LYMAN SCHOOL DISTRICT 42-1 FOOD SERVICE DEPARTMENT

POLICY NAME: WRITTEN CODE OF STANDARDS OF CONDUCT

Regulations: 2 CFR PART 200.318, formerly 7 CFR Part 3016.36(b)(3), State Procurement Code and Regulations, and Lyman School District 42-1 Food Service.

Procedures: The Lyman School District 42-1 seeks to conduct all procurement 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/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.

Lyman School District 42-1 procedures seek to avoid acquisition of unnecessary or duplicative items. Consideration is given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made to determine the most economical approach.

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

Purchasing Contracts:

Food Service Directors: 605-895-2579 Presho Site

605-869-2662 Kennebec Site