Conflict of Interest

All HAB procurement, contracting, and purchasing must follow the Housing Authority of Billings, Conflict of Interest Policy as adopted September 2016. No employee, officer, Board member, or agent of the HAB shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

A. An employee, officer, Board member, or agent involved in making the award;

B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);

C. His/her partner; or

D. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

Kickbacks

No officer, employee, board member, or agent shall ask for or accept kickbacks from any contractor, potential contractor, or party to any subcontract.

Gratuities and Use of Confidential Information

No officer, employee, board member, or agent shall ask for or accept gratuities, favors, or items of more than $50 in value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

Prohibition Against Contingent Fees

Contractors wanting to do business with the HAB must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.