

# SAM.gov Suspension/Debarment Verification – Quick Guide & Checklist

Required under 2 CFR 200.214

## When Verification Is Required

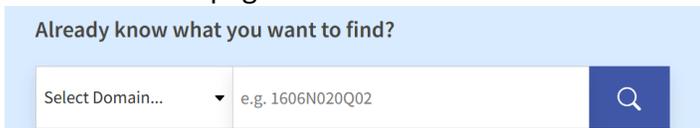
- ✓ Before signing **any vendor contract**
- ✓ With **every invoice** submitted for payment using government grant funds
- ✓ With **RAMP card purchase** using government grant funds
- ✓ For **all vendors**, regardless of purchase amount

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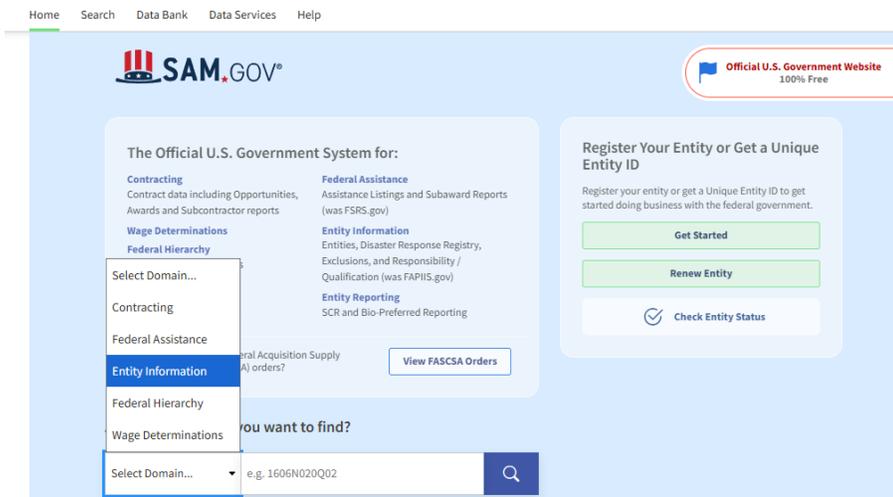
## Step-by-Step Verification Guide

### 1. Go to SAM.gov

- Navigate to the Home page. Please note: no login required for basic entity status checks.
- Scroll down the page to where it reads -

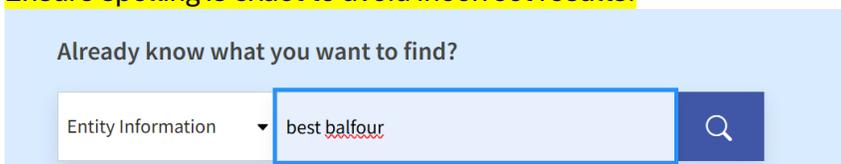


- Click on the drop down for *Select Domain* and select *Entity Information*.



### 2. Search the Vendor

- Enter the vendor's **legal business name** then click the search icon. **Ensure spelling is exact to avoid incorrect results.**



### 3. Review the Vendor's Status

- Locate the vendor in the results.
- Confirm they are **not** listed as:
  - *Excluded*
  - *Suspended*
  - *Debarred*
- Check for any flags or restrictions noted in their profile.

If the result shows a status similar to the one in the screenshot below, vendor should not be used for any goods or services.

The screenshot shows a search interface with a 'Filter By' sidebar on the left. The sidebar includes a 'Keyword Search' section with options for 'Simple Search' and 'Search Editor'. Under 'Simple Search', there are radio buttons for 'Any Words', 'All Words' (which is selected), and 'Exact Phrase'. The search input field contains 'best balfour'. The main search results area shows 'Showing 1 - 1 of 1 results' and a 'Sort by' dropdown set to 'Relevance'. The result is for 'BEST BALFOUR' with a status of 'Active'. Below the name is a table with columns: 'Unique Entity ID (blank)', 'CAGE Code (blank)', 'Physical Address (AUSTELL, GA 30168 USA)', and 'Classification Individual'. To the right of the table is an 'Exclusion' button. Below the table is a pagination control showing 'page 1 of 1' and 'results per page 25'.

