



# STRATEGIC SOURCING OPERATING PROCEDURES

## SECTION V-E – Debarred Vendor Review

**TITLE:** District Debarred Vendor Review Screening Procedures

**1. Purpose:** All Denver Public School departments that purchase material and services on individual purchase orders or agreements over \$25,000 should be aware District funds may not be used to procure from a debarred vendor. The purpose of this procedure is to provide an upfront screening process of these purchases, prior to the commitment of District funds.

**2. Definition:** A **Debarred Vendor** is a vendor that has been debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. Debarred vendors may be found by selecting **Search Records** at <http://www.sam.gov/> or downloading the complete list located under the Data Access Tab, Exclusions Extract Data Package.

**3. Policy:**

The policy for debarred vendors applies only to individual purchases that exceed \$25,000. All District purchases (purchase orders, contracts, independent contract agreements), regardless of account coding, in excess of \$25,000 (as per FAR regulations) for goods or services shall be checked against the federal government debarment listing. This check is to be performed to the following link- <http://www.sam.gov/>

**4. Procedures:**

PROCEDURE	BY WHOM
<p>All individual Buyers within the Strategic Sourcing Department will perform a debarment check.</p> <p><b><u>If the vendor is debarred</u></b> the Buyer will notify the end user so they can select another vendor.</p> <p><b><u>If the vendor is not debarred</u></b> the Buyer will note this in the internal purchase order comments and ensure a (printable) comment is also added to the POs.</p> <p>When buyers are increasing existing POs they should perform a debarment check when:</p> <ul style="list-style-type: none"> <li>• The increased value will bring the original PO amount over \$25k.</li> <li>• If the original PO was already over \$25k and an increase (in any amount) has been requested and approved.</li> </ul>	<p>Strategic Sourcing will perform the debarment check.</p>