

COMPLIANCE BULLETIN

SUPPORTING HIGH QUALITY SERVICES THROUGH HIGH QUALITY STANDARDS

Bulletin #5

August 1, 2006

CHANGE IN ANNUAL EXCLUSION AND DEBARMENT CHECK PROCESS FOR CONTRACTED ENTITIES

Agency Policy HHSA-M-4.2 currently requires that Programs check the status of all contractors they do business with 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 annual checks of contracted entities using the following process:

Annual Check: Using Agency Contract Support’s Legal Name Directory and Contract Registry, the Compliance Office will check each contracted entity against the Exclusion and Debarment lists. Following the checks, a “Cleared Listing” of all contracted entities will be provided to each COTR by May 31 of each year. Programs that renew contracts on other than a July 1–June 30 cycle are responsible for providing the Compliance Office with the names of the affected contractors at least forty-five (45) days prior to contract execution.

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:

Bob Borntrager, CHC

Compliance Officer

(619) 515-4246

Robert.Borntrager@sdcounty.ca.gov

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and your responsibility”***



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