

PURCHASING CODE OF ETHICS

The Alameda Unified School District subscribes to the following Code of Ethics for the procurement of goods and services:

1. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications;
2. Diligently follow all lawful instructions while using professional judgment, reasonable care, and exercising only the authority granted;
3. Conduct all purchasing activities in accordance with the laws, while remaining alert to and advising the SFA regarding the legal ramifications of the purchasing decisions;
4. Refrain from any private or professional activity that would create a conflict between personal interests and the interests of the SFA;
5. Identify and strive to eliminate participation of any individual in operational situations where a conflict of interest may be involved;
6. Never solicit or accept money, loans, credits, or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence or appear to influence purchasing decisions;
7. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle;
8. Display the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the public being served;
9. Provide an environment where all business concerns, large or small, majority- or minority-owned, are afforded an equal opportunity to compete for the SFA's business; and,
10. Enhance the proficiency and stature of the purchasing profession by adhering to the highest standards of ethical behavior.
11. All procurement transactions must be conducted in a manner that allows full and open competition consistent with the standards stated in Title 2 Code of Federal Regulations, Section 200.319.
 - a. Placing unreasonable requirements on firms in order for them to qualify to do business.
 - b. Requiring unnecessary experience and excessive bonding.
 - c. Conducting noncompetitive pricing practices between firms or between affiliated companies.
 - d. Awarding noncompetitive contracts to consultants who are on

retainer contracts.

- e. Allowing organizational conflicts of interests.
 - f. Specifying brand name product instead of allowing an equal product to be offered by describing product performance or other relevant requirements.
 - g. Engaging in any arbitrary action during the procurement process such as awarding a contract without valid reason to a vendor that did not rank first or lowest in price according to the agency's evaluation criteria when awarding a contract.
12. Incentives that may serve to induce or influence an employee engaged in the selection, award, or administration of contracts may be unlawful. Examples of incentives include, but are not limited to:
- a. Extra goods or services that were not solicited
 - b. Gifts (such as free merchandise, extra tickets, gift cards)
 - c. Money for scholarships
 - d. Cash
 - e. Points that can be redeemed for merchandise