



Procurement Ethics Policy

The City requires its suppliers and service providers to meet our ethical expectations to the extent practicable by law. The City requires ethical conduct from those who represent the City and those who do business with the City. It is the policy of the City to ensure that the following ethical principles govern the conduct of all individuals and entities involved in the City's procurement process, including, but not limited to, solicitations for bids for goods or services, request for proposals (RFPs), and request for qualifications (RFQs). The City Procurement Ethics Policy shall be committed to and upheld by any individual engaged with this process. It is a breach of the public trust to subvert the procurement process, including the competitive bidding process, whether by bribes, kickbacks, preferential treatment, or any other means.

The nature of purchasing functions makes it critical that all involved with the process remain independent, free of obligation or suspicion, and completely fair and impartial. Maintaining the integrity and credibility of a purchasing program requires a clear set of guidelines, rules, and responsibilities to govern the behavior of purchasing employees and those with delegated purchasing authority. Credibility and public confidence are vital throughout the purchasing and contracting system. It is with this in mind that the related Purchasing Policy Manual is set forth. This document defines the ethical standards of conduct required of the City's Purchasing Division, the City's employees, suppliers, potential suppliers, and employees of other agencies when acting under the authority delegated by the City.