

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Procurement Integrity Policy

UH-Downtown/PS 06.A.04
Issue No. 2
Effective date: 05/02/01
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1. PURPOSE

This PS outlines the prohibited actions by of University of Houston - Downtown (UHD) personnel who have any role in the development and submission of proposals to federal agencies and/or negotiations of any contracts.

2. POLICY/PROCEDURES

2.1 Section 27 of the OFPP Acts Amendment of 1988, entitled "Procurement Integrity" prohibits certain activities by universities and their personnel, especially principal investigators and administrative officials, while the government is reviewing proposals in anticipation of making an award. This law affects the interaction of University personnel with program and procurement officials in the federal government. It may also affect the interaction of University personnel as consultants to any governmental agency.

2.2 Activities which University personnel are prohibited from engaging in are as follow:

2.2.1 Discuss any potential future employment of government officials;

2.2.2 Provide anything of value to governmental officials or their families;

2.2.3 Offer any money, gratuity, or other thing of value to any procurement officer; or

2.2.4 Solicit proprietary or source selection information from governmental officials.

2.3 If the proposed award is \$100,000 per year or more, the Vice President for Administration shall file, concurrent with submission of the proposal and/or the award, a certification concerning procurement integrity by the University (Exhibit A).

2.4 Violation of these regulations will result in loss of contract awards (or a part thereof), and may result in suspension or debarment from receipt of any federal awards.

3. REVIEW AND RESPONSIBILITY

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial



President

Policy History

Issue #1: 08/01/94

UNIVERSITY OF HOUSTON-DOWNTOWN

**CERTIFICATION REGARDING PROCUREMENT INTEGRITY
(Federal Contracts and Grants)**

The undersigned certifies, to the best of his knowledge and belief, that the University of Houston-Downtown has abided by the requirements of the Procurement Integrity regulations, whereby University employees have not, knowingly:

- a) Made, directly or indirectly, any offer or promise of future employment with any procurement officer of the federal agency;
- b) Offered or gave, directly or indirectly, any money, gratuity, or other thing of value to any procurement officer of the federal agency;
- c) Solicited or obtained, directly or indirectly, any proprietary or source selection information regarding such procurement.

T. Chaney Anderson, Vice President for Administration

Date