

POLICY 302

CONFLICTS OF INTEREST

All Service Provider grant awards and procurement practices shall be conducted in a manner to provide, to the maximum extent possible, open and free competition. Each Service Provider shall be alert to organizational conflicts of interest.

PROCEDURE A DEVELOPMENT OF POLICIES AND PROCEDURES

1. Each Service Provider shall develop policies governing the performance of its officers, employees or agents engaged in the selection, award and/or administration of grants and contracts funded with state and/or federal dollars to ensure freedom from conflicts of interest.

PROCEDURE B MINIMUM PROVISIONS

At a minimum, Service Provider policies prohibiting conflicts of interest shall provide the following:

1. No employee, officer, or agent of the Service Provider may participate in the selection, award, or administration of a grant or contract supported with funds awarded by or through the Agency if a conflict of interest, real or apparent, exists. For purposes of this policy, a conflict of interest exists when:
 - a. the employee, officer or agent,
 - b. any member of his immediate family,
 - c. his or her partner, or
 - d. an organization which employs any of the above,

is considering hiring any of the above or has a financial or other interest in the firm or organization selected for the award.

2. No employee, officer, or agent of the Service Provider may either solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Upon Agency approval, however, Service Providers may set minimum rules where the financial interest is not more than \$50.00 or the gift is an unsolicited item of nominal intrinsic value.