

COMPLIANCE BULLETIN

SUPPORTING HIGH QUALITY SERVICES THROUGH HIGH QUALITY STANDARDS

Bulletin #4

August 1, 2006

CHANGE IN INITIAL EXCLUSION AND DEBARMENT CHECK PROCESS FOR CONTRACTED ENTITIES

Agency Policy HHSA-M-4.2 currently requires that Programs check the status of all contractors recommended for award against the U.S. Department of Health and Human Services Office of Inspector General List of Excluded Individuals and Entities (“Exclusion List”) and federal General Services Administration Excluded Parties Listing System (Debarment List”) prior to the award of ***any*** contract and thereafter annually at the time of contract renewal or extension.

To streamline this process and reduce duplication of effort in the Agency, effective September 1, 2006, the Compliance Office will assume the responsibility for conducting the initial checks of contracted entities using the following process:

Initial Check: For contractors new to the County, Program will be responsible for providing the Compliance Office with the true legal name of the offeror (as indicated on the offeror’s proposal) prior to the conclusion of negotiations and the posting of the Notice of Intent to Award. The Compliance Office will check the offeror’s status against the lists and e-mail confirmation to the Program within forty-eight (48) hours.

Program still retains the responsibility for: 1) ensuring that invoices contain the required monthly Exclusion and Debarment Certification; 2) ensuring contractor documentation supporting these monthly certifications are verified at least once per fiscal year; and 3) updating the Legal Name Directory and Contract Registry in a timely manner.

Policy HHSA-M-4.2 will be revised to reflect this change.

For more information, please contact:

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and your responsibility”***



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