

CHILDREN'S SERVICES COUNCIL POLICIES FOR CONTRACTED PROVIDERS

CODE OF CONDUCT

In an effort to fulfill CSC's fiduciary responsibility to the taxpayers of Palm Beach County, all interaction with vendors and contractors must be handled in an ethical manner. CSC staff will protect CSC's best interest in all business transactions and:

- A. Afford equal opportunity to all qualified suppliers in the competition for business.
- B. Promote positive supplier relations through professional courtesy and good faith dealing in all phases of the procurement cycle.
- C. Respect the supplier's proprietary information/property from an ethical standpoint in addition to potential legal ramifications, subject to the requirements of Chapter 119, Florida Statute.
- D. Enhance CSC's purchasing and overall business reputation by acquiring and maintaining current market knowledge, and adopting and applying sound business practices at a professional level.
- E. Avoid any behavior that may be perceived as unethical or compromising in the award of business. Purchasing standards at CSC prohibit the acceptance of gifts, personal discounts, entertainment, favors, personal services, participation in supplier-sponsored promotions/contests, or any other activity that could be perceived to compromise the integrity of CSC's purchasing.
- F. Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of CSC. However, when certain affiliations cannot be avoided, the employee shall disclose the relationship to his/her supervisor and recuse himself/herself from the decision making process.

DOING BUSINESS WITH CSC

- A. CSC's conflict of interest policy prohibits staff from accepting gifts, gratuities, or other favors from vendors/contractors.
- B. CSC's procurement process provides equal opportunity to all participants for non-programmatic vendors bids are generally awarded based on the maximum value offered.
- C. Vendors/contractors will be notified of awards by the Purchasing Department or the bid coordinator if the contract is awarded via RFP, RFQ, IFB.
- D. The Purchasing Department may conduct an annual vendor/contractor performance review for vendors/contractors holding long-term contracts with CSC. Performance Reviews for programmatic providers will have at least annual reviews by their Program Officer.

NEPOTISM

Non-profit agencies providing programmatic services must comply with the following:

No individual shall be employed, serve as a member of a Board of Directors, or be hired as a consultant, vendor or contractor by any agency, with respect to any CSC funded program, which will

1. result in the existence of a subordinate-superior relationship between such individual and any family member of such through a direct line of authority, or
2. result in multiple family members serving as member of the Board of Directors.

The Executive Director, or other person authorized to bind the organization, will present certification of compliance to CSC as part of any RFP. Agencies must continue to comply throughout the term of the contract.