



Debarment Policy

SECTION or Policy No:

Fiscal

ORIGINATING DEPARTMENT:

Finance

Reference:

Administrative Policy

SUPERSEDES:

July 1, 2008

NEW EFFECTIVE DATE:

February 20, 2019

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APPROVED BY:

Adam Raymond, City Manager

I. Purpose

To establish policy and procedures to ensure the City does not permit any award (subgrant or contract) to any party which is debarred or suspended from participation in federal programs or activities and that employees who administer federal funds on behalf of the City have not been suspended, debarred or charged with criminal activity in accordance to Title 28, Section 66.35 of the Code of Federal Regulations..

II. Procedures

Award of Contracts –

- 1) Each City department shall participate in a system for debarment and suspension from programs and activities involving grant funds or other financial assistance.
 - a) If using Federal funds, including Department of Justice monies, to make any purchase of \$25,000 or more, the "Excluded Parties List" at <https://www.sam.gov> must be checked by the requesting department, prior to the purchase; or if a contractor, prior to the signing of the award or contract.

Other resources for confirming suspension or debarment may be used in addition to <https://www.sam.gov> but, at a minimum <https://www.sam.gov> must be used.

- b) The requesting department will submit the supporting documentation, along with the suspension and debarment search result, with the City Council agenda item awarding the purchase or contract for approval and with the purchase requisition.
- c) All awards and contracts, including those related to Federal funds, with a value of \$25,000 or more will be approved by City Council prior to payment.
- d) This review process will ensure that the suspension and debarment certifications have been obtained prior to payment. All suspension and debarment search results documentation will be kept on file for future



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A handwritten signature in blue ink, appearing to read "Adam Raymond".

auditing purposes, in accordance with Federal and State record retention policies.

- 2) Compliance with the section above will be verified by Finance prior to issuance of the purchase order.

Employees suspected of fraud, misappropriation or other similar irregularity – Employees assigned to administer Federal Funds on behalf of the City shall not have been suspended, debarred or charged with criminal activity.