



DATE: June 16, 2017

TO: ALL employees (UNT, UNTHSC, UNTD and UNT System Administration)

FROM: Janet Waldron, Vice Chancellor for Finance, UNT System

Subject: A New Conflict of Interest Disclosure Requirement for Officers and Employees involved in Procurement and Contract Management

This announcement applies to any officer or employee involved in procurement or contract management, including the following:

1. UNT System Business Support Services Buyers and Senior Buyers;
2. Officers or employees of the System or a component institution authorized to request the approval of a contract for the purchase of goods or services (**this includes ePro Coordinators and ePro Approvers**);
3. Officers or employees authorized to sign contracts involving the purchase of goods or services; and
4. An officer or employee of the System or a component institution who requests approval of a bid or contract for the purchase of goods or services from a person in category 1, 2 or 3 above.

Senate Bill 20, passed during the 84th Texas Legislature, modified procurement and contracting guidelines for state agencies and institutions of public education. The UNT System has implemented practices and procedures to comply with the requirements of Senate Bill 20.

Senate Bill 20 requires that officers and employees involved in procurement and contract management must disclose potential conflicts of interest with respect to any contract or bid for the purchase of goods or services from a private vendor by the System or a component institution. The UNT System has defined a potential conflict of interest to include any situation where an officer or employee or a family member of the officer or employee has a financial interest in the private vendor that is a party to a purchasing card transaction, contract or bid for a purchase of goods or services.

When a potential conflict of interest exists, officers and employees involved in procurement or contract management are required to complete the mandatory disclosure form and submit it to UNT System Business Support Services (BSS) with the ePro requisition or with submission of the contract. If the potential conflict of interest is related to a purchasing card transaction or some other situation that does not involve an ePro requisition, the completed disclosure form should be submitted to BSS via email to conflictdisclosures@untsystem.edu.

Any potential conflicts of interest reported must be reviewed and addressed by the Chief Procurement Officer or his/her designee before the procurement or contracting process can be completed.

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A website is available that outlines the process and includes definitions related to this new requirement. The information is online at <https://www.untsystem.edu/hr-it-business-services/business-support-services/conflict-interest-purchasing-and-contracting>.

Questions regarding this new requirement should be directed to one of the following individuals in BSS:

Mike Abernethy, Senior Director of Procurement Services

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