

III. PROCESS OVERVIEW





ITEM DESCRIPTION	COMMENTS
<p>10. Conflicts of Interest</p>	<p>Conflicts of interest between a Supplier and a University employee, or the appearance thereof, should be avoided.</p> <p>Suppliers may participate in the development or drafting of specifications, requirements, request for quotes, or request for proposals provided the ultimate selection of the Supplier of goods or services complies with the University's Competitive Bidding Guidelines at http://www.du.edu/purchasing/policy/3_A.html</p> <p>Employees, officers, and agents of the University shall neither solicit nor accept cash under any circumstance, or gratuities, favors, or gifts from Suppliers or potential Suppliers, except as provided in Policy 3.20.060 <i>Conflict of Interest</i>.</p> <p>Unless specific written exception has been obtained from the Senior Vice Chancellor for Business and Financial Affairs, no employee, officer, or agent of the University shall participate in the selection, award or administration of purchases or contracts where to the knowledge of the employee, such employee's immediate family, or partner has a financial interest in the Supplier's organization.</p>

11. Privacy and Security	<p>Federal and state laws require the University and vendors to provide for the privacy and security of student and employee information. Suppliers are responsible for assuring that their employees, who provide any services to the University, are knowledgeable about, and comply with, the requirements of the Health Insurance Portability and Accountability Act (HIPAA), the Family Educational Rights and Privacy Act (FERPA), and any other Federal and State regulations pertaining to the services provided by the vendor.</p> <p>Suppliers shall comply with all federal and state laws and regulations, as well as University policies, procedures, and guidelines relative to the confidentiality and privacy of University employees and students.</p>
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ITEM DESCRIPTION	COMMENTS
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12. Ineligible Vendors

IV. DEFINITIONS

1. “**Supplier**” - An individual or company who provides good or services to the University.

Revision Effective Date	Purpose
6/28/2021	<i>Minor revisions</i>
6/27/2022	<i>Minor revision to change references from Shared Services to University Financial Services</i>