

ETHICAL DECISION MAKING AND CONTRACT ADMINISTRATION

2693

(May 2005)

Staff, other than **purchasers**, that perform contract administration functions, not only need to understand how to administer a contract but are also expected to adhere to and conduct business by maintaining the same ethical standards as if they were a **purchaser**.

REVIEW CONTRACT PRINCIPLES

2693.1

(May 2005)

Purchasers that are turning over the contract administration functions to a person unfamiliar with the procurement world should review with that person the principles of conduct governing the acquisition process and its impact to the role of the contract administrator.

Contract administrators must:

- Conduct themselves in a professional manner, refraining from mixing outside friendships with business.
- Accurately account for expenditures and property received.
- Be aware that perceptions can override reality.
- Involve the department's procurement and legal resources when questions arise regarding acceptable or unacceptable behavior when dealing with suppliers.

ETHICS REVIEW

2693.2

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Purchasers and contract administrators are advised to review the **Conflict of Interest**, **SAM** section 3504 on ethics and prohibited practices, and refer to **Section 2611 – Getting Started All Things Considered** of this **handbook**.

Additional information on ethics may also be found at www.fppc.ca.gov.

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)