
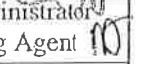


<b>TITLE: Debarment Verification Procedure</b>		Approved by: Auditor/ Civil Legal 
		County Administrator/ Purchasing Agent 
		Date Approved 6/27/11
Effective Date: 7/7/11	Commissioner's Court Date Approved: 7/7/11	Page No: 1 of 1

## I. PURPOSE

To ensure that any and all purchases using Homeland Security Grant Funds are cheked via the GSA Excluded Parties List System website [www.epls.gov](http://www.epls.gov) to verify that the vendor to be used by the County is not on the excluded parites list.

## II. SCOPE

this procedure applies to all purchases using Homeland Security Grant Funds

## III. RESPONSIBILITY

all Purchasing Dept. staff

## IV. GENERAL

Whenever a Purchase Order is requested using Homeland Security Grant Funds the Vendor on the requisition must be verified for Debarment and cheked via the GSA Excluded Parties List System website [www.epls.gov](http://www.epls.gov) to verify that the vendor to be used by the County is not on the excluded parites list.

All information reteived at the [www.epls.gov](http://www.epls.gov) site on requested vendor including a "no data found " response will be printed out, scanned and attached to all requisitions for audit purposes.  
This print out will include vendor name, date and time per epls site print out for verification purposes.

**RESOLUTION  
ON  
POLICY & PROCEDURES  
THAT ENSURES DEBARMENT CHECK IS ADEQUATELY PERFORMED**

In accordance with 2 Code of Federal Regulations (CFR) Part 200.318, the County of Cameron hereby adopts and will enforce the following procurement policy and procedures pertaining to adequate performance of debarment checks of bidders/vendors prior to contract awards for Community Development Block Grant funded projects.

**PURPOSE** The purpose of this Procurement Policy is to ensure that the County will not contract or engage an entity or provider that has been debarred from doing business with the federal or state government.

**APPLICATION** This policy applies to the procurement of all supplies, equipment, construction, and services of and for Cameron County related to the implementation and administration of the CDBG award. All procurement will be done in accordance with 2CFR Part 200 and Appendix II to Part 200.

**DEBARMENT CHECK POLICY:** Cameron County will adhere to the following procurement debarment check procedure(s), to be performed prior to award of CDBG contracts:

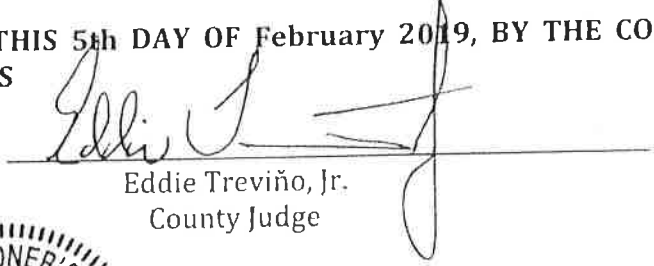
Cameron County Program Development & Management Department, responsible for CDBG funded projects, will ensure adequate debarment check are performed on CDBG bidders/vendors prior to contract awards. The county will use the Department of Labor's "System for Award Management" (SAM) for debarment inspection ([www.sam.gov](http://www.sam.gov)). The county will conduct this review to verify good standing and will include a print out of the necessary SAM source documentation that will indicate the name of applicant (all Contractors, Subcontractors, or other Service Providers) is verified to be "Active, Eligible and clear of any debarment status" prior to any formal procurement actions, including contract bids, awards, authorizing resolution, authorizing ordinance or other professional services with State and or Federal Funding sources with Cameron County.

Debarment and Suspension and ineligible parties are not eligible and will not be awarded contracts by Cameron County. A copy of such SAM documentation verification will be kept on file as required.

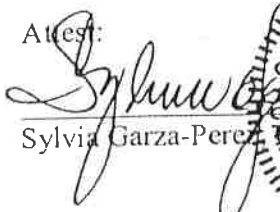
This Policy becomes effective immediately, upon adoption by County Commissioners Court.

County of Cameron on this date below has introduced and passed a resolution adopting this policy.

**PASSED AND ADOPTED THIS 5th DAY OF February 2019, BY THE COMMISSIONERS COURT OF CAMERON COUNTY, TEXAS**

  
Eddie Treviño, Jr.  
County Judge

Attest:

  
Sylvia Garza-Perez



# Cameron County Commissioners' Court Agenda Request Form

No. \_\_\_\_\_

Date: January 24, 2019 Meeting Date Request: February 5, 2019  
Deadline for Action: \_\_\_\_\_ Contact Person: Mark A. Yates  
Department: PD&M Phone: 956-554-0828 Fax: 956-544-0891  
Department Head Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Consent Item:

Consideration and Approval of a Policy & Procedures for Vendor Debarment Verification of HUD Community Development Block Grant funded Projects, Pursuant 2 CFR Part 200.318.

*approved Come Out 2/8/19*  
**Background:** (Briefly summarize your request, if needed use separate sheet(s) or attach supporting documentation).

On September 24-28, 2019 the Texas General Land Office performed an on-site review of a Cameron County GLO funded Disaster Recovery Community Development Block Grant contract #2-361-000-6127. GLO identified a need for Cameron County to update its vendor's debarment review procedures to endure the debarment checks are adequately performed. The finding does not constitute any disallowed cost or other improprieties, but updated procedures will avoid the county from entering into a contract with a vendor that may be debarred from government contracts.

Attached is the Updated Debarment Procedures.

**PLEASE FILL IN ALL BLANKS WITH REQUIRED INITIALS AND FISCAL DATA INFORMATION  
OR PLACE N/A IF IS NOT APPLICABLE:**

County Judge N/A Auditor N/A Budget N/A Legal *[Signature]* Human Resources N/A Purchasing *[Signature]*  
1295 Form N/A

## **Fiscal Data:**

Dept. Name: PD&M Fund No. N/A  
Funds Available: Yes ☒ No ☐  
Funds From: Department: Yes ☐ No ☒ Amt. Expended: N/A  
General: Yes ☐ No ☒ Impact on future budget: Yes ☐ No ☒  
Grant: Yes ☐ No ☒

## Comments:

## **Action taken by Commissioners' Court**

Approved \_\_\_\_\_ Tabled \_\_\_\_\_ Denied \_\_\_\_\_ Motion made by \_\_\_\_\_ Seconded \_\_\_\_\_ Vote \_\_\_\_\_