

## CHAPTER 7.00 - BUSINESS SERVICES

### PROCUREMENT CODE OF CONDUCT

7.702

- I. This written code of conduct shall govern the performance, behavior and actions of School Board members, employees, volunteers or agents who are engaged in any aspect of procurement, including but not limited to, purchasing goods and services, award of contracts and grants, or the administration and supervision of contracts supported entirely or in part by USDA National School Lunch Program (NSLP) funds.
- II. No employee, volunteer or agent of the district shall participate in the selection, award or administration of a bid or contract if a conflict of interest is real or apparent to a reasonable person. Conflicts of interest may arise when any employee, volunteer or agent of the district has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award.
- III. No employee, volunteer or agent of the district shall do business with, award contracts to, or show favoritism toward a member of his or her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member, or award a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition among qualified vendors.
- IV. The district's employees, volunteers or agents shall not accept directly or indirectly, anything of value including, but not limited to, gifts, gratuities, loans, rewards, promises of future employment, favors, or services from present or potential vendors which might influence or appear to influence purchasing decisions.
- V. As permitted by law, rule, policy or regulation, the district shall pursue appropriate legal, administrative or disciplinary action against an employee, volunteer, vendor or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, said person shall be removed from any further responsibility or involvement with grants management, procurement actions or bids, consistent with School Board, state or federal policy.

**STATUTORY AUTHORITY:**

**1001.41, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.42, F.S.**

**HISTORY:**

**ADOPTED: 06/01/04**  
**REVISION DATE(S): 11/6/18**  
**FORMERLY: NEW**

**NOTES:**