

Purchasing and Contracts Ethics Policy

No:	FN900	Type:	Division Policy
Department:	Finance		
Original Effective Date:	4/27/2009	Approval Signature:	
Revision Date:	4/24/2018	Expiration Date:	4/24/2023

Purpose

The purpose of this policy is to define the standards of ethical conduct for all employees of the city of Las Vegas, Department of Finance, Purchasing and Contracts division.

Scope

All Purchasing and Contracts employees

Policy

The Purchasing and Contracts division has unique exposure to confidential and proprietary information related to awarding contracts, influencing the outcome of contract awards, and conveying taxpayer funds. The city of Las Vegas (city) standards of ethical conduct are consistent with the Ethics Policy of the State of Nevada, and the Standards and Principles of Ethics in Purchasing set by the National Institute of Government Procurement and the Institute of Supply Management.

- A. An employee shall not seek or accept any gift, service, favor, gain or economic opportunity in the performance of the duties of work in the Purchasing and Contracts Division.
- B. An employee shall not use his or her position in the Purchasing and Contracts Division to secure or grant privileges, preferences, exemptions or advantages for themselves, their families, friends or any business interest entity in which they have a monetary interest.
- C. An employee shall not participate in a solicitation, bid evaluation, negotiation, execution of a contract, or issuance of a purchase order between the city, including any of its subsidiaries or associated affiliates and any private business in which the employee, their family or friends have a monetary interest.
- D. An employee shall not accept any salary, retainer, augmentation, expense allowance, gratuity or other compensation from any private source for the performance of his duties as an employee of the city.
- E. An employee shall disclose to the Purchasing and Contracts Manager any potential direct or indirect interest with any bidders for a solicitation for which they are assigned as an evaluator. If the Purchasing and Contracts Manager determines that a conflict exists, the bid evaluation shall be reassigned to another employee who is confirmed as having no conflict of interest.
- F. If an employee acquires, through their duties or relationships, any information which by law or practice is not at the time available to the public, they shall not use the information to further the monetary interest of themselves, or any other person or business entity.
- G. An employee shall not suppress any report, data, or other document because it might tend to affect the favorable or unfavorable outcome of a contract awards, issuance of purchase order, or disposition of surplus equipment and materials.

- H. An employee who becomes aware of potential collusion among bidders or other alleged improprieties that would constitute a violation of public purchasing statutes shall immediately report such information to the Purchasing and Contracts Manager, who will take appropriate action.

References

Department of Finance Work Rules, Policies and Procedures effective 10/10/2016

NRS 332 - Purchasing: Local Governments

NRS 281A - Ethics In Government

NIGP - The Institute for Public Procurement - Code of Ethics

ISM - Institute for Supply Management - Principles and Standards of Ethical Supply Management Conduct