

TEXAS PUBLIC FINANCE AUTHORITY



Vendor Contact Policy

Preamble: The Texas Public Finance Authority recognizes that access to current market information and information relating to industry practices has value for the efficient and effective operation of the agency. Furthermore, the Authority has determined that it is in the best interest of the State that each Board member, employee, and Vendor avoid contacts relating to the business of the Authority that could create the appearance of undue influence or conflict of interest, so that each may represent the organization in a positive and ethical manner. Therefore, the Authority intends that its policy regarding agency-related vendor contacts will allow for meaningful communication and information sharing among employees, Board members, vendors, and other state offices while maintaining the transparency that fosters fairness in the selection and award of agency procurement opportunities.

A. "Vendor" defined.

For purposes of this policy the term "Vendor" includes a representative of an underwriting firm, bond counsel firm, a financial advisory firm and any other person who seeks to provide goods or services to the Authority.

B. Policy regarding Vendor Contact with Individual Board Members.

A vendor contact with a board member may include: a contact that does not include any discussion of agency business, the solicitation of business by a Vendor including any interaction or an action that could be construed as a solicitation of business.

It is the policy of the Authority that an individual Board member who is solicited by a Vendor shall disclose the nature of that communication to the Executive Director via email. Further, that Board member shall instruct the Vendor to submit to the Executive Director a duplicate copy of any materials, regardless of format, provided to that Board member by the Vendor. The Executive Director will retain, or cause to be retained, a copy of the disclosure, the nature/substance of the Vendor solicitation, and any submitted materials for a period of not less than one year. Further, the Executive Director will maintain a log and make that log and related documents available to each member of the Board.

C. Policy regarding Vendor Contact with Staff.

If a Vendor meets in person with Authority staff by appointment regarding business of the Authority, that staff person shall so advise the Executive Director (or in the absence of the Executive Director, the General Counsel or the Deputy Director) in advance of that appointment. If the purpose of the meeting is a solicitation, at least two staff members should attend the

meeting. The Executive Director will retain, or cause to be retained, a copy of any materials submitted to staff by the Vendor for a period of not less than one year.

If a Vendor submits materials directly to Authority staff, the Vendor should submit at least one copy of the materials to the Executive Director.

D. Log of Financing Proposals.

In accordance with agency procedures, the Executive Director will designate a member of the staff to maintain a log of such proposals. The log shall indicate whether the proposal, solicitation or other materials were submitted to a member of the Board or to staff.

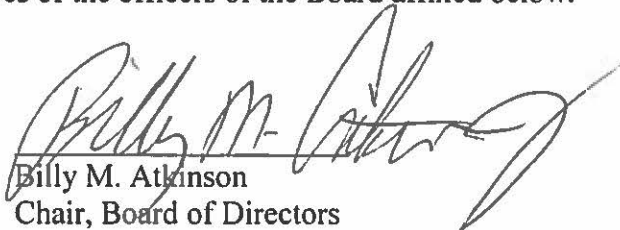
E. Contact Prohibited when Procurement Opportunity Outstanding.

During the period of time commencing with the earliest written notice, advertisement or solicitation of a proposal or bid, or any other method for soliciting a response from Vendors intending to result in a procurement contract and ending with the final contract award and approval by the Board, Vendors who offer the type of goods or services that fall within the parameters of the scope of work of the procurement opportunity shall not have contact with an individual Board member or Authority staff regarding the procurement, other than as permitted under the procurement document. Staff will notify the Board when a procurement is outstanding.

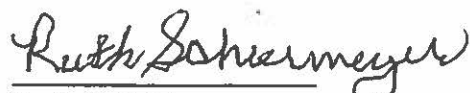
F. Distribution of this Policy.

This policy shall be distributed to each new Board Member and employee as soon as practical following commencement of such position. It shall also be distributed annually to those employees that have the ability to affect any procurement. The policy will be posted on the agency's website and on the RFP page when there is any outstanding procurement opportunity.

Adopted on the affirmative vote of a majority of the Board present, on this 7th day of May, 2015, which vote is confirmed by the signatures of the officers of the Board affixed below.


Billy M. Atkinson
Chair, Board of Directors

ATTEST:


Ruth C. Schiermeyer
Vice-Chair, Board of Directors