

With respect to the interactions with vendors and those applying to be vendors, the Superintendent will not operate without ensuring that North Thurston Public Schools administrative policies and procedures are clear, fair, and non-intrusive. Further, the Superintendent will ensure the process is appropriately confidential and that vendor decisions are fair and un-conflicted.

Further, the Superintendent will not operate without:

1. Ensuring a standardized framework and process for procurement of goods and services that clearly outline the purpose, the required criteria for quality and price, and the criteria for selection of a vendor.
  - 1.1 Ensuring a competitive bidding process for individual purchases over the Board designated level which is in compliance with State and Federal procurement requirements where competitors are available. The Superintendent, in his/her discretion, can also use a competitive bidding process where there is considerable risk and/or where there are public relations implications related to the purchase. (Note: Orders cannot be split to avoid this limitation).

Once a competitive process has been undertaken, subsequent contract extensions (for up to 5 years) can be negotiated by the Superintendent or designee as needed and consistent with all Board policies.
  - 1.2 Ensuring proper protection against conflict of interest, in the purchase process, is in place.
2. Conducting Request for Proposals and the competitive bidding process in a manner that will not harm the bidding organization or the District by ensuring that:
  - a) Confidential information regarding vendor quotes, competitive knowledge, and proprietary products/services/approaches is not shared with other vendors, and
  - b) Any Request for Proposals only elicits information from the vendor required for the purpose of the specific proposal and its evaluation.
3. Employing prudent measures for the assessment of capital asset acquisition decisions (lease or purchase) ensuring an adequate balance between cost and benefit is achieved.
4. Ensuring that all supply contracts are reviewed regularly.

5. Responding to any vendor who makes a proposal in response to a formal Competitive Bidding Process and/or Request for Proposals.
6. Providing payment to vendors according to contractual obligations and based on the vendor meeting contract performance.

Adopted: April 16, 2019

Board of Directors – North Thurston Public Schools