

VENDOR RELATIONS

The board of education wishes to maintain good working relations with vendors who supply materials, supplies and services to the district. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged, subject to the limitations of the district's policies. The district shall not extend favoritism to any vendors.

School officials involved in the selection or purchase of materials and services shall abide by district conflict of interest policies and avoid situations that could interfere, or appear to interfere, with the ability to make free and independent decisions regarding purchases on behalf of the district.

Each purchase shall be made with a commitment to the ethical expenditure of district resources and on the basis of quality, price and delivery, with past service being the factor if all other considerations are equal. Vendors have no obligation to contribute solicitations from schools and any contributions on behalf of vendors shall be accepted according to applicable district policies with the expectation that the district shall not extend favoritism to any vendor.

No employee shall endorse any product of any type or kind in such manner as will identify him/her in any way as an employee of the District.

SOLICITATIONS

1. Suppliers are encouraged to submit information about their products to the District's purchasing agent. The purchasing agent will meet with vendors to discuss their products as time schedule allow. Samples as called for in a request for bid or request for proposal shall be permitted during the course of normal business.

VENDOR RELATIONS WITH SCHOOL STAFF

1. No agent or salesperson shall be permitted to discuss business propositions, to distribute business propositions, or to canvas students and/or employees on district property unless approved by the Superintendent or a designee. Sponsorships of district events shall be permitted but are subject to the district solicitation policy.
2. School officials shall not accept gifts from suppliers, contractors and others doing or seeking to do business with the school system if the gift serves no ethical business purpose or would create an actual or perceived embarrassment to the school district upon public disclosure. This includes when district staff are attending conference and conventions.
3. Any employee receiving meals, a gift from a vendor, contractor, or supplier with an estimated value in excess of \$50 shall report such gift to the Director of Finance and

Support Services. While attending district events, conferences and conventions or other gathering any prizes must be reported. The report must include the item, estimated value, and source received from.

4. District staff representing other organizations, affiliated boards, or community organizations may participate in group outings, meals, or other events and receive prizes or other merchandise. These will be reported and will include the estimated value, item or event and source.

Adopted 12/15/81
Revised 05/24/88
Reviewed 01/11/94
Revised 10/27/98
Reviewed 07/29/14
Reviewed 04/25/16

Legal References:

SDCL 5-18A - Public Agency Procurement
SDCL 5-18B - Procurement of Public Improvement(s)
SDCL 5-18C - Procurement by Local Government Units
SDCL 5-18D - Procurement by State Agencies
SDCL 6-1-1 - Local officer interest in public purchase or contract
SDCL 6-1-2 - Conditions for local officer contract permitted
SDCL 13-20 - School District purchases and contracts
SDCL 13-20-2.1 - Interest of district officer in sale of equipment

Cross Reference:

BBFA - Board Member Conflict of Interest
GBCA - Staff Conflict of Interest
KJ - Advertising in Schools
KI - Public Solicitations