

Suspension and Debarment Check

As a pass-through entity for Federal Education funds, the New Hampshire Department of Education (NHDOE) has prepared this **Suspension and Debarment Information Sheet** to assist Federal program subrecipients in the development and implementation of their suspension and debarment check policies and procedures as they relate to the use of Federal funds.

This information is being provided by the NHDOE as general compliance guidance only. Subrecipients of Federal funds should refer to the full text of the regulations that can be found at <https://www.govinfo.gov/content/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-sec200-212.pdf> and <https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-appl.pdf> when developing and implementing policies and procedures concerning procurement using Federal funds.

Federal Suspension and Debarment Check Process

Organizations, governmental units, and individuals can be excluded from participation in Federal Awards, Subawards and certain types of Federal contracts if they are suspended, debarred or otherwise excluded from participation in Federal spending. It is the responsibility of the grant subrecipient to make sure that no Federal funds flow out to an excluded person or organization. The following items should be considered when developing internal controls/procedures around this compliance requirement.

How do I check for Suspension and Debarment?

Subrecipients can find out who is **excluded** from participation by checking the System for Award Management. The SAM has a comprehensive list maintained by the Federal Government containing names of individuals, organizations and governmental units that are prohibited from participating in Federal procurement and non-procurement transactions. This list is updated continuously by various Federal Agencies.

To check the System for Award Management, go to SAM.GOV. There you will be able to query using both simple searches and advanced searches. You can search using an individual name, business name, DUNS Number, CAGE Code or other criteria.

This document is not a substitute for the advice of your own attorney and/or law firm licensed to practice law in the state of New Hampshire. In reading and applying Federal law, we recommend that you seek and obtain the advice of counsel with questions of application, interpretation, and/or to ensure that use of this information is appropriate to your particular situation.

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.

Example System of Award Management Search Record Screen at SAM.GOV

Search Records

Search Tips to Get Started:

- 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 research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

Choose Quick Search or Advanced 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

DISASTER RESPONSE REGISTRY SEARCH

Who has to check?

Subrecipients of Federal awards are required to check the System for Award Management prior to opening bids or awarding work. Think of this process as a primary objective toward making sure funds do not flow out to an excluded party.

When do I have to check?

For subrecipient contracting officers, there are several milestones that require checking the System for Award Management.

The subrecipient of Federal funds should,

This document is not a substitute for the advice of your own attorney and/or law firm licensed to practice law in the state of New Hampshire. In reading and applying Federal law, we recommend that you seek and obtain the advice of counsel with questions of application, interpretation, and/or to ensure that use of this information is appropriate to your particular situation.

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.

1. Check at the opening of bids or receipt of proposals;
2. Check again immediately before signing the contract; and
3. Check again before awarding any new work to make sure nothing changed since the bid was accepted.

How do I prove I checked?

The documentation for the System for Award Management is concerned with both when you checked and who you checked. Therefore, it is important that you include both the date checked and the criteria used in the query. An easy way to document this is to print the results of the query from your web browser. This will show both the date stamp and the query criteria.

Remember, this topic is a favorite of auditors, so put the documentation in a safe place so it can be easily accessed by both auditors and NHDOE.

Federal Compliance Monitoring

As part of the NHDOE's annual Federal Compliance Monitoring program, staff from the NHDOE's Bureau of Federal Compliance will review whether subrecipients are completing the appropriate suspension and debarment checks when using Federal Funds. The Bureau of Federal Compliance will use the requirements of 2 CFR 200 and other applicable Federal Codes and requirements when completing such reviews.

Technical Assistance

Please feel free to contact the Bureau of Federal Compliance staff should you have any questions relative to the contents of this document.

Bureau of Federal Compliance
NH Department of Education
101 Pleasant Street
Concord, NH 03301
603-271-3837 or 603-271-3808
federalcompliance@doe.nh.gov

This document is not a substitute for the advice of your own attorney and/or law firm licensed to practice law in the state of New Hampshire. In reading and applying Federal law, we recommend that you seek and obtain the advice of counsel with questions of application, interpretation, and/or to ensure that use of this information is appropriate to your particular situation.

The New Hampshire Department of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices.