

Dell Rapids School District #49-3



Policies and Regulations Code: D – Fiscal Management

DJFA – FOOD SERVICE PROCUREMENT POLICY AND CODE OF CONDUCT

The Dell Rapids School District Food Service Department will comply with Federal, State, and local procurement standards, whichever is the most restrictive, for any procurement related to food service.

The Dell Rapids School District 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 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.

Officers, employees, and agents of the Dell Rapids School District may neither solicit nor accept gratuities, favors, or anything of more than nominal monetary value from contractors or parties to subcontracts.

All employees of the District should behave with the utmost integrity, be fair in all aspects of the procurement process, be alert to conflicts of interest, and avoid any compromising situations.

Violations of such standards by officers, employees, or agents of the Dell Rapids School District are subject to disciplinary action. Based on the severity of the infraction, the penalties could include a written reprimand to the personnel file, a suspension with or without pay, or termination.

The district administrative office may be contacted for questions and concerns regarding procurement solicitations, contract evaluation, and award.

LEGAL 2 CFR Part 200.318, formerly 7 CFR Part 3016-36(b)(3), State Procurement Code and Regulations
REFS.:

ADOPTED: May 13, 2019