



Procurement Code of Ethics

POLICY STATEMENT

To maintain SCAG’s high procurement standards and further foster a fair, ethical, and transparent procurement process, a procurement ethics policy will be included in the upcoming revision of the Southern California Association of Government’s (SCAG’s) Procurement Manual. To assure all SCAG staff, vendors, consultants, and stakeholders that SCAG’s procurement procedures and Contracts staff operate in a transparent and ethical manner, the procurement ethics policy is being adopted in advance of the publishing of the Procurement Manual revision.

PURPOSE

This policy codifies the ethics expectations of SCAG staff.

APPLICATION

This policy applies to Contracts staff.

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1.0 Purpose

The purpose of this policy is to outline the Procurement Code of Ethics for the Southern California Association of Governments. The Southern California Association of Governments Procurement Code of Ethics is based on the Southern California Association of Governments Code of Ethics adopted by the Regional Council on December 7, 2017, and the Principles and Practices of Public Procurement, published by the National Institute of Governmental Purchasing (NIGP).

2.0 Applicability

The policy shall apply to all SCAG employed Public Procurement Professionals.

3.0 Definitions

Ethical Procurement – Ethical Procurement is a commitment to the principles of the Southern California Association of Governments Procurement Code of Ethics. To behave honorably in all aspects of work, maintain trust, transparency, and confidence in the integrity of the acquisition process, and avoid conflicts of interest.

Public Procurement Professionals – Public Procurement Professionals could include staff within the following job classifications: Department Manager, Principal Contracts Administrator, Senior Contracts Administrator, Contracts Administrator, as well as any SCAG staff involved in the acquisition of public goods and services through direct invoices, purchase orders, and/or contracts.

4.0 Policy

Public Procurement Professionals are stewards of the public trust. They will conduct themselves in a moral, ethical manner that promotes honesty, fairness, trust, and integrity. Additionally, they will promote a positive supplier and customer relationship while protecting confidential and proprietary information. It shall be a breach of ethics for any SCAG employee to participate directly or indirectly in procurement when the employee knows that: The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement; A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

It shall be a breach of ethics for any employee or former employee of SCAG knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

SCAG employees will be aware that all conduct incompatible with SCAG's best interest or that may create risk of any appearance of, or perceived improprieties are prohibited.

SCAG Public Procurement Professionals shall:

- Strive to obtain the maximum value for each public dollar expenditure.



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- Decline all gratuities.
 - Not accept or solicit gifts, personal favors, or preferential treatment that could influence business decisions in favor of any person or organization with whom or with which SCAG has, or is likely to have, business dealings. The payment or reimbursement for travel, lodging, and meals may be considered a gift for purposes of this Policy, unless it is paid by SCAG for business travel.
 - Provide all competitive suppliers equal consideration insofar as state or federal statute and SCAG policy permit.
 - Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
 - Require honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
 - Request and obtain consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
 - Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier.
 - Demonstrate a willingness to communicate with all who offer to provide legitimate business to SCAG.
 - Collaborate with trade, industrial, and professional associations and with governmental and private agencies for the purposes of promoting and developing sound business methods.
 - Foster fair, ethical, and legal procurement practices.

5.0 Supporting Documents

[Southern California Association of Governments Ethics Policy.](#)