

PURCHASING AND AQUISITION

CH
(REGULATION)

ACCOUNTS PAYABLE All checks prepared for accounts payable purposes will be mailed by the Financial Services Department. Checks may be issued directly to individuals only with the approval of the Superintendent or Chief Financial Officer.

LOBBYING/
SOLICITING All firms or persons submitting proposals or bids are prohibited from contracting, lobbying, or soliciting members of the School District Administration or the Board of Trustees regarding purchasing, bids or projects subject to the selection process. This prohibition shall commence from the earlier of the date of authorization to solicit or the publication of the notice, and shall continue until final action and approval by the Board.

The School District expressly prohibits any organization or its representatives or agents from engaging in lobbying activities that are directed towards School District personnel or Board Members during the purchasing process. School District defines lobbying as conducting any activities that attempt to influence or sway Board Members or School District personnel with respect to one or more bids, purchases or discretionary actions with respect to contracts or purchases.

COMMUNICATIONS All communications from vendors, bidders or proposers must be made through the Purchasing Department which has sole authority to initiate briefings, interviews, presentations or meetings regarding proposals.

PROVISION All Request for Qualifications (RFQs), Request for Proposals (RFPs), Competitive Sealed Proposals (CSPs) or bid packages shall contain a provision prohibiting contact, lobbying or solicitation, and a statement whereby each firm or individual agrees to comply with this procedure.

No member of the School District Board of Trustees or staff shall discuss School District business matters with a vendor, proposer or bidder, except in the course of a District-sponsored briefing, interview, presentation or meeting.

REPORTING VIOLATIONS Any staff member of the School District who is contacted, lobbied or solicited in violation of this prohibition shall immediately report the violation to the Superintendent. Any Board Member should report to the Board President and/or Superintendent.

PURPOSE This Administrative Regulation is intended to create a level playing field for all potential vendors, bidders and proposers, assure that contract discussions and decisions are made in public, and protect the integrity of the purchasing process. Violation of this Administrative Regulation can result in disqualification for a specific bid or project, or debarment of a

PURCHASING AND AQUISITION

CH
(REGULATION)

bidder or vendor from all future School District purchases and contracts.

E-RATE

The Chief Technology Officer, Director of Technology or designee has signatory authority with regards to Schools and Library Division applications and forms routinely utilized in the E-Rate application process. This does not include binding agreements or contracts with vendors.

ATHLETICS

The Assistant Superintendent, Director of Athletics or designee has signatory authority to execute and deliver district athletic agreements up to \$1,000.00 with other districts. This does not include binding agreements or contracts with vendors.

Approved:

José Espinoza, Ed. D. Superintendent
August 7, 2019

Board Committee Review:
August 12, 2019