



WEST VIRGINIA PURCHASING DIVISION

VENDOR CODE OF CONDUCT

The West Virginia Purchasing Division is a strong proponent of ethical conduct throughout the state procurement process. Its agency procurement officers abide by the National Institute of Governmental Purchasing, Inc. (NIGP) Code of Ethics. Similarly, the same level of conduct is expected of the vendors who do business with the state of West Virginia.

A vendor doing business with the state of West Virginia shall:

1. Submit a bid or proposal that is competitive, consistent and appropriate to the bid specifications offered by the West Virginia Purchasing Division;
2. Refrain from employing any agency procurement officer in the business of the vendor or professional activity in which the vendor is involved with the state of West Virginia;
3. Believes in the dignity and worth of services rendered by your organization and the social responsibilities assumed as a supplier of goods and services to the state of West Virginia;
4. Refuse to cause or influence, or attempt to cause or influence, agency procurement officers in their official capacity to impair the objectivity or independence of judgment of a purchasing transaction;
5. Avoid any appearance of unethical or compromising practices in relationship, actions and communications;
6. Identifies and eliminates participation of any individual in procurement situations where a conflict of interest may be involved;
7. Understands that agency purchasers of the state shall at no time or under any circumstances, accept directly or indirectly, gifts, favor, service, gratuities or other items of value from your organization;
8. Adhere to all state laws, regulations and procedures in place by the West Virginia Legislature and the West Virginia Purchasing Division to ensure the integrity of the state procurement process;

9. Perform or render the goods or services in accordance with the agreed upon specifications for which the vendor has contracted with the state of West Virginia;

10. Constantly strive for the highest standards of ethical behavior, trust, respect, fairness, integrity and credibility.

A vendor is defined as any general contractor, subcontractor, consultant, person, firm, corporation or organization engaging in or seeking to do business with the state of West Virginia.