



## **Everett Public Schools Procurement Code of Ethics**

Everett Public Schools is committed to conducting procurement in a manner that reflects the highest standards of ethics, legal compliance, and sustainability. By adhering to this Procurement Code of Ethics, the district aims to ensure that its procurement processes are fair, transparent, and environmentally responsible, contributing to the long-term success and well-being of students, staff, and the community while also emphasizing sustainable purchasing practices to promote environmental stewardship and long-term value.

### **1. General Procurement Principles**

Procurement at Everett Public Schools (EPS) will be conducted with integrity, accountability, fairness, transparency, value for money ensuring the efficient use of public funds, and sustainability.

### **2. Standards of Conduct for Procurement Personnel**

Procurement personnel at Everett Public Schools must adhere to the following ethical standards: Personnel must avoid situations where personal interests conflict with their duties. Any potential conflicts of interest must be disclosed, and individuals must recuse themselves from procurement decisions when appropriate. Procurement personnel may not accept any gifts, gratuities, or benefits from vendors, contractors, or other parties engaged in procurement activities. Procurement personnel are responsible for maintaining the confidentiality of all proprietary or confidential information, including bid proposals, vendor negotiations, and other sensitive procurement-related documents. All vendors and contractors shall be treated fairly, equitably, and without favoritism. Procurement decisions will be based on merit and established criteria, not on personal relationships or outside influences.

### **3. Vendor Relationships**

Everett Public Schools commits to fostering strong, ethical relationships with its vendors. EPS will promote a competitive bidding process for procurements whenever possible. Invitations to bid, requests for proposals (RFPs), and requests for qualifications (RFQs) will be issued fairly, with clear evaluation criteria, and all qualified vendors will be given equal opportunity to submit proposals. EPS shall comply with all applicable laws that prohibit discrimination in procurement, including but not limited to race, color, national origin, sex, disability, and age. Vendors are expected to accurately represent their qualifications, capabilities, and prices. Deceptive practices, misrepresentation, or fraudulent activities will result in disqualification from the procurement process.

### **4. Compliance with Federal, State, and K-12 Laws**

Everett Public Schools procurement processes must comply with relevant federal, state, and K-12 laws.

### **5. Sustainable Purchasing Practices**

Everett Public Schools is committed to sustainability in its procurement activities, integrating environmental and social considerations into purchasing decisions. EPS will prioritize products and services that minimize environmental impact, including:

- Purchasing products made from recycled or renewable materials.
- Choosing energy-efficient products to reduce long-term environmental and operational costs.
- Supporting vendors that implement environmentally friendly practices in their production processes.