

Lafayette Parish School System

Procedure: Tracking Debarred/Suspended Federal Grant-Related Vendors

The Grants Management Common Rule prohibits non-federal entities, such as Lafayette Parish School District, from doing business with parties that are suspended or debarred or whose principals are suspended or debarred from doing business with the federal government. Covered transactions include purchases of goods or services purchased with funding from direct federal grants or “pass through” federal grants that are administered through the State of Louisiana. This provision applies only to those vendors from whom we purchase more than \$25,000.00 of goods or services per year. Since we cannot predetermine the amount of purchases that will be made from each of our vendors, it will be necessary to apply the following guidelines to all vendors from whom we make purchases funded by federal grant monies.

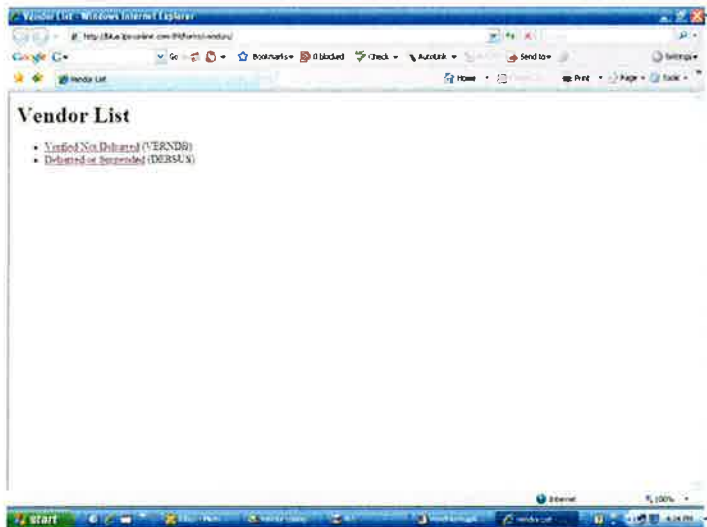
A. Procedures to be followed by employee preparing requisition or check request:

1. View CIMS Vendor Listing at <http://blue.lpssonline.com:89/forms/vendors/> to determine if debarment/suspension information is entered: Category code of either *VERNDB* (verified not debarred or suspended) or *DEBSUS* (debarred or suspended) must be present. If the category code is *VERNDB*, the requisition or check request can be processed in the normal manner. If the category code is *DEBSUS*, you must select another vendor to place the order with. If there is no category code present, proceed to Step 2.
2. Access the Excluded Parties List System website at www.epls.gov
3. Perform a vendor search to determine whether vendor is debarred or suspended. If results confirm that the vendor is in good standing, attach a print screen copy of the results of your search to the related requisition or check request. If results indicate that vendor is debarred or suspended, the purchase cannot be made from that vendor. However, you must forward the screen print to purchasing department to facilitate the updating of the debarment/suspension information.

B. Procedures to be followed by Purchasing Department employees:

1. Upon receipt of requisition, view CIMS Vendor Listing to determine if the debarment/suspension information is included. If included, proceed with the processing of the requisition. If not included, verify that EPLS screen print is attached and proceed to Step 2. If screen print is not attached, skip Step 2 and proceed to Step 3.
2. If the EPLS screen print is attached, remove it and place in EPLS master file for future reference. Go to vendor inquiry screen and include category code of *VERNDB* if vendor is not debarred or suspended or *DEBSUS* if vendor is debarred or suspended.
3. IF EPLS screen print is not attached, return the requisition to Accountant for attachment of the related EPLS screen print.

