

**DIOCESE OF DES MOINES**

**Catholic Schools Policies/Regulations**

**BUSINESS PROCEDURES**

**Procurement Code of Conduct**

It shall be the policy of the Diocese of Des Moines Catholic Schools Board that all schools of the Diocese adhere to the Procurement Code of Conduct which states that:

1. No employee, officer, director, contractor, volunteer or agent of a school shall participate in the selection, award or administration of a bid or contract supported by USDA funds if a conflict of interest is real or apparent to a reasonable person. Conflicts of interest may arise when any employee, officer, director, volunteer or agent of a school has a financial, family related, or any other beneficial interest in the vendor firm selected or considered for a bid award or contract.
2. No employee, officer, director, volunteer or agent of a school shall do business with, award contracts to, or show favoritism toward a member of his or her immediate family or spouse's family or to any company, vendor or concern who either employs or has relationship to a family member. Award of a contract or bid which violates the spirit or intent of federal, state and local procurement laws and policies established to maximize free and open competition with qualified vendors shall be considered null and void.
3. The school's employees, officers, directors, volunteers or agents, and their spouses and dependent children, shall comply with the Iowa Officials Act, Chapter 68B of Iowa Code.
4. The school shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, volunteer, contractor, vendor or vendor's agent who is alleged to have committed, or has been convicted of or plead no contest to a procurement Child Nutrition related infraction. If said person has been convicted, disciplined or plead no contest to a procurement violation, this person shall be removed from any further responsibility or involvement with grants management, procurements or bids, consistent with local, state or federal policy.
5. The schools are encouraged to purchase from American companies which offer goods or services if the cost and other considerations are relatively equal and they meet the required specifications.

Policy Adopted: May 16, 2011

Policy Reviewed: March 23, 2013