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Standard Operating Procedure: Code of Conduct

1. Purpose

This Standard Operating Procedure (SOP) for Code of Conduct describes the agreed upon process that will be used to conduct business as a participating member of the Baltimore Regional Cooperative Purchasing Committee (BRCPC).

Standard operating procedures for conduct are necessary to ensure the integrity of BRCPC and consideration of its participating members.

2. Scope

This SOP for Code of Conduct covers rules and guidelines for conducting business as a participating member of BRCPC.

3. Prerequisites

None


4. Responsibilities

All participating members and their guests are responsible for knowing and understanding this SOP for Code of Conduct.

5. Procedure

5.1 General

- a. Open discussions are encouraged and meant to stimulate conversation and not contention. Everyone is afforded an opportunity to speak without interruption to get their point across.
- b. When using the communication portal (listserv) posts are restricted to business matters and are not to be used to post personal agendas seen as outside the business matter. Opinions, not supported by fact should be delt with over the phone between the two parties.
- c. Include a signature tag on all messages including your name, employer and contact information.
- d. Include only the relevant portions of the original message in your reply and delete all other portions, such as lengthy group names and email addresses.
- e. When replying with only gratitude statements, please use the "Reply to Sender" option so others are not disturbed with a voluminous number of non-businness matter emails.
- f. Members are expected to attend meetings, be prepared, and actively participate.
- g. Handle requests for information as expeditiously as possible.

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5.2 Ethics

- a. Participating members shall abide by their entity's own laws, regulations and policies pertaining to ethical conduct while at the workplace, including BRCPC sponsored meetings and events, and by and between the vendor population that it interacts with.
- b. When conducting business through BRCPC, participating members shall immediately disclose any actual or perceived conflicts of interest with BRCPC so business can be conducted in a fair and impartial manner.
- c. Suppliers, including consultants hired by the participating member, shall not be brought to a closed meeting of BRCPC unless their attendance is by request to make a presentation and then they are only allowed to attend the meeting for their designated presentation time including the question and answer period.
- c. Participating members are responsible for representing BRCPC in a professional and ethical manner.

5.3 Legalities

- a. The Baltimore Metropolitan Council (BMC) meeting space and website, including intranet services are provided to participating members of BRCPC as a service and is not responsible for the individual actions, or postings of those participating members.
- b. The BMC reserves the right to terminate access to any participating member who does not abide by this SOP for Code of Conduct.

6. References

Baltimore Metropolitan Council – Annual Report 2018


National Association of State Purchasing Officers – Code of Conduct (www.naspo.org)

National Institute of Governmental Purchasing – Code of Ethics (www.nigp.org)

7. Definitions

Baltimore Metropolitan Council – “works collaboratively with the chief elected officials in the region to create initiatives to improve the quality of life and economic vitality in greater Baltimore. BMC, as the Baltimore region’s council of governments, hosts the Baltimore Regional Transportation Board, the federal metropolitan planning organization, and supports local government by coordinating efforts in a range of policy areas including transportation planning, emergency preparedness, planning and workforce development.” (*BMC Annual Report 2018*)

Baltimore Regional Cooperative Purchasing Committee – “helps members leverage their collective buying power to achieve the most value for taxpayer dollars. By managing procurement opportunities and sharing information and best practices, BRCPC also alleviates the administrative burden of the purchasing process.” (*BMC Annual Report 2018*)

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Participating Member – is a public procurement employee that represents local government of and including the eight paying member counties and cities for the BRCPC services. Paying members include City of Annapolis, Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County, Howard County, and Queen Anne’s County. Participating members also include each paying member’s representative school district and community college.