



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-109

<b>Section</b>	<b>Effective</b>	<b>Replaces</b>
INTRODUCTION AND PROCUREMENT FUNDAMENTALS	9/16/19	PRO-D-8 (12-1-86)
<b>Title</b>		<b>Page</b>
CODE OF PROCUREMENT ETHICS AND UNLAWFUL BENEFITS TO STATE EMPLOYEES, PUBLIC OFFICIALS		1 of 1

**SCOPE:** The purpose of this policy is to establish a code of procurement ethics and provide notice with respect to unlawful benefits to state employees and public officials.

**POLICY: Procurement Ethics**

State procurement activities are to be done in a manner that upholds public confidence in awarding state contracts.

The primary principles and goals of public procurement are to ensure the integrity of the process, maximize the competitive leverage of the state to achieve the best value, and avoid even the appearance of any conflict of interest in procurement decisions.

State employees hold their position in the public trust; any staff involved with the awarding or managing of contracts will practice impartiality. See PRO-108, Endorsement, Testimonial and Promotional Activities.

**Unlawful Benefits**

No state employee or public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. For the definition of “anything of value”, see PRO-101, Procurement Definitions and Thresholds.



**Legal Authority**

Wis. Stats. ss. 19.41; 19.45(2)  
Admin Code Ch. ER-MRS 24.04

Agencies Affected: All, unless otherwise noted

**Authorized:**

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