**Overview**

The purpose of this guideline is to establish the parameters for compliance with the Office of Federal Procurement Policy Act as it applies to contractors who seek procurement contracts from the federal government in order to provide the government or one of its agencies with goods or services. **Note:** This relates only to contracts we solicit with a federal agency where Texas A&M Forest Service is providing goods or services to the federal agency.

**Procedures and Responsibilities**

1. Texas A&M Forest Service employees, representatives and/or consultants who participate or will participate in the preparation or submission of a bid or offer under the Act are prohibited from knowingly, directly, or indirectly:
   1. Making any offer or promise of future employment or business opportunity to, or engage in any discussion of future employment or business opportunity with any procurement official of such agency.
   2. Offering, giving or promise to offer any money, gratuity or other thing of value to any procurement official of such agency.
   3. Soliciting or obtaining from any officer or employee of such agency, prior to the award of a contract, any proprietary or source selection information regarding said procurement; or
   4. Obtaining a third-party contractor bid, proposal information or source selection information before the award of a federal agency procurement contract to which the information relates.
2. Purchasing Department staff, the grants administrator and all project leaders (principal investigators) on federal grant accounts who participate or will participate in the preparation or submission of a bid or an offer will certify they are familiar with the Federal Procurement Integrity Act by signing the [Federal Procurement Integrity Act Certification form](https://tfsfinance.tamu.edu/modules/finance/admin/procedures/Federal%20Procurement%20Integrity%20Act%20Certification.docx).
3. The Policy and Review Coordinator will retain the original copies of the signed certification forms.
4. Employees, representatives and/or consultants will immediately report to the EthicsPoint hotline or the Associate Director for Finance and Administration, any information concerning a violation of the Federal Procurement Integrity Act.

CONTACT: [Associate Director for Finance and Administration](mailto:rdewitt@tfs.tamu.edu), (979) 458-7301