

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF PROCUREMENT SERVICES
VENDOR CODE OF ETHICS**

The School District of Philadelphia (“SDP”), through its Office of Procurement Services (“OPS”), is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards and enjoys the complete confidence of the public. To achieve these purposes, OPS requires each vendor who seeks to do business with the SDP to subscribe to this Vendor Code of Ethics.

- ❑ A Vendor’s bid or proposal will be competitive, consistent and appropriate to the bid documents.
- ❑ A Vendor will not discuss or consult with other Vendors intending to bid on the same contract or similar SDP contract for the purpose of limiting competition.
- ❑ A Vendor will not disclose the terms of its bid or proposal, directly or indirectly, to any other competing Vendor prior to the closing date for bids or proposals.
- ❑ A Vendor will not make any attempt to induce any individual or entity to submit or not to submit a bid or proposal.
- ❑ A Vendor will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- ❑ A Vendor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- ❑ A Vendor will properly, accurately and fairly record all financial transactions with the SDP in its books, journals, ledgers and/or other appropriate records.
- ❑ A Vendor will not offer or give any gift, item or service of value, directly or indirectly, to an SDP employee, School Reform Commission (SRC) member, SDP consultant or contractor employed in connection with the subject matter of the bid or proposal or to any member of their immediate families. This restriction also applies to any family member, employee, SRC member, SDP consultant and/or contractor employed in connection with SDP.
- ❑ A Vendor will not, without the prior written consent of the SDP, initiate, negotiate or render an offer of employment to any SDP employee who is directly concerned with, or personally participating on behalf of the SDP with respect to any procurement or other matter involving the Vendor.
- ❑ A Vendor will not cause, influence or attempt to cause or influence any SDP employee or SRC member: (i) in any member which might tend to impair his/her objectivity or independence of judgment; or (ii) to use or attempt to use his/her official position to secure any unwarranted privileges or advantage for that Vendor or for any other person.
- ❑ A Vendor will comply with the SDP’s Anti-Discrimination Policy regarding inclusion of Small Women/Minority Owned Businesses in District contracts.