature</u>	<u>Date</u>