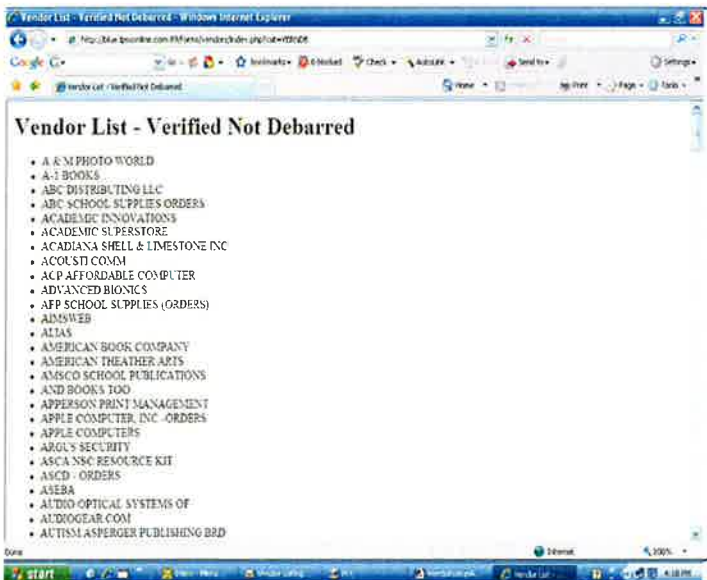
Website address: <http://blue.lpssonline.com:89/forms/vendors/>



Screen 1:

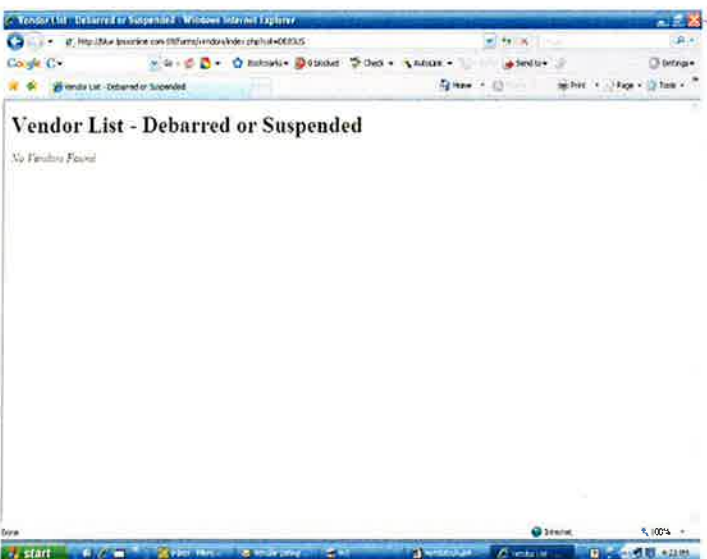
Log on to the website above.
You will need to search both category codes for each vendor.

1. Click on VERNDB
2. Click on DEBSUS



Screen 2:

If the vendor you are searching for has a category code VERNDB – you may proceed with ordering from this vendor because they are “verified not debarred”.



Screen 3:

If the vendor you are searching for has a category code DEBSUS – STOP! – you may not proceed with ordering from this vendor because they are “debarred or suspended”.

