



PURCHASING

OPERATING PROCEDURES

SECTION V-E – Debarred Vendor Review

TITLE: District Debarred Vendor Review Screening Procedures

1. Purpose: All Denver Public School departments that use Federal Grant money to purchase material and services on individual purchase orders or agreements over \$25,000.00 to be charged to fund 26, 27 or 28 should be aware these funds may not be used to procure from a federal government debarred, vendor. The purpose of this procedure is to provide an upfront screening process of these purchases, prior to the commitment of Federal government grant funding.

2. Definition: A **Debarred Vendor** is a vendor that has been debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. A list of debarred vendors may be found on the **Excluded Parties List System** at <http://www.epls.gov/epls>.

3. Policy:

The policy for debarred vendors applies only to individual purchases that exceed \$25,000.00 and are charged to funds 26, 27 or 28. These accounts apply to federal grants and federal dollars for various goods or services to be purchased by the District.

4. Procedures:

PROCEDURE	BY WHOM
All District purchases (purchase orders, contracts, independent contract agreements), regardless of account coding, in excess of \$25,000 (as per FAR regulations) for goods or services shall be checked against the federal government debarment listing. This check is to be performed to the following link- http://www.epls.gov/epls .	Purchasing and Accounting Departments

PROCEDURE	BY WHOM
All individual Buyers within the Purchasing department will verify that the selected Vendor is not on the EPLS Debarred Vendor list & will report the status of the vendor back to the School or Department. A note or comment shall be made in the purchasing system using the “header comment” field, enter the comment: “Vendor checked against the EPLS Debarred Vendor list, listing name and date of the person verifying.	Purchasing and Accounting Department

PROCEDURE	BY WHOM
If the vendor is on the debarred list, the school/department will need to select a different vendor. Ok to process per the Purchasing Department. Once the requisition has been edited and approved it will appear on the buyer’s activity report and will be converted into a purchase order and faxed to the vendor.	Requesting School or Department