15.01.02.L1.01 Federal Procurement Integrity Act

First Approved: April 8, 2013
Last Revised: April 8, 2013
Next Scheduled Review: April 8, 2015

Standard Administrative Procedure Statement

The purpose of this SAP is to define the parameters to remain in compliance with the Office of Federal Procurement Policy Act as it applies to contractors who seek procurement contracts from the federal government in order to provide the government or one of its agencies with goods and services.

Procedures and Responsibilities

1. During the course of any federally funded purchases of goods or services either the University, any officer, employee, agent, representative and/or consultant of the University is prohibited from knowingly, directly or indirectly:

   (1) Making any offer or promise of future employment or business opportunity, or to engage in any discussion of future employment or business opportunity with any procurement official of such agency;

   (2) Offering, giving, or promising to offer to give any money, gratuity, or other thing of value to any procurement official of such agency;

   (3) Soliciting or obtaining from any officer or employee of such agency, prior to the award of a contract, any proprietary or source selection information regarding said procurement.

2. Prior to the commencement of any federally funded purchase, each office, employee, agent, representative and/or consultant of the University, who personally and substantially participates in the preparation or submission of the bid, will certify by signing the Federal Procurement Integrity Act Certification Form that they are familiar with and will comply with the Federal Procurement Integrity Act. Any officer, employee, agent, representative and/or consultant of the University will immediately report to the Procurement Department or Compliance Department, any information concerning a violation or possible violation of the Federal Procurement Integrity Act.
a. Prior to participating in any federally funded purchase, the officer, employee, agent, representative and/or consultant of the University, who personally and substantially participates in the preparation or submission of a bid, will contact the Procurement Department and complete and sign the Federal Procurement Integrity Act Certification Form.

b. The Procurement Department will retain an original copy on file.

3. Any officer, employee, agent, representative and/or consultant of the University shall report any violation or possible violation directly to the Procurement Department or the Compliance Department. Any person found to be in violation of this policy may be subject to disciplinary action.

**Related Statutes, Policies, Regulations, Rules or Requirements**

- 41 US Code, Chapter 7, Section 423, Public Contracts – Office of Federal Procurement Policy, Restrictions on Disclosing and Obtaining Contractor Bid or Proposal Information or Source Selection Information
- System Regulation 15.01.02 Federal Procurement Integrity Act

**Appendix**

Federal Procurement Integrity Act Certification

**Contact Office**

Office of the Provost and Vice President for Academic Affairs