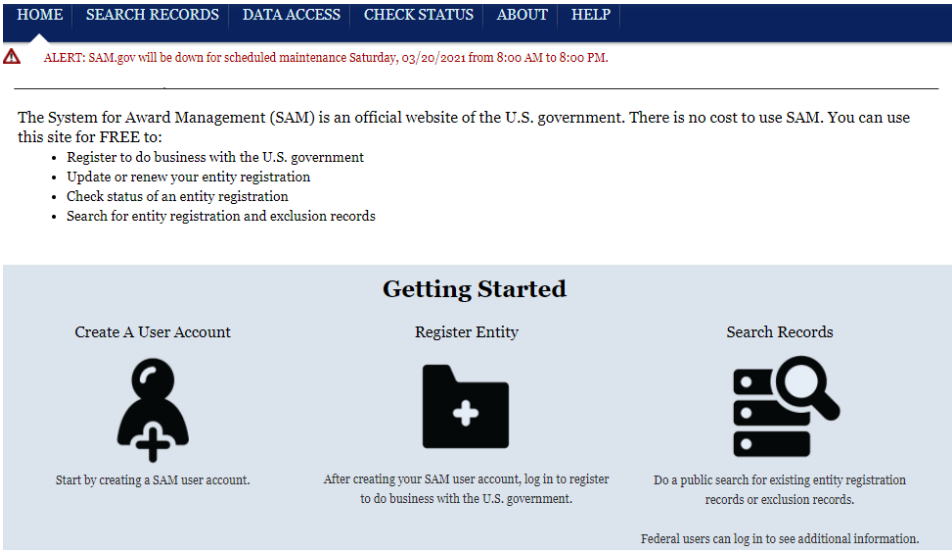
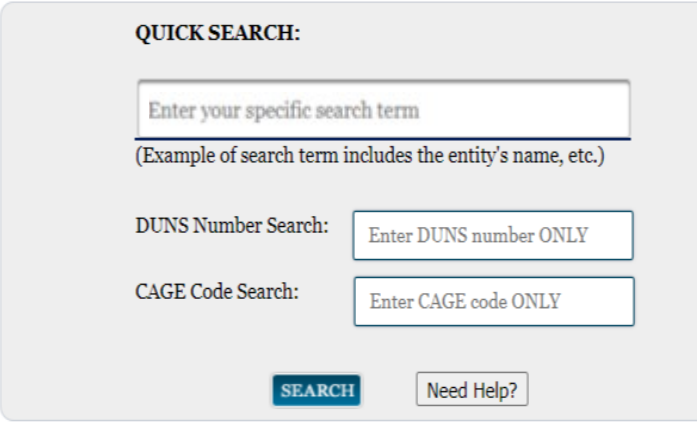


Verifying Excluded Parties Job Aid

This jobaid 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, click “Search Records” to find either existing entity registration records or exclusion records. 
☐	Step 2: On the search, you can search by (a) Entity Name, (b) DUNS Number, or (c) CAGE Code 



Step 3: Once located, the corresponding entity should appear with **three** sections to review.

- (1) The individual or entity has a status listed as “Active” which means they are registered to receive federal funding. Move onto #2.
 - a. “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
 - a. If yes, you **cannot** contract with them.
- (3) Debt subject to offer: If “no”, you **can** contract with this entity.
 - a. 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.