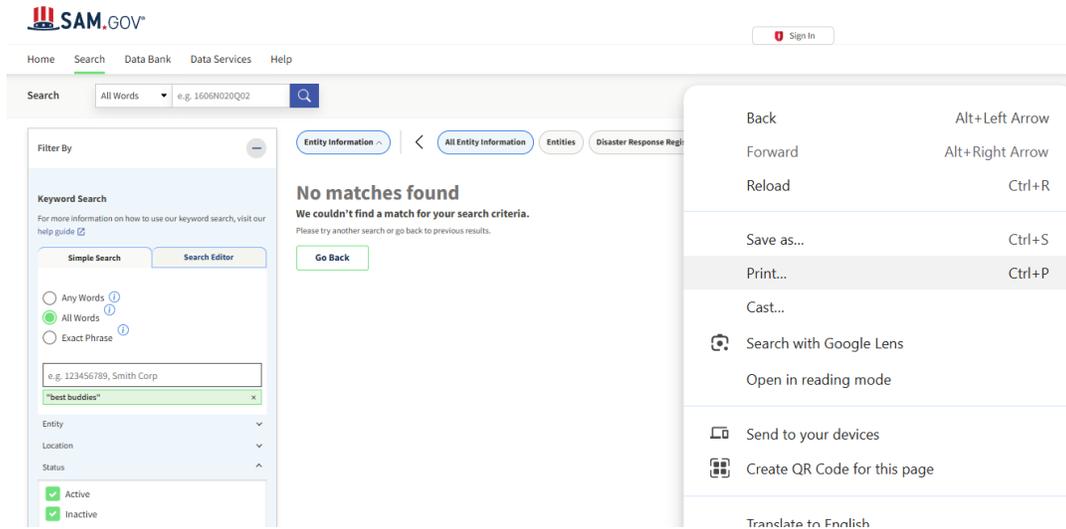
If the result shows a status similar to the one in the screenshot below, vendor can be used for any goods or services.

The screenshot shows a search interface with a 'Filter By' sidebar on the left. The sidebar includes a 'Keyword Search' section with options for 'Simple Search' and 'Search Editor'. Under 'Simple Search', there are radio buttons for 'Any Words', 'All Words' (which is selected), and 'Exact Phrase'. The search input field contains 'e.g. 123456789, Smith Corp'. Below the input field is a search history item 'best buddies'. The main search results area shows 'Entity Information' and 'Entities' tabs. The 'Entity Information' tab is active, and the text 'No matches found' is displayed. Below this text is a message: 'We couldn't find a match for your search criteria. Please try another search or go back to previous results.' and a 'Go Back' button.

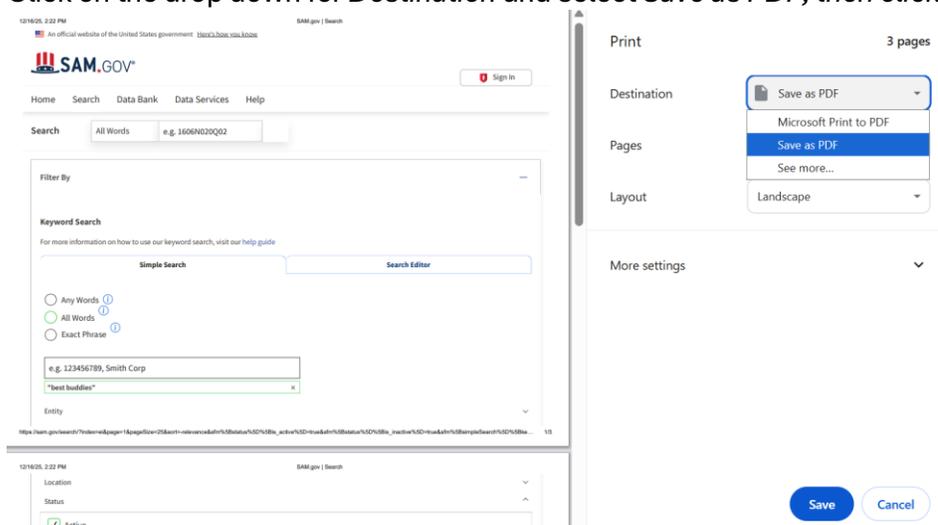
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## 4. Capture Proof of Verification

- Save a **PDF** copy of the results page by right clicking on the page and selecting print.



- Click on the drop down for *Destination* and select *Save as PDF*; then click *Save*.



## 5. Submit Documentation

Attach the verification to:

- **Contract packets** (before signatures or approvals)
- **Invoices** submitted for payment
- **RAMP card** purchases

## 6. Retain Records

- File documentation according to retention requirements.

## Quick Compliance Checklist

- Vendor checked in SAM.gov before contract?
  - Vendor status shows **not suspended/debarred/excluded**?
  - Proof of verification saved as a PDF?
  - Verification attached to invoice/contract packet/RAMP transaction?
  - Documentation saved in file?
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