

	ABERDEEN SCHOOL DISTRICT	NEPN Code: DJG
	<i>POLICIES AND REGULATIONS</i>	

FISCAL MANAGEMENT

VENDOR RELATIONS

The school board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

The district purchases many materials, supplies and services from others. The district shall not extend favoritism to any vendors. The selection of materials or services should be based solely upon price, quality, service and need. Employees/school officials involved in the selection and/or purchase of materials and services should 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.

Services and purchases from vendors must be free from any inference or perception that favorable treatment was sought, received or given, whether in the form of gifts, favors, entertainment, services or other gratuities. Any substantial gift or favor should not be accepted and the employees/school officials' supervisor should be notified. This guideline does not apply to items of small value commonly exchanged in business relationships, but even in this case, discretion and common sense should be the guide.

The exchange of social amenities with vendors is acceptable when reasonably based on a clear business purpose and within the bounds of good taste. Meetings accompanied by a meal with vendors are sometimes necessary and desirable; however, excessive entertainment of any sort is not acceptable.

In general, gifts, favors and entertainment should:

- be consistent with accepted business practice
- comply with applicable law and accepted ethical standards
- be sufficiently limited in value and in a form that will not be construed as a bribe or payoff
- avoid creating a situation where public disclosure of the facts will result in embarrassment to the employee and/or school district

Vendors have no obligation to contribute to solicitations from schools.

No employee or school official 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 school district.

Suppliers are encouraged to submit information about their products. District employees/school officials will meet with vendors to discuss their products as time and schedule allow.

LEGAL REFERENCE: SDCL - 5-18A Public Agency Procurement – General Provisions
SDCL - 5-18B Procurement of Public Improvements
SDCL - 5-18C Procurement by Local Government Units
SDCL - 6-1-1 - Local Officer's Interest in Public Purchase or Contract Unlawful -
Contract Void
SDCL - 6-1-2 - Conditions under Which Contract with Local Officer Permitted -
Contracts Voidable If Conditions Not Fully Met
SDCL - 13-20 - School District Purchases and Contracts
SDCL - 13-20-2.1 - Interest of School District Officer or Employee in Sale of
School Equipment as Misdemeanor - Exceptions

APPROVED: December 11, 2000

REVISED: March 13, 2006

REVISED: September 26, 2011

REVIEWED: January 11, 2016