VENDOR COMPLIANCE CHECKS
Reference Guide

Prior to awarding a vendor a contract, an agency must verify that a vendor is in compliance with the requirements stated in **Section 5.3.2** of the P*urchasing Division Procedures Handbook*. If the contract being awarded is for goods or services exceeding the $5,000 "no bid" threshold, the agency must retain documentation verifying compliance in the agency file.

As part of the vendor registration compliance process, there are six checks that must be completed.

Agency must manually check	Automatically checked by *wv*OASIS
1. West Virginia Secretary of State 2. State Debarment 3. Federal Debarment	1. Unemployment 2. Workers' Compensation 3. OIC Defaulted Accounts

For instructions on how to manually check a vendor's compliance status, see below.

---

1) West Virginia Secretary of State	
Manual search needed	https://apps.sos.wv.gov/business/corporations/ **Search Instructions:** In the Organization field, enter one or more keywords in the business name, using the "%" symbol as a wild card, if needed. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. (This search is not required for contracts awarded to individuals or general partnerships) To resolve any issues have the vendor call (304) 588-8000

Business & Licensing

Business Organization Search

SEARCH TIPS: If you have trouble finding a business, try the following:

1. Enter one or more key words in the business name

2. Use the % symbol for a wild card search.
   Example: searching for Fraternal Order Eagles 1234 ABCD, Inc.
   %Fraternal%1234%

3. The search results will include what are commonly referred to as a fictitious business names in the results, if they have been registered with the State Tax Department.

Organization	%west%virginia%
Agent/Officer/Name	

Show Advanced Search Options   Search   Reset

VENDOR COMPLIANCE CHECKS
Reference Guide

2) State Debarment	
Manual search needed	www.state.wv.us/admin/purchase/debar.html **Search Instructions:** Review list and verify that the vendor is not debarred by the state of West Virginia. If the vendor is debarred they are ineligible for award.

Debarred Vendor List

Pursuant to **West Virginia Code** §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period.

Below is a list of vendors who are currently debarred from doing business with the State of West Virginia.

Vendor Name:	
Vendor Address:	
Debarment Date:	
Debarment Period:	
Debarment Scope:	

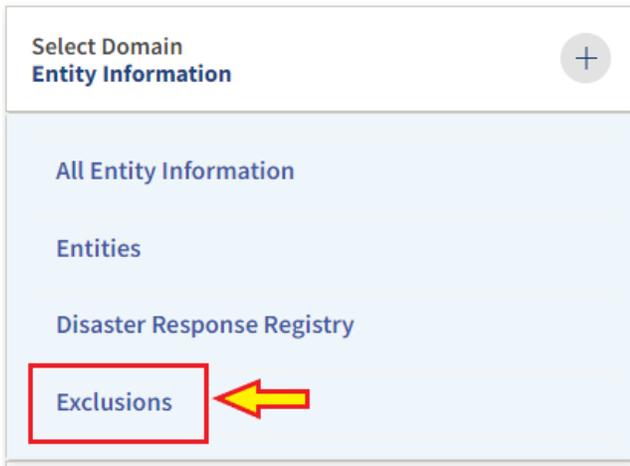| **3) Federal Debarment**	
Manual search needed	https://sam.gov/content/
	Search Instructions: From any page on SAM.gov, select "Search" in the menu. If the vendor is debarred they are ineligible for award.
	From the Search page, select the plus sign next to "Select Domain."

VENDOR COMPLIANCE CHECKS
Reference Guide

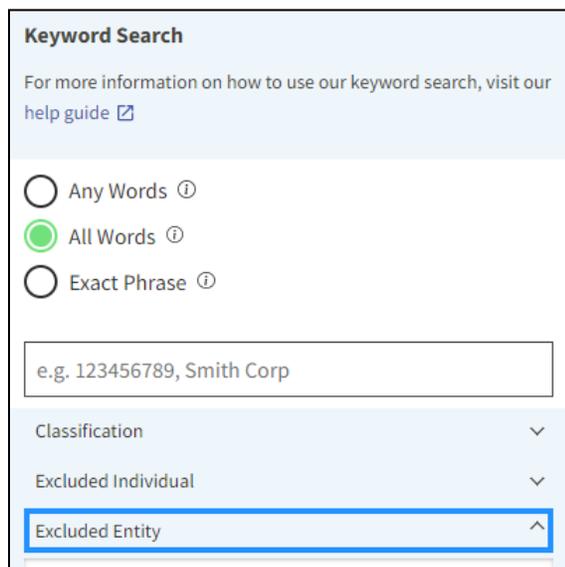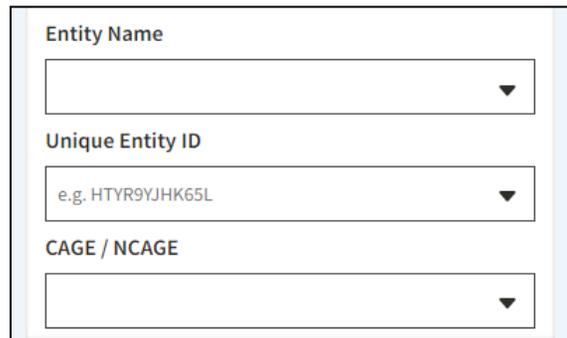|	
Select Domain **All Domains** ⊖ **All Domains** Contract Opportunities Assistance Listings **Entity Information** ⬅ Federal Hierarchy Wage Determinations	Select "Entity Information" from the list.
Select Domain **Entity Information** ⊕ All Entity Information Entities Disaster Response Registry **Exclusions** ⬅	Then select "Exclusions."
Keyword Search For more information on how to use our keyword search, visit our help guide ☑ ○ Any Words ⓘ ● All Words ⓘ ○ Exact Phrase ⓘ e.g. 123456789, Smith Corp Classification ⌄ Excluded Individual ⌄ Excluded Entity ⌃	Next, enter an entity's name, Unique Entity ID (SAM), or CAGE code. To search for a person, you can search by their name, Social Security Number, or tax identification number (TIN). Enter additional criteria into filters on the left side of the page to narrow your results. **Entity Name** [▼] **Unique Entity ID** e.g. HTYR9YJHK65L ▼ **CAGE / NCAGE** [▼]

VENDOR COMPLIANCE CHECKS
Reference Guide

4) Unemployment
Automatically checked by wvOASIS
If the vendor is flagged in wvOASIS, have the vendor call (304) 558-2451 to resolve it.

5) Workers' Compensation
Automatically checked by wvOASIS
If the vendor is flagged in wvOASIS, have the vendor call (304) 558-6279 to resolve it.

6) OIC Defaulted Accounts
Automatically checked by wvOASIS
If the vendor is flagged in wvOASIS, have the vendor call (304) 558-1200 to resolve it.

7) Tax Department
Automatically checked by wvOASIS
If the vendor is flagged in wvOASIS, have the vendor call (304) 558-3333 to resolve it.