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## Consultant, Contractor, Supplier and Vendor (Consultant/Contractor) Code of Conduct

**Purpose:** In a continued effort to ensure transparency, fairness, openness and consistency in the procurement process and in alignment with the Columbus Regional Airport Authority (CRAA) Core Values, the Office of Contracts & Procurement (OCP) has developed this Consultant/Contractor Code of Conduct. To this end, the CRAA adheres to the State of Ohio Ethics Policies related to [Conflicts of Interest](#) and [Gifts from Vendors for the members of the CRAA Board of Directors; Employees and Employee family members; Consultants; Contractors; and prospective vendors. In addition, the CRAA participates in the Ohio Attorney General's Partnership for Competitive Purchasing Program.](#)

[To achieve these purposes, the CRAA requires each vendor who seeks to do business with the Authority to subscribe to this Consultant/Contractor Code of Conduct:](#)

- ◆ A Consultant's/Contractor's bid or proposal will be competitive, consistent and appropriate to the bid documents including execution of the Non-Collusion Affidavit.
- ◆ A Consultant/Contractor will not discuss or consult with other Consultants/Contractors intending to bid on the same contract or similar Authority contract for the purpose of limiting competition.
- ◆ Consultant/Contractor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- ◆ Consultant/Contractor will not disclose the terms of its bids or proposals, directly or indirectly, to any other competing Consultant/Contractor prior to bid or proposal closing dates.
- ◆ Consultant/Contractor will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- ◆ Consultant/Contractor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- ◆ Consultant/Contractor will not offer or give any gift, item or service of value, directly or indirectly, to a CRAA [Board Member; Employee](#) or Employee's family; [Consultant; Contractor](#) or other vendor contracted by the CRAA.
- ◆ Consultant/Contractor will not cause, influence or attempt to cause or influence, CRAA [Board Members, Employees, Consultants, Contractors](#) or other vendors contracted by the CRAA, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Consultant/Contractor or for any other person.

[Communication with CRAA Board of Directors, Employees, Consultants and Contractors: The CRAA's Business Ethics Policy as defined in all solicitations details the proper communication process during the solicitation process.](#) Respondents are not to meet or communicate with the CRAA Board Members or Employees during the pendency of the solicitation process, except with respect to current, on-going work. The solicitation process is deemed to have begun on the date that the CRAA has started developing specifications or scope of work for any solicitation regardless of whether the solicitation will be posted on CRAA's website. The process is deemed to have concluded when an agreement/contract has been fully executed with the selected Contractor/Consultant. It is the responsibility of the respondent to know whether (s)he is engaging in an appropriate ex parte communication with the CRAA staff. **Inappropriate communication may result in disqualification from current or future selection processes.** When in doubt, please contact the CRAA Manager of Contracts & Procurement at [CRAAProcurement@ColumbusAirports.com](mailto:CRAAProcurement@ColumbusAirports.com).