



# MEETINGS WITH INDUSTRY

## GUIDANCE GENERALLY

Meetings with industry can provide information and insights that promote the DHS mission. It is critical, however, that such discussions between NPPD officials and the private sector remain wholly within the bounds of procurement and ethics rules. To preserve the integrity of the Department's procurement processes and to avoid organizational conflicts of interest, we must ensure that contacts with industry are completely impartial and above reproach. Even the appearance of preferential treatment must be avoided. To ensure that the guidance provided in Procurement Operating Procedure (POP) 106R1, entitled "Contacts with Industry" is implemented appropriately, the questionnaire below provides a framework for evaluating industry requests for meetings with NPPD officials.

DO NOT schedule a meeting until all of the questions below have been answered or without the Chief of Staff approving the scheduling.

## INFORMATION NEEDED FROM THE PARTY REQUESTING THE MEETING

- \_\_\_\_\_ Who is the meeting being scheduled for? Often consultants or law firms will seek to schedule meetings that benefit their particular clients, or associations may seek to schedule meetings for the benefit of a member or members.
- \_\_\_\_\_ What is the purpose of the meeting? Request a written meeting agenda.
- \_\_\_\_\_ Who will be participating? Request the names and titles of all who will attend the meeting.
- \_\_\_\_\_ Is a demonstration contemplated as a part of the meeting? If so, a written agreement is required.
- \_\_\_\_\_ Does the entity intend to respond to any DHS contracting opportunities? If so, ask the entity to identify the opportunities and prepare a list.

*If the entity intends to respond to any DHS contracting opportunities, do not schedule the meeting. Instead, refer to NPPD's Office of Procurement Operations contact, David Winters, [david.winters@dhs.gov](mailto:david.winters@dhs.gov), 202-254-*

6952 and David Dasher, Office of Selective Acquisition,  
[david.dasher@hq.dhs.gov](mailto:david.dasher@hq.dhs.gov), 202-447-0516. If meeting is scheduled, ensure  
information NPPD will discuss is public information and that it is readily  
available to others. Keep a record of DHS information discussed.

## RESEARCH TO BE CONDUCTED BY THE SCHEDULER

\_\_\_\_\_ Determine how many times NPPD officials have met with the same entity/individuals within the past six months, and the purpose(s) of those meetings. Include all other contacts with the entity during the past year, such as accepting invitations for free attendance at conferences or events, or speaking at conferences, dinners or luncheons that the entity has sponsored. We must be impartial in all our contacts with industry and avoid creating even the appearance that we are favoring one entity over another. NPPD officials should treat similarly situated entities the same way in scheduling meetings.

\_\_\_\_\_ Track the entities/individuals that each NPPD official meets with and the date. Determine frequency of meetings that individual NPPD officials have with the same entity/individuals. Also track all other contacts with the entity (e.g., attendance at conferences, speaking engagements sponsored by the same entity) as described above.

*If entity has had numerous contacts with the NPPD official during the past six months, consult with Chief of Staff regarding whether this meeting should be scheduled. Impartial treatment of all entities must be weighed against whether significant mission-related goals are furthered by the meeting. Ensure NPPD is able and willing to provide officials for similar meetings requested by similar entities/individuals.*

## OTHER INFORMATION ABOUT DHS/NPPD PARTICIPANTS

\_\_\_\_\_ Does the DHS official have any personal or imputed financial interests in the entity, (e.g. stocks/bonds, pensions, employment of family members)?

\_\_\_\_\_ Did the DHS official work for the entity or was the entity a client of the official during the one-year period prior to the contact? Include contacts from a member of an association that the official worked for during the past year.

\_\_\_\_\_ Is the DHS official an appointee who signed the President's Ethics Pledge?

\_\_\_\_\_ Is the contact from a former employer or former client? Include contacts from a member of an association that the official worked for during the past year.

*If an NPPD official has raised any of these personal circumstances that relate to the meeting, or if the official has had previous contacts with the entity, such as accepting invitations to attend or speak at events and/or has participated in meetings, contact OGC/ Ethics, Susan Heller, [susan.heller@ohq.dhs.gov](mailto:susan.heller@ohq.dhs.gov), 202-447-3266. If OGC/Ethics confirms that the requested official cannot meet with the entity, then offer an alternate official who does not have personal circumstances precluding him or her from meeting with the entity.*

## **DUE DILIGENCE**

\_\_\_\_\_ Does the entity have any current contracts with DHS? If so, when does the contract period of performance end? (Include all potential option years in the contract(s).) Is the requirement in the process of being re-competed?

\_\_\_\_\_ Has the entity responded to any DHS contracting opportunities? If so, obtain a list of the opportunities.

\_\_\_\_\_ Has the entity responded to any DHS Requests for Information to assist in determining which companies are interested in or could potentially fulfill agency requirements? If so, identify the RFI(s).

\_\_\_\_\_ Has the entity submitted an unsolicited proposal to DHS? If so, obtain information sufficient to identify the proposal.

*Based on information collected about the purpose of the meeting as well as the proposed agenda, determine whether there is a nexus between what the meeting will be about and an identified need of DHS. If after due diligence, it is determined that the proposed meeting relates to a current or planned contracting opportunity, a response to an RFI, an unsolicited proposal or any circumstance where DHS has identified a need for products or services, then decline the meeting.*

*Consult with the Office of Budget, Finance and Acquisition and the Chief of Staff in making this determination. If a nexus is established, do not schedule the meeting. Instead, refer to NPPD's contracting officer, David*

*Winters, [david.winters@hq.dhs.gov](mailto:david.winters@hq.dhs.gov), 202-254-6952 and David Dasher,  
Office of Selective Acquisition, [david.dasher@hq.dhs.gov](mailto:david.dasher@hq.dhs.gov), 202-447-0516.*

*Consider referring the entity to Kevin Boshears, Director, OSDDBU,  
[kevin.boshears@hq.dhs.gov](mailto:kevin.boshears@hq.dhs.gov), 202-447-5279 for Small Business  
considerations or Mui Erkun, the DHS Procurement Ombudsman at  
[mui.erkun@hq.dhs.com](mailto:mui.erkun@hq.dhs.com), 202-447-5309, for other industry outreach.*

#### **POINTS OF CONTACT**

David Hess, [david.hess@hq.dhs.gov](mailto:david.hess@hq.dhs.gov), (703) 235-2090

Mike Butcher, [michael.butcher@hq.dhs.gov](mailto:michael.butcher@hq.dhs.gov), (703) 235-1493

Nicole Windham, [nicole.windham@hq.dhs.gov](mailto:nicole.windham@hq.dhs.gov), (703)235-2236

Roz Allen (OGC), [rosalind.allen@hq.dhs.gov](mailto:rosalind.allen@hq.dhs.gov), (703) 235-5678

#### **LAST UPDATED**

This paper was last updated on April 5, 2012.