



**DEFENSE HEALTH AGENCY**  
7700 ARLINGTON BOULEVARD, SUITE 5101  
FALLS CHURCH, VIRGINIA 22042-5101

**Component**  
**Acquisition Executive**  
**(J-4)**

19-MC-CD-C-005236

March 27, 2019

**Defense Health Agency – Contracting Office (Aurora)**  
7800 IH-10 West, Ste 400  
San Antonio, TX 78230

**SUBJECT: Pharmacy and Therapeutics (P&T) Committee members', Pharmacy Operation Division (POD) staff (both Government and Contractor personnel), and/or the Pharmacoeconomic Center (PEC) members' interaction with the pharmaceutical industry**

**To Whom It May Concern:**

All Government business shall be conducted in a manner above reproach and, except as authorized by statute or regulation, with complete impartiality and with no preferential treatment for any individual pharmaceutical company or associates to include consultants. Transactions relating to the expenditure of public funds require the highest degree of public trust and impeccable standard of conduct.

The general rule is to strictly avoid any conflict of interest or even the appearance of a conflict of interest in Government/pharmaceutical company relationships. While many Federal laws and regulations place restrictions on the actions of Government personnel, their official conduct must, in addition, be such that they would have no reluctance to make a full public disclosure of their actions (48 CFR Part 3.101-1). Specifically, members may not have any direct financial interest in any pharmaceutical company or competitor whose product is reviewed or pending review (48 CFR 3.601(a)). Members are advised to consult with an Agency Ethics Attorney to determine if filing an OGE 450 Confidential Financial Disclosure Report is required. Also, as a member of the P&T Committee, POD, and/or PEC, members may not individually meet with pharmaceutical company representatives once a product quote is received and/or pending review of a company's product. (48 CFR 3.104 which implements section 27 of the Office of Federal Procurement Policy Act known as the Procurement Integrity Act, 41 USC 423).

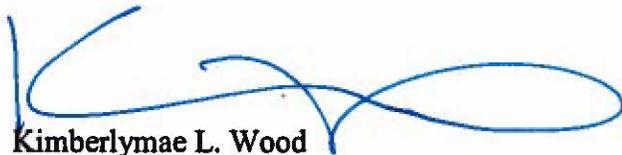
The Federal Acquisition Regulation (FAR) provides the Contracting Officer with responsibilities and the authority to ensure all law, executive orders, regulations and applicable procedures are met (48 CFR Part 1.602-1). The Contracting Officer is the only Government employee that can bind the Government (48 CFR Part 1.602-1). The Contracting Officer ensures contractors receive impartial, fair, and equitable treatment (48 CFR 1.602-2(b)); and must ensure all quotes received are fairly considered and award is made in accordance with the basis for selection in the Request for Quotation (RFQ). 48 CFR Part 8.405-3(b). After seeking price

reductions and signed P&T minutes, the Contracting Officer will establish the BPA with Federal Supply Schedule contractor(s) that provides the best value. After release of the RFQ, the Contracting Officer shall serve as the focal point for inquiries from actual or prospective bidders. Based on the above, the P&T Committee, POD, and PEC members conduct shall be consistent with the above and shall follow all instructions of the Contracting Officer. As such, the P&T Committee, POD, and PEC members are not authorized to meet with company representatives or entertain clinical presentations by company representatives once the company submits their quote, when RFQ responses are due, and during the review/evaluation of a company's product and price unless it is authorized by the Contracting Officer. Authorization will not be granted unless all competing companies are afforded the same opportunity. The rule is all companies may participate in clinical presentations or no companies may provide clinical presentations (all or none) (48 CFR 3.104-7)

The PEC Director shall provide a copy of this letter to current and new members in the future.

If you have any further questions or concerns, please feel free to contact the undersigned at (210) 536-6019.

Sincerely,



Kimberlymae L. Wood  
Contracting Officer

cc: P&T Committee members (via the PEC)  
PEC members  
POD staff