

City of Amarillo Homeland Security Grant Debarment Policy and Procedure

Policy

Prior to procuring or entering into contract(s) for any goods/services, the Emergency Management Coordinator or designee in coordination with the Purchasing department must check the debarment status of the vendor using the EPLS system (<https://www.SAM.Gov>) and document that verification has occurred. This policy applies to the procurement of all good(s) or service(s) regardless of unit price or quantity.

Procedures for Documentation

Before Homeland Security funds may be spent, the Emergency Management Coordinator or designee in coordination with the Purchasing department will:

1. Go to the EPLS Website (<https://www.SAM.Gov>).
2. The Emergency Management Coordinator, Purchasing Agent, or their agent will search the EPLS system for the vendor.
3. If the vendor is found to be debarred, the vendor may not be used for procurements utilizing Homeland Security Grant Funds.
4. If the vendor is found not be debarred, print the screen page and retain with the procurement documentation.
5. A copy of the screen print indicating the vendor is not debarred, at the time of the procurement, must be included with the supporting documentation submitted to the Texas Homeland Security State Administrative Agency requesting reimbursement or advance.

Signature: Trent Davis

Printed Name: Trent Davis

Title: Purchasing Agent

Effective Date: November 25, 2014

Signature: Kevin Starbuck

Printed Name: Kevin Starbuck

Title: Emergency Management Coordinator