

PIMA COUNTY PROCUREMENT DEPARTMENT VENDOR/CONTRACTOR CODE OF ETHICS

Pima County (County) has a responsibility to earn and maintain public confidence in County procurement processes and to ensure full and equitable economic opportunities to compete for County business. Pima County Procurement Department employees are required to conduct procurement processes with integrity, transparency and accountability. All department staff are expected to demonstrate the Code of Ethics – NIGP which has been adopted by the Procurement Department.

Vendors and contractors also have an integral role to play in maintaining an ethical culture by adhering to the same high standards. County requires each vendor who seeks to do business with the County to subscribe to this Vendor/Contractor Code of Ethics.

- ◆ Vendor/Contractor's bid or proposal will be competitive, consistent and appropriate to the bid documents.
- ◆ Vendor/Contractor will not discuss or consult with other Vendors intending to bid on the same contract or similar County contract for the purpose of limiting competition. Vendor/Contractor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- ◆ Vendor/Contractor will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Vendor/Contractor prior to the bid or proposal closing date.
- ◆ Vendor/Contractor will disclose any activity or issue that may be a potential Conflict of Interest with County employees involved in the selection or award process.
- ◆ Vendor/Contractor will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- ◆ Vendor/Contractor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- ◆ Vendor/Contractor will not cause, influence or attempt to cause or influence, any County employee or County Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor/Contractor or for any other person. Specific examples of ways to comply are below.
 - Vendor/Contractor will not offer or give any gift, item or service of value, directly or indirectly, to a County employee, employee family member or other vendor contracted by the County.
 - Vendor/Contractor will not invite County employees to out of office settings, such as, but not limited to restaurants, recreational venues, and entertainment events.
- ◆ Vendor/Contractor will comply with employment related statues such as A.R.S. §38-504(A) (B) and §38-511(A).