





TRAINING OBJECTIVES

- General Overview
- Model Procurement Practices
- Procurement Methods & Source Selection
- Construction Procurement Projects
- Dos & Don'ts
- Counting the Costs (The Total Cost)
- Identify Pitfalls in the Procurement Process
- Change Orders & Amendments
- Tips on How & When to Address Exceptions
- Internal and External Meeting Tips
- Unauthorized Procurements
- State Contracts, Cooperative Purchasing and Intergovernmental Agreements
- Ways to Ensure Transparency throughout the Procurement Process
- Explore Legal, Ethical and Moral Implications
- Conflict of Interest Tips
- Sole Sources/Emergencies
- Values & Guiding Principles for the Procurement Profession

*****DISCLAIMER*****

Any information shared by City of Columbia procurement officials shall not supersede or replace each public entities' own procurement procedures, laws, rules or regulations.

Nothing in this presentation constitutes legal advice.

Please seek procurement and/or legal advice from your own agency or Public entity.

DEFINITIONS

What is "procurement"?

- Procurement: Purchasing, renting, leasing, or otherwise acquiring any supplies, services, or construction; includes all functions that pertain to the acquisition, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration. The combined functions of purchasing, inventory control, traffic and transportation, receiving, inspection, storekeeping, and salvage and disposal operations (NIGP, 2008).

PROCUREMENT CODE APPLICATION

SC Procurement Code 11-35-40(2) Application of Procurement Code.

- (2) Application to State Procurement. This code applies to **every** procurement or expenditure of funds by this State under contract acting through a governmental body as herein defined irrespective of the source of the funds, including federal assistance monies, except as specified in Section 11-35-40(3) (Compliance with Federal Requirements) and except that this code does not apply to gifts, to the issuance of grants, or to contracts between public procurement units, except as provided in Article 19 (Intergovernmental Relations). It also shall apply to the disposal of state supplies as provided in Article 15 (Supply Management). No state agency or subdivision thereof may sell, lease, or otherwise alienate or obligate telecommunications and information technology infrastructure of the State by temporary proviso and unless provided for in the general laws of the State.

PROCUREMENT CODE APPLICATION

What does this mean?

- Procurement Code applies regardless of fund source
- Applies to procurements or expenditures
- Code applies even if there is not a resulting expenditure (i.e. Revenue Generating Contracts, ex. Municipality service where the customer pays directly to awarded contractor)
- Irrespective of the Source of Funds (Foundations, Donors, etc.)
- Does not apply to gifts, to the issuance of grants, or to contracts between public procurement units as provided in Article 19

PROCUREMENT CODE APPLICATION

SC Procurement Code 11-35-50. Political subdivisions required to develop and adopt procurement laws.

All political subdivisions of the State shall adopt ordinances or procedures embodying sound principles of appropriately competitive procurement no later than July 1, 1983. The State Fiscal Accountability Authority, in cooperation with the Procurement Policy Committee and subdivisions concerned, shall create a task force to draft model ordinances, regulations, and manuals for consideration by the political subdivisions. The expenses of the task force shall be funded by the General Assembly. The task force shall complete its work no later than January 1, 1982. A political subdivision's failure to adopt appropriate ordinances, procedures, or policies of procurement is not subject to the legal remedies provided in this code.

HISTORY: 1981 Act No. 148, Section 1; 1997 Act No. 153, Section 1.

Code Commissioner's Note

At the direction of the Code Commissioner, references in this section to the "Budget and Control Board", the "State Budget and Control Board" or the "board" were changed to the "State Fiscal Accountability Authority", the "authority", or the "Division of Procurement Services" of the "State Fiscal Accountability Authority", pursuant to the directive of the South Carolina Restructuring Act, 2014 Act No. 128, Section 5(B), effective July 1, 2015.

FREQUENTLY USED PROCUREMENT METHODS

- Requests for Quotes
- Request for Proposals
- Invitation for Bids (IFBs)
- Competitive Best Value Bids
- Request for Qualifications
- Emergency Procurements
- Sole Source Procurements
- Reverse Auctions
- Various Construction Procurement Methods
- Request for Information or Request for Expression of Ideas

RFQ, IFB, RFP, REVERSE DEFREQUENTLY USED PROCUREMENT METHODS

Request for Quotation: A small order amount purchasing method. Generally used for small orders under a certain dollar threshold.

