



## Guide Sheet

# Excluded Parties Verification

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:

- ▶ Name of individual or entity
- ▶ DUNS number
- ▶ CAGE code

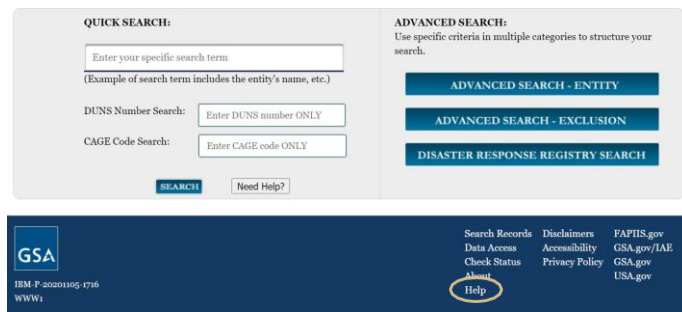


### Step 3: Determine if the individual or entity is eligible to receive federal funding by confirming the information listed below.

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.



The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records



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



## Step 3: Follow the information presented.

<p><b>What do I need to do?</b></p> <p>You need to create a login.gov account. If you don't already have one. Your old SAM.gov username and password won't work anymore. You'll need to:</p> <ul style="list-style-type: none"> <li>• Create a login.gov account - you only need to do this once</li> <li>• Enter an email address - use the same email address you use for SAM.gov (for system and individual federal or non-federal access)</li> <li>• Have a working phone number (mobile or landline) - login.gov will send you a security code</li> </ul>
<p><b>What email address do I use to create a login.gov account?</b></p> <p>If you are an existing SAM user, use the same email address you registered with in SAM.gov so we can automatically link your SAM.gov profile to your login.gov account. If you use a different email address, we won't be able to automatically link your profile.</p>
<p><b>Can I use my existing username and password?</b></p> <p>No. You must create a new account with login.gov. This is a one time step. For existing SAM users, you should use your existing SAM.gov email address. For new users, you will be able to create a new SAM profile once you complete the login.gov authentication.</p>
<p><b>What will happen to my SAM.gov profile?</b></p> <p>Nothing will happen to the information stored in your SAM.gov account. If you use the same email to create your login.gov profile, you will keep all of your records, data access requests, and saved searches. If you use a new email address, nothing will happen to your SAM.gov profile but you will be unable to access it.</p>
<p><b>What will happen to my Entity Registrations in SAM?</b></p> <p>There is no impact to entity registration data, exclusions data, data access requests, or roles. All data in SAM will remain as is. No entity data in SAM will be impacted by the changes to the login process.</p>
<p><b>Where do I go for help?</b></p> <p>Contact our supporting Federal Service Desk at <a href="http://www.fsd.gov">www.fsd.gov</a>, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally), for FREE help. They can help with:</p> <ul style="list-style-type: none"> <li>• Creating an account</li> <li>• Assigning roles to an account</li> <li>• Entity Registrations</li> <li>• Exclusions</li> <li>• Searching for data in SAM</li> </ul>
<p><b>What is login.gov?</b></p> <p>Login.gov provides secure and private online access to government services and applications. With a login.gov account, you can sign into multiple government websites with the same username and password.</p>
<p><b>Where can I learn more about login.gov?</b></p> <p>Please review the Help Section of login.gov.</p>

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](http://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

## Resources

[SAM.gov](http://SAM.gov)

JustGrants Training: Entity Management

<https://justicegrants.usdoj.gov/training/training-entity-management>

*This product was prepared under contract/call order number GS-00F-010CA/15PCFD23F00000002 awarded by the Office of Justice Programs, U.S. Department of Justice and does not constitute financial or other professional advice. The opinions, findings, and conclusions expressed in this product are those of OJP FMSC and do not represent the official position or policies of the U.S. Department of Justice.*



The Office of Justice Programs Financial Management and Support Center (OJP FMSC) is composed of the Tribal Financial Management Center (TFMC) and the Territories Financial Support Center (TFSC). Together they provide high-quality training and support to increase the financial management capacity for OJP grantees operating from American Indian/Alaska Native (AI/AN) communities and in the U.S. territories.