

Ethics Statement

This statement sets forth the general guidelines to the ethical performance of the City of San Diego Purchasing and Contracting Department personnel in conducting business for The City of San Diego. We, as City employees and Purchasing & Contracting personnel, are specifically guided by the aforementioned City Charter, Municipal Code, Council Policy, and Administrative Regulations and we support and affirm the National Institute of Governmental Purchasing (NIGP) Code of Ethics and the California Association of Public Purchasing Offices (CAPPO) Standard of Purchasing Practice.

Purchasing & Contracting Department personnel seek not only to avoid any impropriety, but to avoid even the appearance of an impropriety. We are expected to uphold the highest professional standards in conducting the City's business. To achieve those high standards, each employee supports and abides by the following principles:

Open and honest dealing with everyone who is involved in the purchasing process

This includes all businesses with which the City of San Diego contracts or from which it purchases goods or services, as well as all members of the purchasing staff and of the public who utilize the services of the Purchasing Department.

Maintain Professional Relationship with the Supplier

Maintain and practice, to the highest degree possible, business ethics, professional courtesy, and competence in all transactions.

Fair and impartial award recommendations for all contracts and tenders.

The City of San Diego will not extend preferential treatment to any vendor. Not only is it against the law, it is not good business practice, since it limits fair and open competition for all vendors and is therefore a detriment to obtaining the best possible value for each tax dollar.

An irreproachable standard of personal integrity on the part of all those designated as purchasing agents for the City of San Diego

At no time, or under any circumstances, should any Purchasing & Contracting employee accept, directly or indirectly, gifts or other things of value from suppliers. Also, the purchasing staff does not publicly endorse products or services.