Evaluation and recommendation for award should be based on the quotation that best meets price, quality, delivery, service, past performance and reliability. (NIGP)

Competitive Best Value Bidding (CBVB) see 11-35-152B - SC Procurement Code: Best Value Bidding. The purpose of best value bidding is to allow factors other than price to be considered in the determination of award for specific supplies, services, or information technology based on pre-determined criteria identified by the State. The best value bid must state the factors to be used in determination of award and the numerical weighting for each factor. Cost must be a factor in determination of award and cannot be weighted at less than sixty percent. **SC Consolidated Procurement Code**



RFQ, IFB, RFP, REVERSE DFREQUENTLY USED PROCUREMENT METHODS

Request for Qualifications (RFQ): A document which is issued by a procurement entity to obtain statements of the qualifications of potential development teams or individuals (i.e. consultants) to gauge potential competition in the marketplace, prior to issuing the solicitation.

Invitation for Bids (IFBs): a formal request to prospective vendors soliciting price quotations or bids; contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions.

National Institute of Governmental Purchasing (U.S.), Public Procurement Dictionary of Terms: The Comprehensive Reference for Public Purchasing Terms and Concepts (Herndon, VA: National Institute of Government Purchasing, 2010), Revised.



IFB, FREQUENTLY USED PROCUREMENT METHODS

Request for Proposal (RFP): The document used to solicit proposals from potential providers for goods and services (Offerors). Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of Best and Final Offers. Maybe a single step or multi-step process. Introduced in the Armed Services Procurements Act of 1962 as well as the Competition in Contracting Act of 1984.

Reverse Auction: An online auction in which sellers bid against each other to win a buyers business. Typically used to produce commodities from multiple pre-qualified providers. Also referred to as eAuction.

National Institute of Governmental Purchasing (U.S.), Public Procurement Dictionary of Terms: The Comprehensive Reference for Public Purchasing Terms and Concepts (Herndon, VA: National Institute of Government Purchasing, 2010), Revised.



ANY QUESTIONS???

DEFINITION

What is a contract?

- a binding agreement between two or more persons or parties; especially : one legally enforceable
- a business arrangement for the supply of goods or services
- a document describing the terms of a contract and/or conditions

Merriam-Webster.com/dictionary

CONTRACTS

What are two major components needed for a contract to be considered valid?

?

DISCUSSION TOPIC:

COST VS PRICE



DETERMINING FACTORS

- Price Analysis
- Cost Analysis
- Lifecycle Costing



PRICE ANALYSIS

The process of examining and evaluating a proposed price without evaluating its separate cost elements and proposed profit/fee.



COST ANALYSIS

The review and evaluation of the separate cost elements and profit or fee in an offeror's or contractor's proposal to determine a fair and reasonable price or to determine cost realism.

LIFE CYCLE COSTING

The sum of all recurring and one time (non-recurring) costs over the full life span or a specified period of a good, service, structure or system.

The life cycle cost includes the purchase price, installation cost, operating costs, maintenance and upgrade costs and remaining (residual or salvage) value at the end of ownership or its useful life.

SOFT COSTS

SOFT COSTS are those extra costs that are not readily foreseen or budgeted for...

- On construction projects, soft costs may include architectural, engineering, financing and legal fees and other pre-and post construction expenses. [Business Dictionary.com]
- Some other examples of soft costs are: advertising, design fees, professional fees, financing, lease administration, realty taxes, general administration, lease expenses, permit fees, and insurance premiums.
- A delay in implementation could result in additional soft costs such as a loss of a key team member on a construction project or wasted time in general.

ANY QUESTIONS???



**MODEL PROCUREMENT
AND CONTRACTING
PRACTICES FOR
CONSTRUCTION PROJECTS**

"March is Purchasing Month"

Gary Porth, Procurement Manager for Construction
Department of Procurement & Contracts
City of Columbia, SC

CONSTRUCTION

- Determining Need
- Pre-Construction Meetings w/ End Users
- Crafting Invitation for Bid Documents
- Various Construction Documents, Forms & Terms/Conditions
- Contingency for Unforeseen Events or Discoveries
- Pre-Bid Meetings
- Award
- Performance Bonds
- Kick-Off and Pre-Construction Meetings
- Scope Creep Avoidance
- Change Orders
- Monitoring & Documenting Performance
- Project Close-out and Final Payments



DISCUSSION TOPIC:

**PAST EXPERIENCE
V
PAST PERFORMANCE**



ANY QUESTIONS???



