

VENDOR RELATIONS

I. Access to School Premises

No vendor, agent, or sales representative may enter the schools to advertise or sell goods or services to employees or students unless otherwise provided herein. Anyone found soliciting goods or services to students or employees in the schools or on school property during school hours shall be subject to legal action.

Vendors are not permitted to make appointments with individual School Board employees without the permission of the principal or the Superintendent or designee. No vendor is permitted to sell, arrange demonstrations of products or services, or take orders for goods or services without prior authorization from the Superintendent or designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to the school division from having access to the schools in the course of their routine business duties.

II. **Prohibition on Solicitation or Acceptance of Gifts**

No employee with responsibility for a procurement transaction may request, accept, or agree to accept from a bidder, offeror, contractor or subcontractor anything of more than minimal value unless consideration of substantially equal or greater value is exchanged.

III. **Disclosure of Subsequent Employment**

No employee or former employee with official responsibility for procurement transactions may accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the end of employment by the school division unless the employee or former employee provides written notification to the Division prior to commencement of employment by that bidder, offeror or contractor.

IV. **Participation in Bid Preparation; Limitation on Submitting Bid for Same Procurement**

No person who, for compensation, prepares an Invitation for Bid or a Request for Proposal for or on behalf of the school division shall submit a bid or proposal for that procurement or any portion thereof, or disclose to any bidder or offeror information concerning the procurement that is not available to the public.

Adopted: October 24, 1996
Amended: April 16, 2009
Amended: December 3, 2015
Amended:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4370, 2.2-4371, 22.1-78,

22.1-293(B, D), 2.2-4373.

Cross Refs.: [GAH School Employee Conflicts of Interests](#)
~~[KI Public Solicitations in the Schools](#)~~
[KGA Public Sales on School Property](#)

DRAFT