



MEMORANDUM

Date: April 30, 2020
To: All interested parties
From: Stephen B. Lafferty, AIA PMP MBA LEEDap – Director, Design and Construction
Re: Potential Conflict of Interest for Utilization of Vendors

The University of South Florida is dedicated to protecting the integrity of the competitive selection processes for the procurement of goods and services. All contractor and vendor selection processes shall promote fair and open competition and shall be conducted in accordance with USF Regulations and Florida Statutes. All contractor and vendor selection processes shall be free of conflict of interest, undue influence and favoritism so that contracts are awarded equitably and economically.

Competitive Selection processes at the University of South Florida are governed by various Florida Statutes, Regulations and Guidelines from the FL State University System Board of Governors, Policies and Regulations from USF – each aimed at providing direction and reinforcing the provision of fair and transparent procurement and contracting processes.

Project managers are required to act in the best interest of the university at all times and to avoid any activities that may create a conflict of interest. Specifically, project managers may not use contractors currently under contract or being considered for a contract with the university for personal gain or on properties where they have a direct or indirect financial or personal interest. If a conflict of interest is suspected, the project manager must notify their supervisor immediately and seek guidance on how to proceed. In situations where there is a potential conflict of interest, the project manager must recuse themselves from the selection process and allow another individual to make the selection.

This policy is intended to ensure that project managers act in the best interest of the university and maintain the highest level of integrity in the selection of contractors for projects. It is the responsibility of all project managers to adhere to this policy to prevent conflicts of interest and to maintain the trust of the organization and its stakeholders. Any project manager who violates this policy may be subject to disciplinary action, up to and including termination of employment.