**“MODEL PROCUREMENT PRACTICES
AND
PROCESSES FOR LOCAL
GOVERNMENT OFFICIALS”**

MODEL PROCUREMENT PRACTICES

- Ensure Transparency throughout the Procurement Process
- Established Simplified Procurement Procedures
- Streamline Terms & Conditions in Clear & Concise Language
- Train Procurement Professionals & Staff Members
- Good Communication is vital to a successful procurement project
- Establish & Maintain Appropriate Client/Vendor Relationships

PRE-SOLICITATION ACTIVITIES

- Hold Fact Finding Meetings w/Internal Department to determine the "Need"
- Initial Research to Estimate the Cost of Project
- Meet with Other Cross-Functional Departments
- Prepare a Request for Information Announcement
- Draft the Solicitation Document
- Conduct a Pre-Solicitation Meeting w/Vendors

POST-SOLICITATION ACTIVITIES

- Review all Responses
- Make Responsiveness & Responsibility Determinations
- Conduct Panel Meetings (Preliminary Briefing & Final for Scoring)
- Intent Period (Protest)
- Issue Award Notice
- Purchase Order Issuance
- Hold Debriefing Meeting
- Ensure Final Procurement File is Complete
- Next Phase – Contract Administration

POST AWARD: SURPLUS & DISPOSAL

- Donations
- Trade-ins
- Public auctions
- Internet auctions
- Sealed bid auctions

MODEL PROCUREMENT PRACTICES

Procurement is a vital part of any governmental organization and there is no "one size fits all" instruction guide for handling procurements...

"Government size, level, functions, and personnel are some of the factors which may impact how we procure goods and services. The size and scope of the project, the knowledge level of the market and other varying conditions are also considered before selecting a particular procurement method. At all times one must follow the governing rules and regulations in your organization as well as all other applicable state, local, federal, etc. guidelines" Sandra Wright

UNAUTHORIZED PROCUREMENTS

- Any act obligating a public entity in a contract by any person or business without authority to do so by an appointment of delegation.

- EX: Authorizing any company to start work prior to a purchase order being released.

- EX: Increasing PO after it has been released without a change order and/or proper authorization from appropriate management officials & Purchasing

PROCUREMENT AWARENESS

- Unbalanced Bidding
- Leakage of Confidential or Internal Only Information
- Intentionally Excluding Qualified Bidders
- Conducting Discriminatory Practices during the Bid Process
- Accepting Late Bids or Modified Bids after Formal Bid Openings
- Inflated Needs for Items/Services
- Specifications Written to Favor a Particular Vendor/Contractor or Consultant

PROCUREMENT AWARENESS

- Splitting Purchases to Fall Under a Certain Threshold
- Falsifying Info on Invoices
- Inappropriately Bundling of Items
- Including Unnecessary Line Items on Bids
- Releasing Restricted Bids, Rigged or Unfair Bid Specifications
- Biased Evaluation Criteria
- Purchases for Personal Use
- Price Fixing
- Product Substitution
- Bid Manipulation
- Bid Rotation

**PROCUREMENT MISSTEPS & FRAUD
AWARENESS**

“TIPS, CASES & OTHER CONSIDERATIONS”



CASE STUDY #1 LEARNED

A \$30 Million Case of Corruption

<https://www.fbi.gov/news/stories/30-million-dollar-case-of-corruption>



**PROCUREMENT AWARENESS
(SOME GENERAL FEDERAL REQUIREMENTS)**

- Maintain Records to detail the signification history of procurement 24 CFR 85.36(b)(9);
- Pre-qualified list of vendors/contractors, if used, must be a current list, developed through open solicitation process, include adequate number of qualified sources, and must allow entry of other firms to qualify at any time during the solicitation period 24CFR 85.36(c)(4);.
- Exclude Contractors that develop or draft specifications, requirements, statements of work, etc. from competing for such procurement (24 CFR 84.43).
- Ensure that awards are not made to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension" (24CFR 85.35)



PROCUREMENT AWARENESS
(SOME GENERAL FEDERAL REQUIREMENTS)

