OJP ◄🔺► TFSC

Excluded Parties Verification
Guide Sheet

The System for Award Management (SAM) is a federal government system that collects, validates, stores, and disseminates information on individuals or entities that are eligible for contract awards. Prior to entering a contract, agencies are required to utilize SAM to verify that the individual or entity is not an excluded party. This guide provides step-by-step instructions on how to utilize SAM.

What is an excluded party?

An excluded party is any individual or entity that has been suspended or debarred from doing business with federal funds. Typically, a suspended individual or entity cannot receive federal funds for a set time period or until a specific requirement is met. Grantees receiving federal funds cannot, under any circumstances, contract with excluded parties.
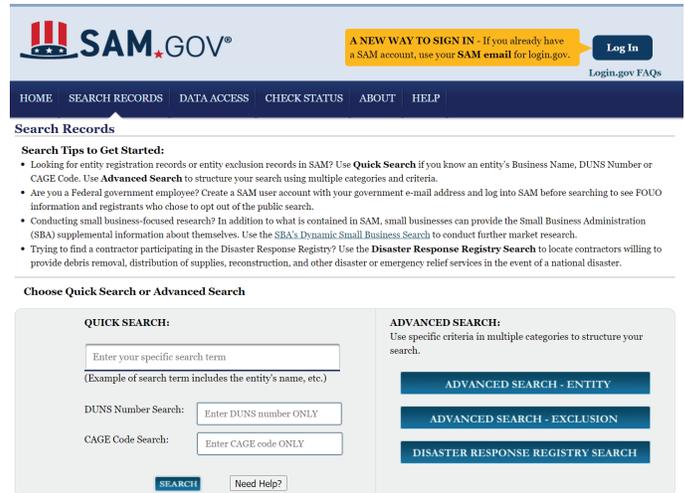
Debarred vs suspended

If an individual or entity has been debarred, they have been banned from doing business with any federal grant for an indefinite period. If an individual or entity has been suspended, they cannot do business with any federal grant, usually for a set period or until a specific requirement is met.

Searching the excluded parties database

According to **2 CFR 200.213**, non-federal entities cannot contract or do business with any person or entity that has been debarred, suspended, or deemed ineligible to receive federal funds. SAM.gov is the official site used by the federal government to document and track the eligibility of an individual or entity to receive federal funds. Follow the steps shown here to determine if an individual or entity is eligible to receive federal funds.
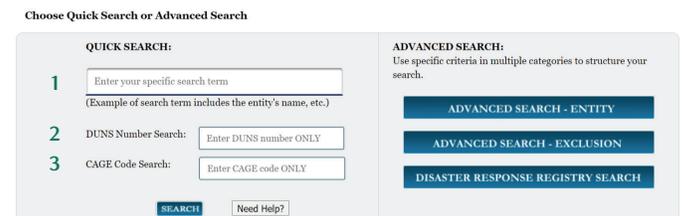
Step 1: Access the SAM Excluded Party Database.

Step 2: Input one of the following into the search criteria:

1. Name of individual or entity
2. DUNS number
3. CAGE code

**Step 3: Determine if the individual or entity is eligible to receive federal funding by confirming the information listed below.**

1. The individual or entity has a status listed as "Active." This means they are registered to receive federal funding. If the status is "Inactive," the individual or entity may need to register to receive federal funding.

2. The section titled "Has Active Exclusion" is listed as "No."

3. If this section is listed as "Yes," click the "View Details" box to view exclusion information. **If the details page indicates they have been suspended or debarred, you cannot contract with them.** If there is another reason listed for the exclusion, you may need to ask the individual or organization to contact SAM to resolve any issues listed before you can contract with them.
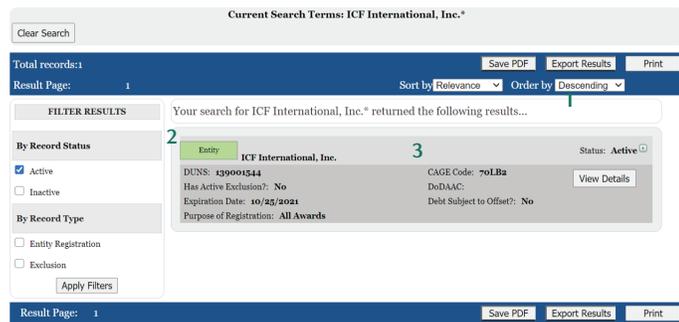
For questions or additional information about a potential vendor's current SAM status, click on the "Help" link at the bottom of the SAM search page, as shown in the image below.
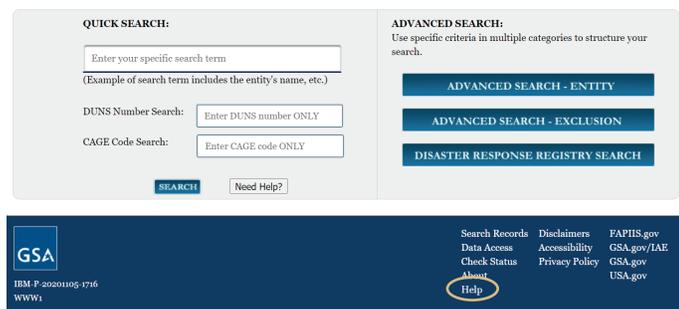
Once on the Help Page, you can also learn more about exclusion types. Click "Exclusion Information" on the menu, located on the left side of the page. From the drop-down box, choose "Exclusion Types."

Registering contractors with SAM

For agencies to effectively utilize SAM, all contractors must have an active registration. If a contractor is interested in working on an awarded project and they do not have an active registration, they will have to acquire a DUNS number and register with SAM. This section outlines the steps a contractor will need to follow to register with SAM.

Step 1: Compile the necessary documents for processing.

U.S. registrants

▶ DUNS number, legal business name, and physical address from the company's Dun & Bradstreet (D&B) record.

  ◆ If they do not already have one, they can **request a DUNS Number for FREE from D&B**.

▶ Taxpayer Identification Number (TIN) and taxpayer name associated with their TIN. The company will have to review their tax documents from the IRS (e.g., 1099 or W-2 form) to find their taxpayer name.

▶ Bank routing number, bank account number, and bank account type (e.g., checking or savings) to set up electronic funds transfer.

International registrants

▶ NATO Commercial and Government Entity (NCAGE) code.

- ◆ If they do not already have one, they can **request an NCAGE Code online for FREE**.

▶ DUNS number, legal business name, and physical address from their D&B record. Make sure the DUNS information and NCAGE information match.

- ◆ If they do not already have one, they can **request a DUNS Number for FREE from D&B**.

Step 2: Create a new user account and register entity.

A prompt at the top of the screen will state that new users must create a login.gov account to sign into SAM.

> **You now need a login.gov account to sign in to SAM.**
> Use your existing SAM email address to create an account.

Step 3: Follow the information presented.

For questions or additional information on entity registration, contact the **Federal Service Desk** for assistance.

Federal Service Desk

For support, contact our Federal Service Desk at **www.fsd.gov**, or by phone at 866–606–8220 (toll free) or 334–206–7828 (internationally).

Receive support with:

▶ Creating an account

▶ Assigning roles to an account

▶ Entity Registrations

▶ Exclusions

▶ Searching for data in SAM

About the OJP Territories Financial Support Center

The Office of Justice Programs Territories Financial Support Center (OJP TFSC) offers free resources, training, and technical assistance for grantees in the U.S. territories. OJP TFSC services focus on building financial management capacity and can be accessed by emailing **OJPTFSC@usdoj.gov** via our Virtual Support Center.