

UNIVERSITY OF MASSACHUSETTS
POLICY ON CODES OF CONDUCT FOR UNIVERSITY VENDOR
RELATIONSHIPS

The University of Massachusetts will adhere to the highest ethical principles in its relationships with vendors and the procurement of any goods and services. These principles will assure that all goods and services are of the highest quality and value for the best competitive price possible. All such goods and services shall be procured in such a way that all qualified vendors have an equal opportunity to provide such goods and services.

The University and its vendors shall comply with all federal and state laws and regulations as well as University policies, procedures and guidelines relative to the confidentiality and privacy of University employees and students. All University employees are required to provide continuing assurances and be fully aware that any conflict of interest related to or appearance of a conflict with a vendor is unacceptable. The President of the University shall issue guidelines to implement this University policy.

**UNIVERSITY OF MASSACHUSETTS
IMPLEMENTATION OF POLICY ON CODES OF CONDUCT FOR
UNIVERSITY VENDOR RELATIONSHIPS
(Doc. T08-028)**

GUIDELINES

The University of Massachusetts and all the University campuses shall develop operational procedures to assure that the highest ethical standards for the procurement of goods and services are adhered to at all times. These procedures should include:

- Procurement of the highest quality and best value of goods and services competitively bid through open public bid procedures as required by Trustee Policy or applicable state and federal laws;
- Inclusion in University bid request documents written requirements for all expected rebates, discounts, or any other forms of incentives offered by vendors. To the extent possible such incentives should directly lower University costs on the offered goods services.
- Disclosure in vendor bid responses of all rebates, discounts, or any other forms of incentives offered by vendors as part of pricing arrangements. Rebates must be remitted directly to the University.
- Public bid of any services performed by vendors on behalf of, or as an agent for, the University as required by Trustee Policy or applicable state and federal laws;
- Protection of student or employee information provided to vendors in accordance with applicable federal and state laws and regulations, as well as University policies, procedures and guidelines;
- Full disclosure of any potential conflicts of interest or conflicts of interest as governed by applicable federal and state laws and regulations and University policies, procedures and guidelines;
- Execution of Conflict of Interest Agreements by individuals involved in decision making for vendor bids on goods and services including those individuals on vendor selection committees;
- Establishing a University phone number within the University's Office of the General Counsel, whereby University personnel may address matters relative to ethical procurement questions/concerns and receive a response from a qualified University advisor.