- Ensure that there are written selection procedures for procurement transactions:
 - The purchase of unnecessary or duplicate items is avoided; Where appropriate, an analysis should be made of lease versus purchase alternatives (24 CFR 85.36(b)(4) and 84.44(a)(1)(2));
 - Whenever possible, use Federal excess and surplus property or intergovernmental agreements for procurement or use of common goods and services...(24 CFR 85.36(b)(5) and (6));
 - All purchase orders (and contracts) are signed by the authorized official(s) of the subrecipient;
 - Items delivered and paid for are consistent with the purchase order and/or contract for the goods and services;



PROCUREMENT AWARENESS
(SOME GENERAL FEDERAL REQUIREMENTS)

- Timely payment to vendors once the order is delivered, inspected, accepted and payment authorized;
- A cost or price analysis performed for every procurement action...starting point is to perform an independent estimate before receiving bids or proposals (24 CFR 85.36(f) and 84.45);
- Profit or fee negotiated separately from price where competition is lacking or whenever a cost analysis is performed...(24 CFR 85.36(f)(2));



PROCUREMENT AWARENESS
(SOME GENERAL FEDERAL REQUIREMENTS)

- The list of provisions in 24 CFR 85.36(i) or 84.48, as applicable, to be included in any contracts;
- Ensure that Protest procedures are in place...;
- Documented system of contract administration for determining the adequacy of contractor performance (24 CFR 85.36(b)(2));
- Written Code of Conduct governing employees, officers, or agents engaged in the award or administration of contracts (24 CFR 85.36(b)(3) and 84.42).



ANY QUESTIONS???

SOLE SOURCE PROCUREMENTS

SECTION 11-35-1560. Sole source procurement.

(A) A contract may be awarded for a supply, service, information technology, or construction item without competition if, under regulations promulgated by the board, the chief procurement officer, the head of a purchasing agency, or a designee of either officer, above the level of the procurement officer, determines in writing that there is only one source for the required supply, service, information technology, or construction item.

SOLE SOURCE PROCUREMENTS

19-445.2106. Sole Source Procurements

B. Exceptions.

Sole source procurement is not permissible unless there is only a single supplier. The following are examples of circumstances which could necessitate sole source procurement:

where the compatibility of equipment, accessories, or replacement parts is the paramount consideration;

where a sole supplier's item is needed for trial use or testing;

where the item is one of a kind;

SOLE SOURCE PROCUREMENTS

19-445.2105. Sole Source Procurements

... In cases of reasonable doubt, competition should be solicited. Any request by a governmental body that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need. The determination must contain sufficient factual grounds and reasoning to provide an informed, objective explanation for the decision. The determination must be authorized prior to contract execution.

SOLE SOURCE PROCUREMENT

Simply defined, a sole source must be:

- A unique item or service
- Only available from a single source
- Must be authorized by agency head or designee above the level of the procurement officer

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SOLE SOURCE AUDIT EXCEPTIONS

- "This company installed the system and will be more familiar with the location of components and sensors in various buildings."
- Company "is already familiar with the Site because we have employed them in the past for monitoring well samplings & reporting."

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SOLE SOURCE PROCUREMENT

▪ *"Sole sourcing is inappropriately used when used as a method of selecting a preferred vendor or contractor. Procurement officials should seek competition and ensure specs are not restrictive to maintain the integrity of the procurement process."* Sandra A. Wright

ANY QUESTIONS???



CASE STUDY # 2
CITY OF ATLANTA, GA
“ACCEPTING BRIBES”



EMERGENCY PROCUREMENTS

SECTION 11-35-1570

Notwithstanding any other provision of this code, the chief procurement officer, the head of a purchasing agency, or a designee of either officer may make or authorize others to make emergency procurements only when there exists an immediate threat to public health, welfare, critical economy and efficiency, or safety under emergency conditions as defined in regulations promulgated by the board; and provided, that such emergency procurements shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.



EMERGENCY PROCUREMENT

- Unknown, unforeseen condition which creates a threat to public health, welfare, or safety that arise by reason of floods, epidemics, riots, equipment failure, fire loss, or such other reasons
- Condition must create an immediate and serious need

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EMERGENCY PROCUREMENT

An emergency procurement simply defined as...

