Government User – Identifying Excluded Entities

1 How can I check to see whether an entity is excluded from receiving federal awards?

Use the following steps to see if an entity is subject to any active exclusions (e.g., suspensions, debarments) imposed by a federal agency:

- Go to https://sam.gov

- On the Home Page or the Search Records tab, enter the Entity's name or DUNS number in the search bar and select the Search icon. (IMPORTANT NOTE: Individuals are not assigned DUNS numbers. If you are checking for an exclusion for an individual, search by typing in the name.)

- If no exclusion record is found for the entity, the entity does not have an active exclusion submitted in SAM by a federal agency.

- If an exclusion record is found, it will display a box marked "Exclusion" in purple; check the status in the top-right corner of the box. If the status indicates "Active", there is an active exclusion for that entity.

Here's an example. Note that the search result with the green box marked "Entity" is an Entity Management search result. The result with the purple box marked "Exclusion" is an Exclusion search result:

PLEASE NOTE: JUST SEEING THAT AN ENTITY HAS AN ACTIVE EXCLUSION IS NOT SUFFICIENT. AS AN AWARDING OFFICIAL YOU MUST CONTINUE TO THE NEXT STEPS.

- If you are viewing an exclusion record (as indicated by a purple box marked "Exclusion" in the upper-left corner of the search result), select "View Details" to open the exclusion record and see additional information.

- If you are viewing an entity management record (as indicated by a green box marked "Entity" in the upper-left corner of the search result), select "View Details" to view the entity's dashboard for more information. Use the sub-navigation links on the left side of the screen to review the entity's specific exclusion. Select the "Active Exclusions" link to view all current exclusions. Select "View Exclusion" to view the data in the specific exclusion record. Scroll through the exclusion record to review details.

- IMPORTANT: As a Government awarding official you MUST review the "Effect" section of the exclusion record to determine exactly how you should apply the exclusion to your specific award\modification. The language in the "Effect" section of the exclusion record will indicate if the entity is excluded from procurement actions and/or non-procurement (e.g., grants, financial assistance) actions.

2 SAM Search returns exclusion and entity management records. What if I just want to see the exclusion information for that entity?

After you conduct a search and the results are displayed on the page, you will see filters on the left-hand side of the screen. Under the By Record Type section, one checkbox reads "Entity Registration" and one says "Exclusion". If you select "Exclusion" the search results on the screen will show only exclusion information. You can further filter by "Active" or "Inactive" exclusion status.

3   Why do searches on individuals not display the street address but instead present me with a "Verify Address" button?

Due to privacy concerns, SAM does not display individuals' addresses in the public search. SAM provides the "Verify Address" button so that you can still verify that the individual's name you're seeing on screen is the same individual you may be considering. In these cases, the system allows you to enter the street address information for the given individual displayed on the screen. By selecting "Verify Address", you will be given a "Verified" message if there is a match or a "No Match" response if there is not.

4   How can I search by Multiple Names or SSN/TIN?

You can use the Advanced Search – Exclusions to expand your search criteria. This includes searching for searching by multiple names or SSN/TIN.

1.   Go to https://sam.gov
2.   Select Search Records from the main navigation menu.
3.   Select Advanced Search – Exclusion.
4.   You will see a pop up with Exclusion Search Tips, select Continue to proceed.
5.   Select the radio button for Single Search if you want to enter specific details or a date range.
6.   Select the radio button for Multiple Names to search for more than one excluded party at a time.
7.   Select the radio button for SSN/TIN Match for an exact match search by only SSN/TIN.
8.   Once you select the radio buttons, and enter your search criteria, select "Search".

Based on these filters, SAM will search Exclusion records for a match on any combination of the search terms you entered. If you selected Multiple Names and entered the first names Donna and Leroy and the last names Smith and Johnson, you may get listings for "Donna Smith", "Donna N Smith", "Donna Johnson", "Leroy Johnson", "Leroy Smith", Leroy R Smith", etc.

5   How do I export a listing of all Active exclusion records?

SAM has this functionality available via an extract, updated every business day, which can be found in the Data Access tab in the list of Public Extracts.

6   How do I search via web service?

The following is access and description information:

URL: https://gw.sam.gov/epls/services/EPLSSearchWebService

WSDL Location: https://gw.sam.gov/EPLS/EPLSSearchWebService.wsdl