# State of Maine

**Department of Administrative and Financial Services**

**Bureau of General Services**

**Division of Purchases**

**Procurement Code of Ethics**

Division of Purchases employees shall act in good faith to discharge their duties to ensure the fair and equitable treatment of all persons involved in the purchasing process; to foster public confidence in the integrity of the procurement process; and to ensure the appropriate application of purchasing ethics. Each person employed by the Division, when engaging in procurement, shall be bound by this code, including but not limited to the following:

1. Avoid the intent and appearance of unethical behavior or practices;
2. Diligently follow the procurement laws, rules, and procedures;
3. Refrain from any activity that would create a conflict between personal interests and the interests of the State;
4. Identify and eliminate any conflicts of interest;
5. Avoid soliciting or accepting money, loans, credits, discounts, favors, or services from present or potential suppliers which may influence or appear to influence purchasing decisions;
6. Ensure that all persons are afforded equal opportunity to compete in a fair and open environment;
7. Carry out procurement roles and responsibilities in a manner that maintains and communicates trust and confidence in the integrity of the procurement process;
8. Behave honorably and with the utmost integrity and due diligence in a professional manner in all activities that involve the procurement process;
9. Seek to protect taxpayer dollars by obtaining maximum value for each dollar of expenditure for the procurement of goods and services;
10. Provide prompt and courteous service in good faith, devoid of any bias, to all persons and entities using the procurement process; and
11. Conduct and maintain the procurement process with the utmost transparency in order to maintain public trust, recognize the need for confidentiality on occasion to protect the integrity of the procurement process for users.