

DEPT OF ADMINISTRATIVE SERVICE Policies and Procedures DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT	Ref	Page 1 of 1
	Effective Date September 14, 2009	Revision Date
SUBJECT: Professional Services Conflict of Interest Policy		

I. PURPOSE

To provide a standard for professional services providers to avoid conflict of interests in pursuing state work.

II. BACKGROUND

It is the desire of the management of DFCM to create a standard to communicate conditions that would present a concern of a potential conflict of interest for professional service providers that are pursuing state work.

III. POLICY

DFCM will use the following matrix to determine whether to accept or reject a proposal from a soliciting professional service provider. The DFCM Director shall retain the right to rule on cases that are not addressed in the matrix. An exception to this standard may be obtained by the DFCM director in writing.

IV. MATRIX

If an Architect is	a principal of firm/owner of firm	and	a full time employee at the University/Agency	DFCM is not allowed to hire firm to work on a project for that University/Agency	
If an Architect is	a non-supervisory employee of a firm	and	a full time employee at the University/Agency	DFCM is allowed to hire firm to work on projects for that University/Agency	Architect is not allowed to work on that project
If an Architect is	a principal of firm, owner of firm or an employee of a firm	and	DFCM is allowed to hire the firm for projects for other agencies and institutions	Architect is allowed to work on projects	
If an Architect is	a principal of firm, owner of firm or an employee of a firm	and	hired by the University/Agency on a contract basis short term or works for the university/agency as a volunteer**	DFCM is allowed to hire firm to work on projects for that University/Agency	Architect is allowed to work on projects

**If an individual is a part time but permanent employee at the University/Agency, then approval must be given by the Director.