

PROCUREMENT STANDARDS AND CONFLICTS OF INTEREST

I. OBJECTIVE

To define procurement standards and provide guidance for the District to avoid any conflicts of interest or any appearance of conflicts of interest and to ensure compliance with Federal and State provisions.

II. PROVISIONS

- A. PCRPPD shall comply with Federal Uniform Guidance Policies and Nebraska Statutes regarding the appropriate procedures for procurement and sub-contracting activities. Sole-source contracting may be utilized in exigent or emergency situations and will be documented.
- B. Immediate family members of employees and Board members shall generally not be hired/employed by the District. Immediate family includes parent, sibling, spouse, child, in-law, grandparent, and step-family. The General Manager and Board may use discretion in specific positions or situations.
- C. Possible conflicts of interest relating to an employee's outside business interests include but are not limited to:
- ownership, including ownership of stock, in whole or in part, either directly or through a relative or agent, of vendor companies;
 - relatives employed by or owning vendor companies;
 - direct employment or retention as a consultant by any vendor company;
 - indirect employment as an officer, member of a board of directors or in any other capacity acting as an agent of vendor companies.
- D. Purchase orders and sub-contracts may not be awarded to an employee of the District or to a partnership or corporation in which an employee is a principal or major stockholder. Business should not be transacted with former District employees who are operating in a sales capacity or as a principal in a business until one year has elapsed since termination of their employment with the District. Deviations from this policy must be approved by the General Manager.
- E. It is the policy of the District that gifts, favors, and excessive entertainment have no place in the conduct of business and should be discouraged.

Accordingly, District personnel are expected to adopt the District policy as their own and make this policy known by their actions, communications, and deeds; and courteously decline or return any gift, favor, or offer of excessive entertainment. It is recognized that it is common trade practice to offer advertising novelties of insignificant value (pencils, pens, etc.). These advertising novelties are acceptable. Whether or not an item can be

considered an advertising novelty depends on the degree of prominence in which the vendor's name or trademark is displayed and the value of the item.

- E. Occasional business-oriented luncheon and dinner engagements with suppliers are acceptable so long as the engagement is conducted in a manner so that the employee does not feel obligated to the supplier as a result of accepting business gifts or entertainment.

Normal business practice dictates it is courteous and appropriate for employees to have lunch with suppliers during meetings that extend through the noon hour. Employees are advised that only in rare circumstances will evening business meetings and/or dinner engagements with suppliers be considered in the best interest of the District and always, inappropriate use of alcoholic beverages is to be avoided

- F. Employees must avoid any financial dealings, direct or indirect, with vendors or their representatives, including but not limited to:
 - loans;
 - gambling or participating in contests;
 - investment in vendor companies;
 - use of real or personal property of a vendor, vendor's employee, or vendor's representative; and
 - business or investment dealings with a vendor, vendor's employee, or vendor's representative, such a joint ownership of investment real estate, joint ownership of other companies, and so forth.

III. RESPONSIBILITY

The General Manager, department heads, and the Board of Directors shall be responsible for the administration of this policy.

APPROVED BY THE BOARD OF DIRECTORS

EFFECTIVE DATE: 07/01/2016

DATE ADOPTED: 06/08/2016

REVIEWED: 08/08/2022

REVISED: 09/08/2022

ATTEST: _____