

Policy:  <b>Conflict of Interest</b>	Category: <b>Division of Federal Programs - PDE</b>	Number: <b>654</b>
	<input type="checkbox"/> Complete Revision <input type="checkbox"/> Partial Revision <input checked="" type="checkbox"/> New	Supersedes:

## Standards of Conduct

In accordance with 2 C.F.R. §200.112, the District maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Nominal value as it relates to any gift (e.g. tangible products or invitations to meals) is limited to a value of \$25.00. One example of this is unsolicited advertising or promotional items of nominal value including pens and note pads.

For the purpose of this policy, "immediate family" means a spouse and children. "Partner" is defined as any organization to which the employee, officer or agent has direct or indirect financial or other interest. A "financial interest" is defined as an ownership interest of greater than or equal to 10%. "Other interest" is defined as participating actively in the management of that organization or in another organization that has a vested interest in the gains of that organization either through a vendor/supplier relationship, merger/acquisition intent or other similar business relationships. Real and/or potential conflicts of interest should be reported to the employee's immediate supervisor or next highest level of supervision that is not involved in the conflict. The Business Office will utilize COSTAR vendors whenever possible to ensure fair pricing is received and to mitigate the financial impact any conflict of interest could create. When a COSTAR vendor is unavailable and federal funds are to be disbursed, three quotes shall be obtained and the lowest quote will be awarded the purchase order as long as the product or service specified meets the requirements of the District. If a conflict is reported, the employee with the conflict will defer procurement responsibility to the Business Office. If the conflict of interest exists in the Business Office, the Superintendent will lead in the procurement process or may defer to another administrative team member. A written statement from the employee that

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has recused themselves of the procurement process will be placed with the quote documentation or purchase order.

### **Disciplinary Actions**

Disciplinary actions shall be taken in accordance Board policies 317, 417 and 517.

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