

DATE January 8, 1992

CONTRACTOR PROHIBITED ACTIVITY

1. **PURPOSE AND SCOPE.** The purpose of this circular is to inform Bureau of Engraving and Printing (Bureau) employees that, effective immediately, contractors are not permitted to bring their clients or potential clients into Bureau facilities in Washington, D.C. and Fort Worth, Texas, to exhibit, showcase, or demonstrate work they performed for the Bureau.
2. **POLICY.** It is the policy of the Bureau to conform with Federal Acquisition Regulations (FAR) and Treasury Acquisition/Procurement Regulation (TAPR) regarding improper business practices and conflict of interest. Specifically, the Bureau shall ensure that preferential treatment or the appearance of preferential treatment of a contractor or endorsement of its product(s) or service(s) does not exist. Consequently, access to Bureau facilities to demonstrate a contractor's product or service shall not be made available for the benefit of the contractor. Access to any Bureau facility is permitted to contractor employees that have a valid need, i.e., business that directly affects the Bureau. Failure to adhere to this policy may violate the aforementioned provisions of the FAR and TAPR.
3. **RESPONSIBILITY.** Primary responsibility for ensuring that these procedures are properly carried out lies with the office chief, contracting officer's technical representative (COTR), and other designated individuals who arrange for contractors to enter Bureau facilities.
4. **OFFICE OF PRIMARY RESPONSIBILITY.** Office of Procurement.

<SIGNED>Peter H. Daly
Director

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