



KCSD Purchasing Code of Ethics

Kershaw County School District shall follow all policies and regulations authorized and adopted by the District's Board of Education. Additionally, the District subscribes to the following Code of Ethics for the procurement of goods and services, developed by the South Carolina State Fiscal Accountability Authority and South Carolina Department of Education.

1. **To regard** public service as a sacred trust of the community, giving primary consideration to the interests of the school district by which we are employed.
2. **To demand** truth and honesty in the purchase of goods and services.
3. **To avoid** unfair, unethical, or compromising practices, conflicts of interest or the abuse of our trust as representatives of the District.
4. **To purchase** without a personal interest, private advantage or prejudice, seeking to obtain the maximum benefit for each tax dollar expended.
5. **To purchase** the proper product for the purpose required, when and where it is needed.
6. **To purchase** goods and services at the most competitive price possible with maximum benefit to the District.

7. **To provide** all qualified vendors with an equal opportunity for purchases by the District.
8. **To treat** vendors with the same fairness, dignity and respect that the District wishes to receive.
9. **To respect** the District's obligations and to require that the vendor respect their obligation(s) to the District.
10. **To strive** constantly for improvement of the quality of products that are purchased and the District's purchasing methods.
11. **To counsel** and assist fellow purchasing officers in the performance of their duties.
12. **To cooperate** with all organizations and individuals engaged in enhancing the development and standing of the purchasing profession.
13. **To remember** that everything we do reflects on the District, and to govern our every action accordingly.
14. **To diligently** follow all lawful instructions while using professional judgment, reasonable care, and exercising only the authority granted;
15. **To 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;

16. **To provide** an environment where all business concerns, large or small, majority or minority owned, are afforded an equal opportunity to compete for the District's business; and,

17. **To conduct** all purchasing activities in accordance with the laws, while remaining alert to the legal ramifications of the purchasing decisions;

Procurement Standards

District personnel must conduct all procurement transactions in a manner that allows full and open competition consistent with the standards stated in 2 *CFR*, Section 200.319. To ensure objective vendor performance and eliminate any unfair competitive advantage, vendors that develop or draft specifications, requirements, statements of work, invitations for bid (IFB), or requests for proposal (RFP) must be excluded from competing for the bid (2 *CFR*, Section 200.319[a]).

Actions that restrict competition include, but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Conducting noncompetitive pricing practices between firms or between affiliated companies.
4. Awarding noncompetitive contracts to consultants who are on retainer contracts.
5. Allowing organizational conflicts of interests.

6. Specifying brand name product instead of allowing an equal product to be offered by describing product performance or other relevant requirements.
7. 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.

Incentives

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:

- o Extra goods or services that were not solicited
- o Gifts (such as free merchandise, extra tickets, gift cards)
- o Money for scholarships
- o Cash
- o Points that can be redeemed for merchandise