

SUBJECT: Conflict of Interest in Vendor Selection Process	Effective Date: 2/27/17	Policy Number: FSP 2017 FS0010	
	Supersedes: FSP 2011 FS0001	Page 1	Of 2
	Responsible Authority: Associate Vice President for Administration and Finance (Facilities & Safety)		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all employees within Facilities & Safety and any university employee serving on a Facilities & Safety selection committee.

BACKGROUND:

While Florida law does not preclude employees (even those who influence purchasing or contracting decisions) from socializing with vendors, committee members who have relationships that may bias a selection should recuse themselves from the selection. Employees who serve on a selection committee should not accept gifts of any kind from a vendor who has submitted, or may submit, a bid for a work at the university.

PROCEDURE STATEMENT:

Employees serving on Facilities & Safety selection committees for Professional Services, Construction Management, General Contracting, Trade Services, and Design-Build Services must disclose if they have a conflict of interest that may influence the selection process. Members serving on selection committees may not discuss vendor proposals with other selection committee members until all proposal scores have been submitted and tabulated, and may not discuss proposals with competing firms until after a final selection has been made.

DEFINITIONS:

Conflict of interest. A divergence between an individual’s private interest and his or her employment obligations to the university, such that an independent observer may reasonably question whether the individual’s actions or decision are influenced or determined by considerations other than the best interest of the university. A conflict of interest depends on the situation, and not on the character or actions of the individual.

PROCEDURES:

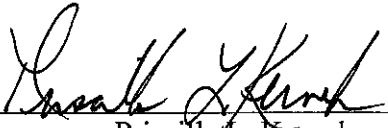
1. The Resource Management Construction Specialist will send a list of vendors who submitted project proposals to that project’s proposed selection committee along with a

Disclosure of Conflict of Interest for UCF Facilities & Safety Selection Committee Form (Disclosure Form).

2. The proposed committee members will review the list of vendors, then complete the Disclosure Form and return it to the Construction Specialist. If a committee member identifies a conflict of interest on the Disclosure Form, he or she may request to be recused from the selection process by discussing his or her concerns with the Associate Vice President, Administration & Finance (Facilities & Safety) (AVP F&S).
3. The Construction Specialist will submit all Disclosure Forms to the AVP F&S.
4. The AVP F&S will review the Disclosure Forms and may seek guidance from Human Resources or General Counsel with questions about proposed selection committee members' eligibility to serve. The AVP F&S may remove proposed selection committee members if it appears that there is a conflict of interest.
5. The Construction Specialist will distribute vendor proposals when the committee membership has been ultimately determined.
6. Committee members may not discuss vendor proposals with one another until the short list meeting called by the Construction Specialist. Committee members may not discuss proposals with competing firms until after a final selection has been made and will not, at any time, discuss proprietary information with another firm.
7. The Construction Specialist will scan the Disclosure Forms and store them electronically with the project's files.
8. Committee members who fail to disclose known conflicts of interest may be subject to disciplinary action, up to and including termination.

RELATED INFORMATION:

FS 2016 FPC0020, Facilities Planning & Construction Selection Procedures:
<http://www.fs.ucf.edu/sites/default/files/policies/FP&C%20Selection%20Procedures%20-final%203.4.pdf>

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	<u>2/27/17</u>