



**To:** Finance & Administration Committee

**From:** Timothy Sexton, Director of Finance

**Date:** February 6, 2024

**Subject:** **Proposed Addition to the Purchasing Policies Manual**

The Village of Lombard was recently selected for a Motor Fuel Tax (MFT) compliance audit. A recommendation from the MFT auditor is to add a policy to require employees involved in federally funded procurement activities to verify the debarred status of potential contractors before awarding any contracts.

## **CHAPTER 7 - MISCELLANEOUS PURCHASING POLICIES & GUIDELINES**

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### **B. Federal Debarment and Suspension Policy**

NOTES

The Federal Office of Management and Budget (OMB) Uniform Guidance, Uniform Administrative Requirements for Grants and Agreements includes Debarment and Suspension requirements.

444 CFR Section 13.35 states that grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

All employees involved in procurement activities using Federal funds must verify the debarred status of potential contractors before awarding any contracts. To find a list of current companies (Entity) or individuals that have been declared ineligible to receive federal contracts, follow the instructions below to access the System for Award Management (SAM).

#### **Instructions**

- Access the [SAM website](#).

- Use the search bars to enter the entity name, Duns & Bradstreet number (DUNs), or Entity Commercial and Government Entity (CAGE) code.
- Click “SEARCH” to retrieve results.
- Entities with “Exclusion” listed in purple are currently debarred, while those labeled “Entity” in green do not have exclusions.
- Export or print the search results for documentation purposes.

Staff requests the Finance & Administration Committee to review the proposed changes and provide a recommendation for the Village Board.