- Can not be met through normal procurement procedures
- Emergency limited to immediate need
- As much competition as is practicable shall be obtained

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EMERGENCY PROCUREMENTS

- 1992 audit of a university - 13 emergencies that referenced "this annual event"
- Bus repairs for annual Chorus tour
- Organ & sound system for Christmas Concert
- Football field preparation before first game
- Honor cords (Caps & gowns) for graduation

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WORST EMERGENCIES

- A roof system for a processing plant. "Since he wasn't sure there would be sufficient funds, he froze these funds. Now it is an emergency."
- Paving of roads. "Dirt roads cause undue wear and tear on state vehicles due to rough surfaces and potholes. Water on the road is a breeding ground for mosquitoes and other pests."

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COURT DECISION

- Sloan v. DOT - Highway emergency
- Road widening project that was significantly behind schedule
- Contractor abandoned the job
- DOT declared an emergency because the project was significantly behind schedule, asserting that the area was unsafe and the citizens and businesses were angry and frustrated

*Link to the Sloan Case: [Sloan_v_DOT\(II\).pdf](#)

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SLOAN V DOT

- "DOT contends that the emergency procurement was proper because the statute requires that the DOT Director determine that an emergency exists." He did.
- "DOT asserts that because (the statute) does not limit what can constitute an emergency, the Director's determination is discretionary . . . Because the alternative would have been to leave the construction project unfinished - and therefore a dangerous work zone - for four to six months."
- "Sloan, on the other hand, argues that under the plain meaning of "emergency," there was no emergency in this case because the delays and safety hazards were present throughout the four years of the project."

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SLOAN V DOT

The court wrote:

"An emergency is, by its very nature, a sudden, unexpected onset of a serious condition; an unexpected situation or sudden occurrence of a serious and urgent nature that demands immediate action; a sudden unexpected happening; an unforeseen occurrence or condition; a sudden or unexpected occasion for action."

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SLOAN V DOT

The court wrote:

"We hold there was no emergency that existed in September 2004 to substantiate the emergency procurement."

"We find the DOT's procurement was invalid."

Sloan v. DOT(II), 2008, SC Supreme Court

Prepared by Presentation
SC Budget and Control Board, Audit & Certification Division

ANY QUESTIONS???

ACCOUNTABILITY

ACCOUNTABILITY

In ethics and governance, accountability is answerability, blameworthiness, liability and the expectation of account-giving.^[1] As an aspect of governance, it has been central to discussions related to problems in the public sector, nonprofit and private (corporate) and individual contexts. In leadership roles,^[2] accountability is the acknowledgment and assumption of responsibility for actions, products, decisions, and policies including the administration, governance, and implementation within the scope of the role or employment position and encompassing the obligation to report, explain and be answerable for resulting consequences.

In governance, accountability has expanded beyond the basic definition of "being called to account for one's actions".^[3] It is frequently described as an account-giving relationship between individuals, e.g. "A is accountable to B when A is obliged to inform B about A's (past or future) actions and decisions, to justify them, and to suffer punishment in the case of eventual misconduct".^[4] Accountability cannot exist without proper accounting practices; in other words, an absence of accounting means an absence of accountability.

Accountability is an element of a BACL to indicate who is ultimately answerable for the correct and thorough completion of the deliverable or task, and the one who delegates the work to those responsible.

There are various reasons (legitimate or excuses) why accountability fails.

From Wikipedia, the free encyclopedia



GENERAL AUDIT FINDINGS

- Inadequate competition
- Reuse old quotes
- Artificially divided procurements
- Pricing obtained from catalogs
- Mandatory Pre-bids (Regulation 19-445-2042)

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PROCUREMENT DOs AND Don'ts

- ✓DO review the rules & regulations to ensure that you are following your organizations policies
- ✓DO conduct planning meetings w/ stakeholders prior to large procurement projects (peps from Finance, IT, purchasing, using dept., Etc.)
- ✓DO submit your requisitions in sufficient time for processing
- ✓DO ensure that funding is in place prior to placing orders
- ✓DO check with the Purchasing Department if you have any questions regarding the procurement process



PROCUREMENT DOs AND Don'ts

- ✓DO review Ethics Policy
- ✓DO ensure that all internal controls are followed
- ✓DO conduct Training Sessions for Internal & External Customers
- ✓DO require Vendors to Place Purchase Order Numbers on all invoices
- ✓DO include a detailed description on all purchase orders w/ product nos.
- ✓DO ensure that the Specification are complete & easy to understand

**LES
LESSONS LEARNED LEARNED**

- Ensure specifications are complete and accurate

New Ford F350



Just one problem...

