

PCOE Early Childhood Education Debarment Form Completion Instructions

It is now a requirement by Placer County Office of Education for any new vendor added or any vendor establishing a new contract that a signed Debarment Form be obtained. The form is a certification that the payee has not been informed that they are prohibited from doing business with the Federal government (i.e. being paid by Federal funds).

To complete the form, please review the following:

- The Name of Agency/Company Representative is only completed if a company is completing the form. For example, Office Depot/Joe Smith.
- The Name of Agency/Company/Individual would be the name of the vendor PCOE will be paying. For most payments, this will be a person's name such as Joe Smith.
- The Federal Identification Number is the tax identification number that the payee uses and should match what is being input on the W-9 or a person's tax return (i.e. social security number or Employer Identification number).
- The Address is the payee's address we will be mailing the payment to.
- The Phone is the payee's phone number.
- The Email is the payee's email address.
- The form must be signed and dated. A faxed copy is acceptable.

Placer County Office of Education

Debarment and Suspension Certification

As the awarded consultant/vendor of this contract, agreement, memorandum of understanding or purchase order, you are required to provide debarment and suspension certification indicating that you are in compliance with Federal Executive Order 12549. Certification can be done by completing and signing this form.

Debarment and Suspension:

Federal Executive Order 12549 requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment or suspension, declared ineligible, or otherwise excluded by any federal department or agency from doing business with the Federal government.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment or suspension, declared ineligible, or otherwise excluded from participation in this transaction by any federal department or agency.

Name of Agency/Company Representative: _____

Name of Agency/Company/Individual: _____

Federal Identification Number/Social Security Number: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ Date: _____