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IN THE COMMISSIONERS COURT  
OF  
WISE COUNTY

**WISE COUNTY DEBARMENT POLICY**

**1. PURPOSE**

It shall be the policy of Wise County that all Departments/Offices shall comply with this Debarment Policy in an effort to provide assurance to the Federal Government that Wise County complies (a) with Federal Executive Order 12549, 44 CFR Sec 13.35 (“Sub-awards to debarred and suspended parties”), and the Texas Uniform Grant Management System (UGMS),(b) with the Texas Department of Public Safety/Texas Homeland Security-State Administrative Agency which requires all recipients to verify the debarment status of all vendors before contracting with or making any purchases with federal grant funds.

All debarment verifications shall be conducted by reviewing the Excluded Parties Listing Systems (EPLS). The Excluded Parties Listing Systems (EPLS) is an electronic database of parties excluded from federal procurement and non-procurement programs and is located at <https://www.sam.gov>. The EPLS identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non-financial assistance and benefits based upon statutory or administrative debarments.

**2. RESPONSIBILITY OF COUNTY-WIDE DEPARTMENTS/OFFICES**

Wise County shall award all contracts and purchases through procurement processes or through non-procurement processes, such as the Purchase Order or Bid Number, Transaction (over \$20,000.00) to responsible vendors that have not been excluded under the excluded parties listing systems.

All Departments/Offices of Wise County are responsible for notifying the Wise County Asset Control Department to verify the debarment status of a vendor by using the EPLS prior to procuring or entering into contract(s) for any goods/services regardless whether it is a unit price or quantity. The Asset Control Department shall document that verification and retain such record in accordance with the County’s Retention Policy; Auditor’s Office will need a copy of verification.

**In cases of non-procurement processes, the Asset Control Department shall verify if the vendor has been excluded prior to the Departments/Office placing the order (bid number, transaction, purchase order, etc.) in order to insure that the selected vendor is NOT on the EPLS System before the purchase is made or the “contract” start date.**

**Furthermore, because vendors are being removed and new ones added on a daily basis, the Asset Control Department will verify the vendor for exclusion before issuing a new purchase order, blanket purchase order, contract or single item purchase.**

**If verification has been performed prior to entering into multiple invoice or multiple billing period contracts, such as a yearly wireless phone subscription, then verification is not required prior to making each payment to the vendor. However, verification should be performed prior to extending a contract, renegotiating a contract or entering into a new contract.**

**If any Department/Office end-user does not request the Asset Control Department to verify EPLS and the vendor was on the exclusion list, all other County Department/Offices may be disallowed of any Federal funding in the future.**

### **3. VERIFICATION PROCESS:**

**In verifying the status of debarment exclusion the Asset Control Department shall:**

- 1. Go to the EPLS web-site - <http://sam.gov>**
- 2. Asset Control Department clerk must create a SAM user account with their County e-mail address. Log in before searching in order to see FOUO (for official use only) information and those registrants who selected to opt out of the public search.**
- 3. Select “Search Record”.**
- 4. Enter a DUNS number, CAGE code or Business Name to search for the entities that you are interested in reviewing. You can also enter exclusion search terms to search for exclusion records. Once a search has returned results, use the filters provided to narrow results.**
  - a. If the vendor is not found to be debarred, a copy of the screen print indicating the vendor is not debarred at the time of the procurement will be included with the paperwork for that purchase and retained with the procurement records for audit and monitoring purposes.**
  - b. If the search finds a match, more research is required to rule out the possibility of a “false hit”.**
    - i. Is the name an exact match?**
    - ii. Is the name very close?**
    - iii. Is the vendor being searched for located in the same general area as the name returned in the search?**
    - iv. If the match appears to be valid, print the page**
  - c. If the vendor is debarred, no County Department/Office shall do business with this vendor.**

**4. EMERGENCY PURCHASES**

From time to time, the County Judge may declare a Disaster Declaration because of a disaster, such as a tornado. In those emergency circumstances the implementation of the County's debarment policy is suspended during this emergency period but no longer than sixty (60) days. On FEMA grants, FEMA may honor this suspension. However, other Federal Agencies may not honor any suspension of the County's Debarment Policy.

**5. CONSEQUENCES**

In order to continue receiving Federal funds either directly or through a pass-through state funding, the Department/Office shall follow this Debarment Policy. Failure to follow this Debarment Policy may result in forfeiting of Federal funds in all future county-wide grant applications. Implementation of this Debarment Policy is County wide, which includes all Department/Offices.

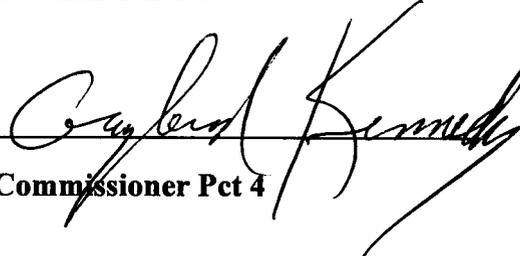
APPROVED ON: December 15, 2014

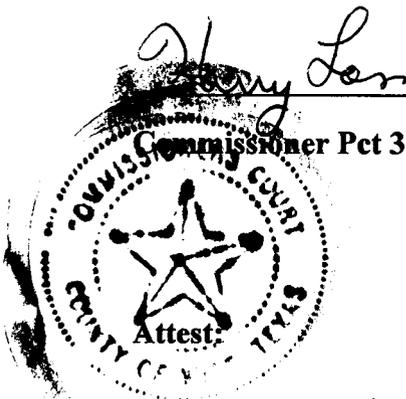
  
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County Judge

  
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Commissioner Pct 1

  
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Commissioner Pct 2

  
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Commissioner Pct 3

  
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Commissioner Pct 4



  
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County Clerk