Verifying Excluded Parties
Job Aid

This job aid guides you on how to search for and review SAM.gov website to determine if their agency can contract with a particular entity.

|  |
| --- |
|[ ]  **Step 1:** On the homepage of [SAM.gov](https://sam.gov/SAM/pages/public/index.jsf), click “Search Records” to find either existing entity registration records or exclusion records.Graphical user interface, text, application, email, website   |
|[ ]  **Step 2:** On the search, you can search by (a) Entity Name, (b) DUNS Number, or (c) CAGE CodeEnter your search term.C:\Users\53815\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\A74FAF17.tmp |
|[ ]  **Step 3:** Once located, the corresponding entity should appear with **three** sections to review.C:\Users\53815\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\229C8BF.tmp1. The individual or entity has a status listed as “Active” which means they are registered to receive federal funding. Move onto #2.
	1. “Inactive”, the individual may need to register to receive federal funding and you **cannot** contract with them.
2. Is there an active exclusion? If no, move to #3
	1. If yes, you **cannot** contract with them.
3. Debt subject to offer: If “no”, you **can** contract with this entity.
	1. If the section has “yes” you can click the “view details” box to review exclusion information. It is important to note: if the details page indicates they have been suspended or debarred, you **cannot** contract with them. Any other reason for exclusion may result in asking the entity to contact SAM before contracting.
 |