

Contracts Analyst to conduct the due diligence screening listed below. If the screening tool does not apply to your solicitation/contract, select “N/A” and provide a brief explanation of why it does not apply.

Solicitation Number/Contract	
Completed By	
Date of Due Diligence Screening	

1. United States GSA System for Award Management (SAM) Exclusion List

Check conducted and result(s) saved

Not applicable – reason: _____

- ❖ <https://sam.gov/content/exclusions>

- ❖ Purpose: Identifies if a vendor is excluded from doing business with the federal government (e.g., temporary or permanent debarment). Identifies sanctions placed on the entity by the federal government.

2. California Secretary of State Business Search

Check conducted and result(s) saved

Not applicable – reason: _____

- ❖ <https://bizfileonline.sos.ca.gov/search/business>

- ❖ Purpose: Identifies if an entity is permitted to do business in California and its standing with key State agencies.

3. County of Santa Clara OLSE Active Wage and Hour Judgments

Check conducted and result(s) saved

Not applicable – reason: _____

- ❖ <https://app.powerbigov.us/groups/90db82ba-9f71-4fd0-bcd8-89d247716ecf/reports/3820d052-480d-4615-8fa7-8de0f9bfe26f/ReportSection?ctid=0ac3202f-c3e9-4f56-830d-017d09d16b3f>

- ❖ Purpose: Identifies entities with outstanding/unpaid judgments for wage and hour violations.

4. Department of Consumer Affairs (DCA) License Search

Check conducted and result(s) saved

Not applicable – reason: _____

- ❖ <https://search.dca.ca.gov/?BD=800&TP=8002>

- ❖ Purpose: Identifies if a vendor is excluded from doing business with the federal government (e.g., temporary or permanent debarment). Identifies sanctions placed on the entity by the federal government.

5. IRS Exempt Organization

Check conducted and result(s) saved

Not applicable – reason: _____

- ❖ <https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>

- ❖ Purpose: To check for an organization’s tax-exempt status and filings. Use for contracts doing business with non-profit organizations

❖ Note: This is only required if the vendor stated that they are a tax-exempt organization.

6. Care Facility Provider Search

Check conducted and result(s) saved

Not applicable – reason: _____

❖ <https://www.cclld.dss.ca.gov/carefacilitysearch/>

❖ Purpose: Confirm if a care facility provider is in good standing with the California Department of Social Services. You can check to make sure the facility is licensed, as well as review citations and complaints levied against the provider and facility evaluation reports.

❖ Note: This is only required for Care Facility Providers (e.g., RCFs, ART, EAR, Crisis Residential).

7. MediCal Suspended and Ineligible Provider List

Check conducted and result(s) saved

Not applicable – reason: _____

❖ <https://files.medi-cal.ca.gov/pubsdoco/SandILanding.aspx>

❖ Purpose: Confirm if an entity has been suspended from acting as a MediCal provider.

8. Office of Inspector General Exclusion Program

Check conducted and result(s) saved

Not applicable – reason: _____

❖ <https://exclusions.oig.hhs.gov/>

❖ Purpose: Confirm if an entity has been excluded from any federally funded health care programs by the Department of Health and Human Services.