

POLICYSubject: **MANDATORY DISCLOSURE OF BUSINESS INTERESTS**Number: **PO209.000**

Effective Date: October 3, 1995

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- 3.3 No employee or member of the Housing Commission or of the Housing Authority of the City of San Diego shall have any private interest, direct or indirect, nor shall profit from any Housing Commission contract when prohibited by applicable federal, state or local law.
- 3.4 To ensure that all potential conflicts of interest are identified, all contractors selected for award of contracts in excess of \$25,000, including options, for architect/engineering and professional consultants, and all contractors selected for award of contracts in excess of \$49,999, including options, for construction and goods and services, shall be required to submit a Statement for Public Disclosure in a time approved by the President & Chief Executive Officer of the Housing Commission.
- 3.5 Failure to submit a Statement for Public Disclosure, or failure to fully disclose all of the information enumerated in the Statement for Public Disclosure, shall be grounds for denial of contract award and may result in forfeiture of any and all rights and privileges that have been granted heretofore.

4. ADMINISTRATIVE PROCEDURESResponsibilityAction

Procuring Section

4.1

Incorporates Statement for Public Disclosure in all solicitations for architect/engineering and professional consultants anticipated to result in a contract award in excess of \$25,000, including options, and all construction and goods and services solicitations anticipated to result in a contract award of in excess of \$49,999, including options.

4.2

After award selection is made by the delegated approval authority, the Procuring Section will require the selected contractor to submit a fully completed Statement for Public Disclosure.

4.3

The Procuring Section will forward the Statement for Public Disclosure and all contract award documents to the Project Manager for review.

Project Manager

4.4

The Project Manager will review the Statement for Public Disclosure and all contract award documents to determine if a conflict of interest or other reportable issues exist.

Procuring Section

4.5

The Project Manager shall include a summary of possible conflicts of interest or other concerns within the Report to the Board of Commissioners or Housing Authority and attaches a copy of the Statement for Public Disclosure to the Report.

Board

4.6

Each individual member reviews the Report and the Statement for Public Disclosure.

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1. PURPOSE

- 1.1 To establish principles for determining the name and identity of any and all persons directly or indirectly involved in the proposed transaction, the precise nature of all interests of all persons therein, and other data pertinent to the award of a contract.
- 1.2 To set forth administrative procedures implementing these principles.

2. DEFINITIONS

- 2.1 "Contractor" means any individual or firm that enters into an agreement with the Housing Commission or the Housing Authority of the City of San Diego for the provision of goods and services, construction, architect/engineering, or consulting services.
- 2.2 "Contract" means any mutually binding legal relationship obligating the seller to furnish supplies or services (including construction) and the buyer to pay for them. Examples include, but are not limited to, contracts, and amendments thereto, purchase orders, leases, maintenance agreements, and ordering agreements.
- 2.3 "Solicitation" means any informal or formal request for prices, bids, or proposals that is issued in anticipation of making a contract award.

3. POLICY

- 3.1 No employee, officer, or agent of the Housing Commission or of the Housing Authority of the City of San Diego shall participate directly or indirectly in the selection or in the award or administration of any contract if a conflict, real or apparent, would be involved.
- 3.2 Such conflict would arise when a financial or other interest in a firm selected for award is held by an employee, officer or agent involved in making the award or his/her spouse and/or dependent children.

[Supersedes Policy 209.000, Issued 8/22/94, Effective 10/3/95, Revised 12/15/06]

Authorized: _____



Carrol M. Vaughan, Executive Vice President
& Chief Operating Officer

12/15/06
Date