

PHASE I: CONTRACT FORMATION

Activity 27: Organizational Conflict of Interest

Determine whether a possible organizational conflict of interest (OCI) exists.

Seek information from within the Government or from other readily available sources.

Prepare written analysis on recommended course of action.

Obtain approval on course of action from higher level official.

Include the approved provision(s) in the solicitation or the contract, or both.

If an OCI is determined to exist that cannot be avoided or mitigated, notify the contractor and allow a reasonable opportunity to respond.

Determine whether it is in the best interests of the United States to award notwithstanding the conflict.

Resolve the conflict, if possible.

Request a waiver.

Include the waiver and decision in the contract file.