

Suspension and Debarment Referral

Executive Summary	
Tell us about yourself	
Your Contact Information <i>(Name, email, phone #)</i>	
Tell us about the company / people involved	
Name(s), address(es), and UEI of each respondent (e.g., the firm(s) or individual(s) being referred)	
Name(s), address(es), and UEI (if applicable) of any known principals (see FAR 2.101 for definition of principals)	
Name(s), address(es), and UEI of any known affiliates (see FAR 9.403 for definition of affiliates)	
Tell us about the action(s) that led to this referral	
Specific grounds and causes for the referral (e.g., cite FAR 9.407-2, FAR 9.406-2, and/or VAAR 809.406-270)	
General summary of the relevant facts. <i>(This is an objective recitation of the relevant facts and should not include argument or persuasion.)</i>	
General analysis or argument on why facts constitute causes for debarment or suspension under FAR 9.407-2, FAR 9.406-2 and/or VAAR 809.406-270. <i>(This analysis should be persuasive in nature.)</i>	
Solicitation or Contract/Task Order number(s) relating to the referral, if any.	
Supporting Documentation	
Information on any known related judicial proceedings or investigations including the names of the individuals handling the proceedings or investigations.	
All releasable information, documentation and evidence relevant to the referral.	

Do not include confidential, sensitive or protected information such as social security numbers. Sensitive, confidential or protected information needs to be sanitized or redacted prior to submission of the referral. Documents that include confidential, sensitive or protected information will be returned for redaction prior to consideration by the Committee. However, this information may be requested at a later date.

The referral should provide all releasable information, documentation and evidence relevant to the referral. This should include, but is not limited to, indictments, complaints, criminal information, search warrants, declarations statements or affidavits, certifications, applications, investigation results, submissions from respondents, and exculpatory evidence (relevant evidence that may not support suspension or debarment action).

Email the Executive Summary and all relevant supporting documents to: VASuspension&Debarment@va.gov