School Nutrition Programs

SAMPLE CODE OF CONDUCT FOR PROCUREMENT

_____ **Food Service Department**
[*insert name of school district*]

Policy Name: Written Code of Conduct for Procurement

Regulations: [2 CFR Part 200.318](#), formerly 7 CFR Part 3016.36(b) (3) and CFR Part 3019.42, New Jersey Public School Contract Law – 18 A:18 A – 1 et seq and _____ local purchasing requirements.
[*insert name of school district*]'s.

ALL PROCUREMENTS MUST ENSURE THAT THERE IS FULL AND OPEN COMPETITION AND ADHERE TO THE MOST RESTRICTIVE FEDERAL/STATE/LOCAL REQUIREMENTS.

Procedures: The _____ seeks to conduct all procurement
[*insert name of school district*]

procedures:

- in compliance with stated regulations; and
- to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal, state, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest 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 considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. Based on the severity of the infraction, the penalties could include a written reprimand to their personnel file, a suspension with or without pay, or termination.

For questions and concerns regarding procurement solicitations, contract evaluations, and award, contact:

Purchasing Contacts:

_____   _____
[*insert name of director of purchasing*],   [*insert phone number of director of purchasing*]

_____   _____
[*insert name of food service director*],   [*insert phone number of food service director*]