WHERE'S THE REST OF IT?



PROCUREMENT DOs AND Don'ts

- Don't split orders to avoid competition and \$ thresholds
- Don't use public funds for personal gain
- Don't commit your organization prior to a Purchase Order being established or appropriate authorization received
- Don't accept gifts from vendors

PROCUREMENT DOs AND Don'ts

- Don't create a purchase order after the fact
- Don't sign contracts unless you have authorization
- Don't use requisitions as purchase orders
- Don't write restrictive bid specifications
- Don't share info with select vendors & exclude others
- Don't forget to count the total cost

PURCHASING CARD USAGE TIPS

- No splitting of purchases
- Personal purchases are not allowed
- Establish Each Cardholder & Purchase Limits
- Do not exceed single purchase or monthly limit
- Retain all appropriate documentation
- Reconcile statements

PURCHASING CARD TIPS

- Establish a purchasing card manual
- Secure cards at all times
- Authorized users/Signature authority
- Second signatures
- Merchant Code blocks to prevent certain type of purchases
- Greater control over gift cards
- Provide training for all users and cardholders



"Let me explain it this way, we have five apples and IRS want six."

STATE CONTRACTS
<https://www.procurement.sc.gov/agency/contracts>

**COOPERATIVE PURCHASING &
INTERGOVERNMENTAL AGREEMENTS**



CELL PHONE USAGE TIPS

- Ensure that there are written policies for Cell Phone Users
- Pool Plan Minutes for greater savings
- Increase management control over devices & require justification
- Monitor the Use of Equipment & Services
- Closely Monitor Invoices to ensure compliance with rules
- Ensure that disciplinary standards are in place to reduce the likelihood of abuse or repeat offenders



FOIA

Freedom of Information Act
[Please refer to your
FOIA handouts]



**FOIA Requests
Title 30 – Public Records
Chapter 4 - SC Code of Laws**

CONFLICT OF INTEREST

[Please reference handouts during this
brief discussion]

**INQUIRIES DURING THE SOLICITATION
PROCESS (SUGGESTED WORDING)**

(Name the Contracting Officer)
No questions may be directed to or contacts made with the
Mayor, other members of City Council, the City
Manager, and other City Staff not identified in this RFQ
as points of contacts during the period of time that this
RFQ is made public until the final selection is made,
except as otherwise provided for herein. Violation of
this prohibition may disqualify the firm and/or
consulting firm from further consideration.

REMINDER

“Once a solicitation is released, any lobbying or marketing activities with agency officials (outside of purchasing) should cease until the final contract has been Awarded.”

CONFLICT OF INTEREST

*“It is recommended to avoid even the **appearance** of a Conflict of Interest at all times and especially while serving in the capacity of a public official with the responsibility for overseeing and managing public funds.”*

ETHICS

ETHICS

Public officials are subject to the provisions of the 1991 Ethics Reform Act (8-13-100), et. seq, South Carolina Code of Laws, 1976, as amended). Under this Act, public officials are prohibited from accepting anything of value from any person. "Anything of value" includes, but is not limited to, lodging, transportation, entertainment, food, meals, beverages, money, gifts, honorariums, discounts and interest-free loans.

WORKPLACE ETHICS TIPS

- Ethics training for all employees
- Written procedures on gifts, free items gift cards, etc.
- Conflict of interest statements and policy for internal staff and external vendors/contractors
- Communications with suppliers

FINAL THOUGHTS

"Finally, never forget your fiduciary duty to be good stewards of all public funds and ensure that you are in full compliance with all applicable laws, rules & regulations as well as internal policies & procedures" Sandra Wright, Purchasing Agent, City of Columbia

QUESTIONS & CONTACT INFORMATION

City of Columbia's
Department of Procurement & Contracts
(803) 545-3470
procurement@columbiasc.gov
Purchasing Agent
sandra.wright@columbiasc.gov
Deputy Director
shannon.lizewski@columbiasc.gov

Construction related procurement inquiries
gary.porth@columbiasc.gov
Procurement Manager

State Office:
Procurement Services
State Fiscal Accountability Authority (SFAA)
(803) 737-0600
