



**Department of General Services
Procurement Division**

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**TO: Procurement and Contracting Officers (PCOs)
Purchasing Authority Contacts (PACs)
Small Business and DVBE Advocates
State Contract Advisory Network (SCAN) Members**

RE: New List of Suspended Firms and Principals

The Department of General Services, Procurement Division, Office of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Services (OSDS) has legal responsibility and authority to impose sanctions on firms that violate the SB or DVBE programs. Such sanctions can extend to the certified firms, non-certified firms, as well as the principals of the firms.

OSDS publishes information about sanctions under both the SB and DVBE programs. OSDS also is required to publish a list of any firms or individuals that are suspended from State contracting. The list shows the start and end dates of the period of suspension for each firm/individual.

The list of suspended firms can be found on the OSDS Web site [here](#). Once you are on the Small Business /DVBE Program Violations and Sanctions page, locate the [List of Suspended Firms](#) link and click on it.

Note: Certified firms that have had their certification revoked or an application denied will not have this revoked or denied status reflected in OSDS information viewed [here](#). However, because sanctions are applied to non-certified firms and individuals, a separate listing of suspended firms and individuals must be maintained. The OSDS will send a broadcast email to alert departments each time a firm(s) or individual is added to the list.

ACTION REQUIRED: Contracting officials must check the OSDS list on-line prior to each stage of soliciting, evaluating or awarding contracts as new firms/individuals will be added and deleted from time to time.

Effective immediately, State contracting officials may not:

- Extend solicitation opportunities to firms or individuals on the suspended list;
- Accept or consider bids/quotations from firms or individuals on the suspended list;

or

- Award contracts or purchase orders to firms or individuals on the suspended list.

Any department that has current contracts with a firm or individual that has been suspended from State contracting should consult with legal counsel to determine whether termination of the contract is required and for instructions on how to terminate the contract.

Please ensure that all contracting or procurement staff within your department are apprised of this requirement to check the listing and the related program information.

If you have any questions regarding suspended firm(s) or individuals, or to request a list of suspended firms, please contact:

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