

Meyers, Robert (COE)

JNQ 08-10

From: Martha Sanchez [sanchezm@mdpls.org]
Sent: Tuesday, February 05, 2008 7:26 AM
To: Meyers, Robert (COE)
Cc: Gomez, Leo (LIB)
Subject: RE: Microsoft Event - The Heroes Happen Here: 2008 Launch is a Microsoft launch event

Dear Mr. Meyers,

As always, thank you for your prompt response. Have a great day!

Martha

From: Meyers, Robert (COE) [mailto:RMEYERS@miamidade.gov]
Sent: Monday, February 04, 2008 2:00 PM
To: Martha Sanchez
Subject: RE: Microsoft Event - The Heroes Happen Here: 2008 Launch is a Microsoft launch event

Martha,

Is Microsoft a Miami-Dade County vendor? If so, Microsoft should not pay for the lunch of the attendees. Option one or two contained in the Microsoft applicant would be permissible – 1) No meals are accepted or consumed paid for by Microsoft or 2) The meals are paid for by the County.

As far as the software is concerned, if the County wishes to evaluate it, it should be purchased at the market value.

If you have any additional questions, feel free to contact me at your convenience.

Thanks,

Robert Meyers, Executive Director
 Miami-Dade Commission on Ethics and Public Trust
 (305) 350-0613

From: Martha Sanchez [mailto:sanchezm@mdpls.org]
Sent: Monday, February 04, 2008 12:24 PM
To: Meyers, Robert (COE)
Cc: Jose Rivero; Juan Rodriguez-Galan (Pager)
Subject: FW: Microsoft Event - The Heroes Happen Here: 2008 Launch is a Microsoft launch event

Good Afternoon, Mr. Meyers:

Below was sent by two Library employees. This is the first I've ever had anyone provide me with this type of documentation that requires the document be executed by either the Ethics Officer or Agency Counsel.

Would you please be able to shed light on how we should proceed?

Thank you,
 Martha Sanchez
 Library Personnel Manager

2/5/2008

From: Jose Rivero
Sent: Monday, February 04, 2008 10:20 AM
To: Martha Sanchez
Cc: Juan A. Rodriguez
Subject: Microsoft Event - The Heroes Happen Here: 2008 Launch is a Microsoft launch event

Hello Marta,

Juan and I are attending the Microsoft Event in Ft. Lauderdale on May 6, 2008. On this all day event Microsoft planned to include meals and software giveaways.

Microsoft is providing an application that need to be filled and needs to be sent to Microsoft. I would like to have a copy of that signed application to take with us to the event. Below is the information that needs to be printed, filled, signed and sent to Microsoft.

I appreciate your help in this matter.

Denver, Ft. Lauderdale, Harrisburg, and Sacramento Compliance Options

The Heroes Happen Here: 2008 Launch is a Microsoft launch event generally open to the public. There will be items of value available at no charge for attendees of this event, including but not limited to software, personal use items, and meals. However, in order to comply with applicable government gift and ethics rules, Microsoft cannot provide government employees with "giveaways" of Microsoft products or other items of value during the event. Please identify yourself as a government employee at the event, and refrain from requesting or accepting "giveaways." If you wish to receive any "giveaways" at the event, you must obtain prior written approval from your gifting/ethics officer or responsible attorney—see example approval letter below.

Breakfast and lunch will be made available to attendees at no charge at launch events. The total market value of such items is USD \$40.00. Microsoft always wants to ensure that by offering these items of value it does not create any violation of the letter or spirit of the customer's applicable gifts and ethics rules.

To that end, you have three options:

1. Do not accept or consume any meals at the event.
2. Pay for the meals by sending a check in the amount of USD \$40.00 to Microsoft Corporation, Lincoln Square/20243, One Redmond Way, Redmond, WA 98052.
3. Submit a signed approval letter from your agency/institution's ethics officer or counsel to consume meals at the event. (see example approval letter below)

Example letter to request approval for meals and/or giveaway items

Please have your ethics officer (or designated executive/office responsible for your organization's gifts/ethics policy) or responsible attorney review this information, and if approved, sign in the space provided and return a scanned copy to Microsoft via email at psmktg@microsoft.com, or mail a signed copy of the letter to Microsoft Corporation, Lincoln Square/20243, One Redmond Way, Redmond, WA 98052. Or, you may also bring a signed copy of this letter with you to the Launch event and provide it at that time upon registration, though prior approval is preferred.

Note : if all attendees are from one agency or educational institution, one letter for all of them

may be provided.

The Heroes Happen Here: 2008 Launch is a Microsoft event where meal and snack items will be made available to attendees at no charge to help facilitate the event. In addition, not-for-resale (NFR) copies of product software will be made available to attendees of the event. The total value of such meal items is USD \$40.00, NFR software is valued at USD \$299.00. Microsoft always wants to ensure that by offering these items of value at no charge it does not create any violation of the letter or spirit of the customer's applicable gifts and ethics rules. Microsoft would be pleased to fund USD \$40.00 per attendee to cover conference expenses for meals. In addition, Microsoft would like to provide attendees with the NFR software for evaluation purposes, with a total market value of USD \$299.00. It is the intent of Microsoft that the gift/payment of the expenses is in compliance with all applicable laws, regulations and ethics rules regarding gifts and donations. Microsoft makes this gift/payment of the expenses without seeking promises or favoritism for Microsoft in any bidding arrangements. Further, no exclusivity will be expected by either party in consideration for the gift/payment of the expenses. Finally Microsoft makes the gift/payment with the understanding that it will not as a result of such gift/payment be prohibited from any procurement opportunities or be subject to any reporting requirements.

Counsel or Ethics Officer Approval

Attendee Name: Jose J. Rivero and Juan A. Rodriguez-Galan

Approver Name: _____

Title: _____

Date: _____

Organization Name: Miami-Dade Public Library System part of Miami-Dade County

I accept and approve of this offer from Microsoft to fund USD \$40.00 per attendee to cover meal expenses for Heroes Happen Here: 2008 Launch attendees

I accept and approve of this offer from Microsoft to provide NFR copies (market value = USD \$299.00 of product software for evaluation purposes to Heroes Happen Here: 2008 Launch attendees

Signature of ethics officer or agency counsel: _____

Regards,

Jose J. Rivero

Sr. Systems Analyst/Programmer

Computer Services

Miami-Dade Public Library System

101 West Flagler St - Miami, FL 33130

Ph. (305) 375-1593 - Fax. (305) 372-6381

Email: riveroj@mdpls.org

Web Site: www.mdpls.org

"Delivering Excellence Every Day"