

Government of Saskatchewan

Procurement Code of Conduct

October 14, 2015

## Table of Contents

Introduction .....	3
Application .....	3
Standards of Procurement Practice of Public Entities .....	3
Standards of Procurement Practice of Our Business Partners .....	4
Questions .....	4

## Introduction

The Government of Saskatchewan is committed to procurement practices of the highest ethical standard. When procuring goods, services and construction we commit to the standards of:

- Fairness;
- Accountability;
- Honesty;
- Integrity; and
- Compliance with established principles of law and trade agreements.

We strive to clearly define bidding requirements and expected service/performance expectations and to be fully accountable for our actions and decisions.

## Definitions:

“public entity” means a ministry, agency, board, commission, or Crown Corporation of the Government of Saskatchewan.

## Application

This policy sets out standards and expectations to be followed by employees of public entities who conduct procurement activities on behalf of those public entities as well as the standards and expectations to be followed by vendors who participate in procurement opportunities.

Public entity employees conducting procurement activities are already governed by the respective conflict of interest and code of conduct policies in place at each public entity. Public entities will review existing policies and amend them, where necessary, to include any standards of this policy that deal with conflict of interest or code of conduct issues which are not already sufficiently addressed.

## Standards of Procurement Practice of Public Entities

Employees of public entities are expected to conduct business in a manner that brings credit to the public entity, the government, and the best value to the public entity.

Employees of public entities are expected to conduct all procurement activities:

- in accordance with the law and the public entity’s legal, trade and policy obligations;
- with competence and professionalism;
- in an ethical fashion avoiding:
  - unethical or compromising behaviours or appearances of unethical or compromising behaviours; and

- conflicts of interest or situations that may be perceived to be conflicts of interest. Employees are to report such situations to the employee's supervisor when the employee is aware of the potential of a conflict of interest in accordance with the rules established by the public entity for the management of such matters;
- in a fair, balanced, and respectful manner and ensure that decisions and evaluations are undertaken in an objective, unbiased fashion in accordance with the requirements and specifications outlined in the procurement request; and
- in accordance with the public entity's values and policies.

Employees of public entities are also expected to:

- ensure the public entity is advised of options available for procurement, including making use of relevant, flexible and appropriate procurement processes where appropriate; and
- be open to considering new ideas, business solutions and lawful ways of doing business that may better serve the public entity and the vendor community.

## Standards of Procurement Practice of Our Business Partners

Just as there are standards for public entity employees who conduct procurement activities, certain behaviors are also expected from vendors. In particular, vendors are expected to:

- avoid unethical or compromising actions and behaviours or the appearance of unethical or compromising actions and behaviours in the conduct of business relationships with public entities;
- avoid conflicts of interest or situations that may be perceived to be conflicts of interest;
- not engage in any activity that compromises the public entity's ability to run a fair procurement process, including:
  - attempting to influence an employee of a public entity or any public official to act in an improper manner or to improperly influence an evaluation process;
  - participate in any prohibited communications during a procurement process; or
  - submitting inaccurate or misleading information in response to a procurement opportunity;
- act in accordance with the law;
- fulfill all resulting contractual obligations in a professional and competent manner and in accordance with the terms and conditions of the contract; and
- be respectful in their dealings with the public entity.

## Questions

Questions and enquiries regarding these Standards of Procurement Practice may be directed to the relevant public entity or Priority Saskatchewan.