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**INTEROFFICE MEMORANDUM**

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**TO:** PROCUREMENT OPERATIONS DEPARTMENT  
**FROM:** ROGELIO E. ANSAGASTI, CPPO, MED  
**SUBJECT:** PROCUREMENT GUIDELINE NO. 1 "NO GIFT"  
**DATE:** 8/4/2011  
**CC:** FILE

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Please know that effective immediately, the Procurement Operations Department will be considered a "No Gift" environment as further described in the Procurement Guideline No. 1 (see attached).

The purpose of this Guideline is to ensure the absolute transparency of our team in the eyes of the departments that we are here to serve and the vendor community which we interface with on a daily basis. As you can appreciate, in our business, perception is reality and to have the highest level of integrity is both paramount and necessary.

I trust that each of you will subscribe to this Guideline without issue and will help to keep the integrity of our great department and Houston Community College at the highest level.

Please go thru your work areas now, and gather any items that you may have that are branded with vendor names (pens, pencils, highlighters, writing pads, etc.) Our goal will be to ensure that at all times we represent ourselves and the department in a fair and neutral manner and to not give any vendor or customer of ours the impression that we favor a particular vendor.

Thank you in advanced for your help and cooperation in this manner and I am looking forward to many great things from our area!



February 16, 2011

## **PROCUREMENT GUIDELINES**

### **PROCUREMENT OPERATIONS HOUSTON COMMUNITY COLLEGE SYSTEM**

Procurement Guidelines are issued by the Executive Director under Article 1 of the Houston Community College Procurement Operations Procedures Manual.

#### **No. 1**

Subject: **“No Gift” Procurement Operations Guideline**

As internal guidelines and supplemental guidance under Article 3.1 of the Houston Community College Procurement Procedures Manual, “Ethics,” this “No Gift” Guideline shall govern the conduct of all Staff, Supervisors, Managers, the Director and the Executive Director, employed in the Procurement Operations Department. The Procurement Operations Department consists of Procurement and Contract Administration, and is responsible for the procurement of all goods and services for the entire Houston Community College System. This Procurement Guideline is supplemental to all State Statutes and Houston Community College resolutions and policies governing employee standards of conduct and conflicts of interest, including Article 3, Procurement Standards of the Procurement Operations Procedures Manual.

The “No Gift” Guideline took effect on February 16, 2011 by way of a memorandum signed by the Executive Director on that date, and has remained in effect continuously. The purpose now is to incorporate these instructions into a series of Procurement Guidelines issued by the Chief Procurement Officer, who also functions as the Executive Director, Procurement Operations Department. The “No Gift” Procurement Operations Guideline, No.1, as fully described below, applies only to staff employed in the Procurement Operations Department.

**To avoid even the appearance of a conflict of interest, and to demonstrate in the Procurement Operations Department our**

**commitment to impartiality, equal treatment and the highest standards of conduct in relation to all vendors and potential vendors of the Houston Community College System, the following “no gift” guideline shall apply: *No gifts of any kind, of any value, shall be accepted, on or off the work site, by the Executive Director, Director, Supervisors and Staff of the Procurement Operations Department from any vendor or any individual acting on behalf of a vendor.***

**The word “gift” means any item (pens, calendars, hats, bags, for example) having any cost or financial value, including food or beverages, and including vendor-sponsored meals or parties. Greeting cards are allowed.**

**The word “vendor” means any business or commercial enterprise and any individual acting on behalf of any business or commercial enterprise, whether or not the vendor presently has a contract with the Houston Community College System.**

**This “No Gift” Guideline applies equally to all vendors. Our purpose is not just the equal and fair treatment of all vendors *in fact*, but *also* the *appearance* of equal and fair treatment. We are confident this is a standard that reflects positively on ourselves in the *Procurement Operations Department* that work daily with vendors, and also on the vendors and potential vendors of this Public Education institution.**

**Vendors shall be kindly informed of this “no gift” guideline and the reasons for it, and shall be asked respectfully not to deliver or deposit any gift either for individuals or for a particular department or office. This guideline applies equally to all vendors. Any gift that is received shall be returned to the giver whenever feasible, and when not feasible shall be delivered to the office of the Executive Assistant of the Executive Director for Procurement Operations who shall see that all such items are donated to a non-profit institution not related to Houston Community College System.**

**This guideline is supplemental to all other “gift”, “ethical” and “standards of conduct” legislation, ordinances and policies of the State, County and Houston Community College System which shall continue to apply fully.**

**This “No Gift” guideline shall be made available to all staff of the Procurement Operations Department and all vendors of the Houston Community College System.**