

Professional and Ethical Responsibilities of SCRs Guideline - 6.12.G (10/18/04)

[Last Update: \(10/18/04\)BDenman:kma - 6.12.G.0](#)

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This guideline was extensively revised to address administrative changes throughout the document.

Gifts and Gratuities Procedures - 6.12.G.1

Sandia Contracting Representatives (SCR) and Procurement Card (Pcard) holders shall not allow their judgment or impartiality to be questioned by accepting any gifts, gratuities, favors, or promise of such actions, from any individual or Contractor with whom Sandia is doing business, or proposing to do business. SCRs and Pcard holders shall avoid any relationship, influence, or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their job.

Gifts from suppliers or Contractors must not be accepted, except for advertising or promotional items of nominal value such as a pen, key chain, water bottle, visor, cup or glass or similar items displaying a company's logo.

Corporate policy prohibits any employee from accepting gifts with a market value of \$20 or more. For this reason Sandians should not enter drawings for any gifts while attending a function as a representative of Sandia (see "Setting the Standard – Code of Ethics and Business Conduct CPR001.2.1 at URL address: <http://www-irn.sandia.gov/policy/independent/setstand.htm>). Additional information may also be obtained by calling the Ethics and Business Conduct Office (Procurement Department at Sandia/CA).

If a Gift of greater than nominal value...	Then...
is offered	decline the gift and explain Sandia's standards.
arrives unannounced at your home or work	contact Sandia Ethics and Business Conduct Office (Procurement Department at Sandia/CA) for instruction on how to proceed.

Note: The gift may be returned to the Contractor, or given to a charitable institution if it is a perishable gift, and a letter explaining Sandia's policy towards gifts will be sent to the Contractor.

Professional Responsibilities - 6.12.G.2

The SCR is the only individual authorized to acquire materials and services for Sandia.

Professional responsibilities for the SCR include:

- consider first the interest of Sandia,
- allocate business without favoritism,
- attempt to solicit the services and products of Small, Small Disadvantaged, Women-owned, 8(a), Labor Surplus Area Businesses (see Guideline 2.6 – Supplier Diversity Program),
- obtain adequate competition from reliable sources of supply,
- maintain confidentiality of all Contractor information,

- attempt to avoid making Contractors overly dependent on Sandia,
- maintain good Contractor relations based on fairness, mutual respect, and confidence,
- consider new materials, products and processes,
- attempt to seek out new sources of supply,
- use good business judgment,
- abide by Sandia procurement rules and established Sandia policies, and
- strive to increase professional knowledge and skills.

SCR Responsibilities to the Line - 6.12.G.2.a

The SCR has a continuing responsibility to the line. This includes having a personal insight into:

- fiscal budget considerations,
- knowledgeable in special handling requirements,
- program status and future requirements,
- production and test schedules and needs,
- quality requirements associated with procurements, and
- security aspects of contract work.

Contract Placement and Administration - 6.12.G.2.b

The SCR is responsible for both contract placement and administration. These responsibilities include:

- performing market surveys, when applicable,
- determining appropriate sources and type of procurement arrangement,
- preparing solicitations or Request for Information (RFIs),
- ensure the integrity of competitive procurements,
- evaluating Contractor responses,
- negotiating with Contractors,
- preparing and awarding contracts,
- conduct debriefings of Contractors,

- visiting Contractor facilities,
- receiving visiting Contractor personnel,
- maintaining liaison with Contractors,
- ensuring Contractor compliance,
- motivating Contractors to improve performance,
- revising the contract when necessary, and
- closing the contract.

Compliance With Policies and Guidelines - 6.12.G.2.c

All procurements and agreements shall comply with policies, guidelines, and directives. The SCRs are responsible for:

- correctness and completeness of the procurement documentation,
- adequacy of justification and documentation of Procurement actions,
- proper forwarding and filing of Procurement papers, and
- staying within the limits of their authorization.

Contractor-Furnished Business Meals, Refreshments, and Entertainment - 6.12.G.2.d

SCRs shall follow the rules in CPR001.2.1 which states:

“Although an employee may not use his or her position at Lockheed Martin to foster obtaining business courtesies, it is permissible to accept unsolicited meals, refreshments, entertainment, and other business courtesies on an occasional basis, provided:

- The acceptance will foster goodwill and successful business relations;
- The courtesies are not lavish or extravagant under the circumstances;
- The courtesies are not frequent and do not reflect a pattern or the appearance of a pattern of frequent acceptance of courtesies from the same entities or persons; and
- The employee accepting the courtesies would feel comfortable about discussing the courtesies with his or her manager or coworker, or having the courtesies known by the public.

It is the personal responsibility of each employee to ensure that his or her acceptance of such meals, refreshments, or entertainment is proper and could not reasonably be construed in any

way as an attempt by the offering party to secure favorable treatment.”

References - 6.12.G.3

- Sandia's Code of Ethics and Business Conduct
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Send feedback on ideas and information on this page to the Process Expert, Bertie Denman.



[*Bertie Denman*](#)



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