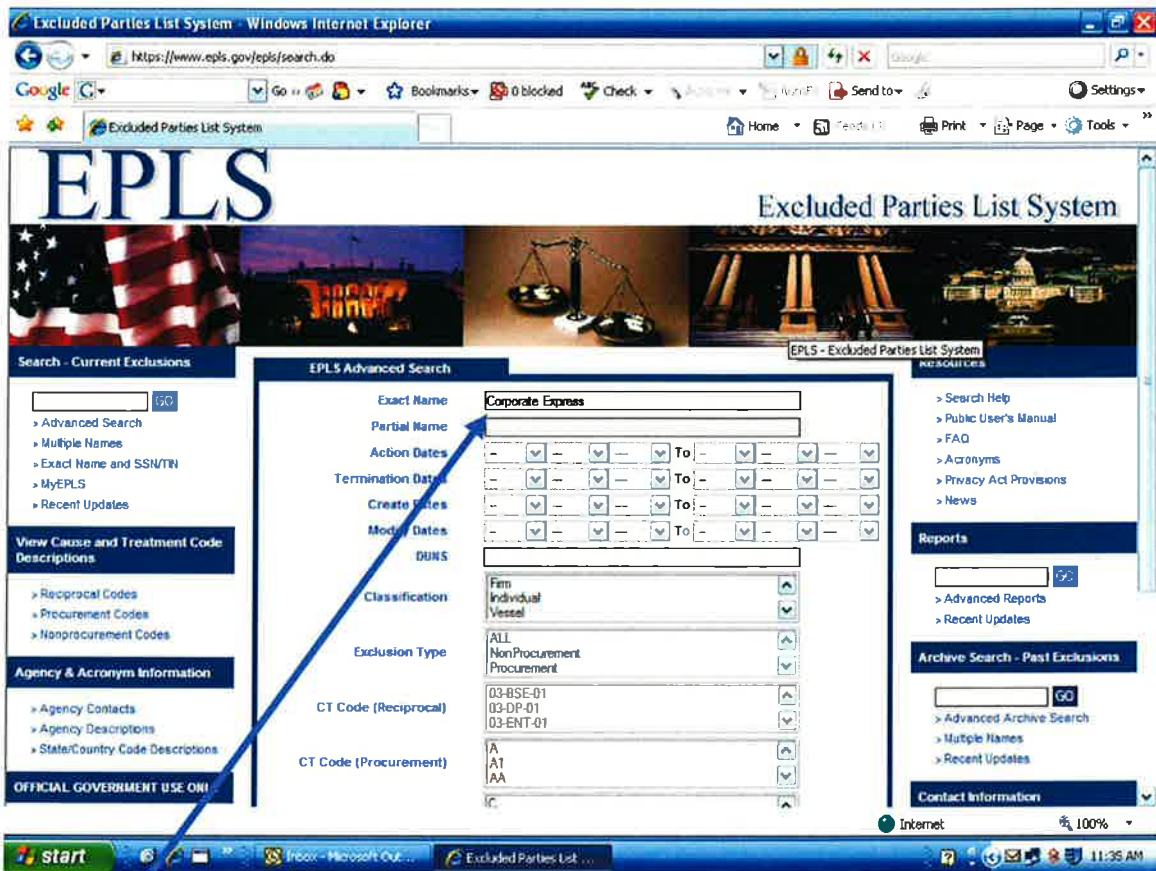
If your vendor’s name does not appear in either list, you will need to go to number 1 below.

1. Go to epls.gov website and look up vendor. Print the results and attach to requisition. Follow instructions for EPLS website.



Step 1: Website address: <https://www.epls.gov>

Step 2: Select Advance Search



Step 1: Enter the vendor exact name.

Step 2: Click the search button at the bottom of the page.

1. This result indicates vendor is NOT debarred or suspended. Print out this page and attach it to your requisition.

EPLS

Excluded Parties List System



Search - Current Exclusions

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates

View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

EPLS Search Results

Results 1 - 2 of 2

Search Results for Parties Excluded by

Partial Name : BAY or AND AREA
 As of 24-Sep-2008 11:42 AM EDT
[Save to MyEPLS](#)

Page: 1

Name Bay Area Builders
 Classification Firm
 Exclusion Type NonProcurement
 Description none

Address(es) --
 Address Corpus Christi, TX
 DUNS 787946826

CT Action(s) -

-

Action Date
 Termination Date Indef.
 CT Code Y
 Agency VA
 Agency POC VA Contacts
 EPLS Create Date 03-Feb-1997
 EPLS Modify Date

Cross Reference(s) --

Name	Action Date	Term Date	CT Code
1. Bayarera, Alex		Indef.	Y

Name Bay Area Home Health
 Classification Firm
 Exclusion Type Reciprocal
 Description none

Address(es) --
 Address Cedar Box 8204, Goldsboro, NC,
 27553
 DUNS 398573842

CT Action(s) -

-

Action Date 20-Apr-1988
 Termination Date Indef.
 Date

Resources

- > Search Help
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News

Reports

- > Advanced Reports
- > Recent Updates

Archive Search - Past Exclusions

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates

Contact Information

- > Email: support@epls.gov
eprecommments@epls.gov
- > Phone: 1-866-USA-EPLS
 1-866-472-3757

<https://www.epls.gov/epls/search.do>

9/24/2008

Step 1: This result indicates vendor IS debarred or suspended and we CANNOT do business with. Print and forward to Kay Ledet.