

CONFLICT OF INTEREST PROCUREMENT COMMITTEE – COIPC

Internal Review and Approval Process

Committee Members: Associate Vice President for Finance
Assistant Vice President for Business Services
Director of Procurement Services

Appeals Committee: Senior Vice President for University Services
University Counsel

Effective: August 26, 2011

Revised: June 13, 2013

February 18, 2015

October 14, 2015

August 1, 2016

Process

- Conflict of Interest (COI) vendors shall submit a written request for approval to do business with Iowa State University to the Director of Procurement Services. This request shall state the type of goods or services to be offered to ISU and the nature of the COI relationship.
- The Director of Procurement Services shall obtain any additional information necessary for the committee to fully evaluate the request and verify a COI disclosure is on file. If the conflict is incidental, the Director of Procurement Services can grant authorization with notice to the COIPC.
- The Committee shall determine if special oversight or management plan is necessary for approval of the COI vendor. The COIPC shall develop any necessary management plan or oversight process as part of the approval process. All members of the COIPC and the COI vendor shall sign any management plan. Director of Procurement Services shall coordinate any actions or information with the VPR Office, as necessary. The COIPC shall review requests and convene as necessary, no more frequently than once per month.
- The Director or Procurement Services, on behalf of the COIPC, shall sign approvals and communicate the decision of the COIPC to the COI vendor along with procedures for doing business with COI vendors and any special conditions.

- Should the Committee deny approval of a COI vendor to do business with the university, the COI vendor may appeal that decision to the Appeals Committee.

Guiding Policies

(IC 68B.3-1) A state employee shall not sell, in any one occurrence, any goods or services having a value in excess of \$2,000 to any state agency unless the sale is made pursuant to an award or contract let after public notice and competitive bidding.

(IC 68B.3-5) A state employee making a permissible sale shall file a report with the Iowa Ethics and Campaign Disclosure Board within twenty days of making the sale. The report shall include, but not be limited to, the parties to the sale, the date of the sale, the total amount of the sale, and the type of goods or services being sold.

(681 IAC 8.9) No employee of a regent institution, employee of the regent board office, or member of the board shall sell any goods or services to any regent institution or state agency or the board office, unless it is consistent with the requirements of 68B. To help ensure conflicts of interest are properly managed, the regent institutions shall develop an internal review and approval process for all sales by an employee in excess of the bid threshold established by IC 68B.3. Blanket approval may be granted.

2 CFR §200.318(c)(1): No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict 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 selected for an award or contract.

Procurement Procedures

- All transactions to COI vendors must be handled through the Procurement Services Department. Departments cannot use P-Cards to conduct business with COI vendors, unless approved by the Director of Procurement Services.
- COI vendors will not be allowed to sell goods or services to their own department, unless failure to allow would be detrimental to the mission of the university.
- All transactions of \$2,000 or more, involving a COI vendor, must be competitively bid by the Procurement Services Department.
- A complete list of COI vendors approved to do business with the university shall be maintained by the Procurement Services Department and reported annually to the appropriate Board of Regents personnel.
- De minimis payments (\$100 or less) to student employees (XH) for musical performances at commencements will not be subject to Procurement Services Department processing. These transactions may be handled by the Registrar's Office as honoraria payments.
- COI vendors will not be allowed to sell goods or services to their spouse's or partner's department, unless failure to allow would be detrimental to the mission of the university.