



# Department of Procurement

## “Guiding Principles”

*As a City of Atlanta Procurement Professional, it is my responsibility to conduct and monitor business practices to ensure the Mayor, taxpayers, customers, industry and fellow procurement professionals have complete confidence and faith in my procurement actions and decision processes. These guiding principles are enduring commitments that are the basis for my actions as a Contracting Professional.*

### **As a City of Atlanta Contracting Professional, I Will:**

#### **Stand up and do the right thing to ensure integrity and fairness of the procurement system.**

- I make the tough decisions and I stand by others in the acquisition workforce who do the same.
- I accept that my judgment will be scrutinized and I welcome review.
- I disclose waste, fraud, and abuse when I suspect it exists.

#### **Never award a contract at the expense of integrity.**

- I award contracts that are consistent with the policy, regulations, rules, and laws.
- I ensure decisions are made with sound judgment and prudent business acumen, without regard for personal gain.

#### **Know the fundamentals, think innovatively, and remain focused on the details.**

- I maintain the appropriate level of proficiency and keep myself technically competent in this ever-evolving career field.
- I ensure my decision-making is well-founded, impartial and documented thoroughly.

#### **Care for one another by sharing our knowledge and experiences.**

- I am committed to upholding a culture recognized for its competency, integrity, courage and professionalism.
- I am committed to ensuring my experiences, knowledge and skills are shared with fellow contracting professionals.

#### **Passionately protect the image of Atlanta, our Department, and our Procurement profession.**

- I accept that compliance, credibility, and long-term reputation are more important than short-term gains.
- I ensure internal and external stakeholders in the acquisition process are aware of my commitment to the guiding principles and acquisition standards, rules and regulations.
- I expect others in my profession to adhere to these principles and my mentoring and actions will reflect this expectation.