

COMMUNITY DEVELOPMENT DEPARTMENT

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Federal Grant Requirement Procedure Checking contractors for Debarment or Suspension Using the System for Award Management (SAM) System

The SAM was established to ensure that agencies solicit offers from, award contracts, grants, or financial or non-financial assistance and benefits to, and consent to subcontracts with responsible contractors only and not allow a party to participate in any affected program if any Executive department or agency has debarred, suspended, or otherwise excluded that party from participation in an affected program.

All entities receiving federal funds must check SAM prior to entering into a contract with an individual or company that will be covered with by federal grant funds. Please follow these steps to ensure compliance with your grant agreement:

1. After your bid opening/tabulation, prior to seeking Kent County authorization to proceed, confirm that none of the contractors or their subcontractors are on the SAM System.
2. Go to <https://www.sam.gov/portal/SAM/#1> .
3. Click on "Search Records" at the top and a search box will open up.
4. Enter the exact names that you have and hit "search".
5. If a match is found, do a search by "Exact Name and Social Security Number or Tax ID Number" to confirm that it is the same firm. SAM notes that not all firms are entered with their SSN or Tax ID so that form of search should only be used in addition to Advanced Search.
6. Print out the results screen.
7. If it states "no Results," sign and date the form and put a copy in the file and forward a copy to the Kent County Community Development.
8. Kent County will not issue an authorization to enter into a construction contract without the agency being registered.

If the contractor or subcontractor is an Excluded Party you may NOT enter into a contract with them or their firm.

On Behalf of _____, I certify that I have received, read and understand the KCCD debarred contractor procedures.

Signature: _____ date _____.

Printed Name: _____