



COUNTY OF SAN LUIS OBISPO
CENTRAL SERVICES DEPARTMENT

Will Clemens Director

Procurement Responsibilities and Practices

The Purchasing Group strives to uphold the highest ethical standards for County purchasing activities. In coordination with departmental and Administrative Office Codes of Conduct, the following ethical guideline is recommended to direct the conduct of those employees in any department who have procurement responsibilities, including officials receiving training in California Assembly Bill 1234 and requisitioner's responsibilities, on behalf of the County.

This ethical guideline applies to every employee of the County who accepts a position responsible for procurement every County Employee will:

A. Procurement Responsibilities

- commit to discharging their procurement responsibilities in accordance with professional procurement principles as described herein and in the County Code;
- deal fairly and factually with dispute resolution while keeping the County organization informed;
- handle all procurement matters on a fair, objective and non-discriminatory basis;
- neither seek or dispense personal favors.

B. Procurement Practices for County Requisitioners

1. Understand the authority granted by the County.
2. Avoid activities that would compromise or give the perception of compromising the best interest of the County.
3. Actively promote competition to reduce the potential for charges of preferential treatment.
4. Obtain the maximum benefit for funds spent as agents for the County.
5. Avoid any private or professional activity that would create a conflict between their personal interest and the interests of the County.
6. Avoid holding business meetings with suppliers outside the office. When such meetings do occur, one should be careful to assure that other persons in the business community or peers do not perceive it as inappropriate.
7. County officials receive ethics training in accordance with California Assembly Bill 1234
8. Read and comply with the [San Luis Obispo County Policy on County Staff receiving Gifts and Gratuities.](#)