

**E-mail MEMO:
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MEMO

WX-2013-3

TO: Agency Directors, Fiscal Officers and Weatherization Coordinators
FROM: Chris Shoopman, Weatherization Program Coordinator
RE: Suspension and Debarment Clarification
DATE: 10/09/2013

Greetings,

Recently, questions have arisen as to whether or not agency sub-contractors must be registered with the SAM system. The purpose of this memo is to clarify who is required to register.

Those required to register in SAM include:

Vendors and subcontractors: Only vendors and sub-contractors doing business **directly** with the federal government are required to register.

Grant-seekers and grantees: Any government, business, grantee or organization (known as an "Entity" in SAM) wishing to do business with the federal government under a Federal Acquisition Regulation (FAR)-based contract, or anyone applying for federal grants, cooperative agreements or other forms of federal financial assistance through Grants.gov, must be registered in SAM.

Asking your weatherization contractors to register within the SAM system is considered a "best practice" and will certainly aid in ensuring compliance related to suspension/debarment, but is **not** required.

Agencies are required to have a system in place to periodically verify that their contractors are not listed as a debarred entity in the SAM system. Verification must include the date and results of the SAM system search as well as identify the person conducting the search.

If you have any questions, please contact me at (503) 986-0972.

Best Regards,

Chris Shoopman
Weatherization Coordinator