



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 11-02

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EFFECTIVE DATE February 14, 2017

POLICY: PROCUREMENT CODE OF ETHICS

APPROVED

ROBERT A. LOVINGOOD
Chairman, Board of Supervisors

POLICY STATEMENT AND PURPOSE

Every employee of San Bernardino County should seek to obtain the best value for each dollar expended and uphold the public trust by processing public purchases in an open and honest environment.

DEPARTMENTS AFFECTED

All County agencies, departments, and Board-governed Special Districts.

POLICY AMPLIFICATION

Each employee shall be expected to:

- Recognize that the chief function of local government at all times is to serve the best interests of all the people; to regard public service as a sacred trust, giving primary consideration to the interests of our employer, the County.
- Provide officials with facts and advice on matters of procurement policy and best practices as a basis for making decisions.
- Uphold and implement policies adopted by the Board of Supervisors.
- Conduct ourselves with fairness and dignity, and to demand honesty and truth in the procurement process.
- Procure without prejudice, seeking to obtain the maximum value for each dollar expended, avoiding unfair practices and giving all qualified vendors equal opportunity.
- Engage in appropriate conduct and discussions with vendors by avoiding the expression of preferences for particular products or services; or give information regarding performance or price. An employee shall not engage in conduct or discussions before or during solicitation processes which could create a conflict of interest or a perception of impropriety.
- Honor our obligations and require that obligations to the County be honored.
- At no time or under any circumstances, conduct the public's business for private gain.
- Avoid engagement in any transaction that might conflict with the proper discharge of our employment duties by reason of a financial interest, family relationship, or any other circumstance causing a breach of confidence in the acquisition process. Employees that have a relationship with a person or business entity seeking a professional services contract are prohibited from participating in any selection process.
- At no time or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value in violation of County policy or State law from suppliers, or which might influence or appear to influence procurement decisions; refuse to accept any form of bribery, prevent any appearance of so doing and to report to a supervisor any offer of a gift or gratuity which violates County policy or State law, or the offer of any bribe.
- Refrain from knowingly influencing others to commit any act that would constitute a violation of this Code.

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- The Purchasing Department has full authority to question the quality and kind of material needed in order that the best interests of the County may be served and the review of available sources is thorough and complete
- Additional information on vendor relations (including unethical practices) may be found in the County Procurement Manual.

LEAD DEPARTMENT

Purchasing

APPROVAL HISTORY

Adopted July 1, 2000; **Amended** February 14, 2017; Item Number 30.

REVIEW DATES

February 2022