

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 11, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **POLICY 3209 – NON-INSTRUCTIONAL SERVICES:
PURCHASING PRINCIPLES**

ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services

**RESOURCE
PERSON(S):** Barbara Burnopp, Chief Financial Officer

RECOMMENDATION

That the Board of Education approve revisions to Policy 3209 – NON-INSTRUCTIONAL SERVICES: Purchasing Principles. This is the first reading of this policy.

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- Attachment I – Policy Analysis 3209
- Attachment II – Policy 3209

BOARD OF EDUCATION OF BALTIMORE COUNTY
Policy Analysis for Proposed Revision to Policy 3209:
NON-INSTRUCTIONAL SERVICES: Purchasing Principles

Statement of Issues Addressed By the Revised Policy

The proposed revisions to Policy 3209 will clearly align the system's procurement function with the board's ethics code policies. Additionally, unnecessary legal references have been deleted.

Cost Analysis and Fiscal Impact on School System

No fiscal impact

Relationship to Other Board Policies

Clearly aligns policy with Board of Education series 8000.

Legal Requirement

None

Similar Policies Adopted by Other School Systems

We reviewed policies of Montgomery County, Anne Arundel County, Harford County, Howard County, Fairfax, and Prince William County local education agencies which all have similar policies.

Draft of Proposed Policy (see attached)

Other Alternatives Considered by Staff

No other alternatives were appropriate.

NON-INSTRUCTIONAL SERVICES: Purchasing Principles

Each school within the Baltimore County Public Schools, as well as each Board member, employee, or volunteer, has a right and a responsibility to attempt to secure high-quality instructional and support materials and services for students. In doing so, those involved will be dealing with suppliers, manufacturers, contractors, and others doing business with the school system.

THE COMPETITIVE NATURE OF PUBLIC PURCHASING AND THE EFFICIENT USE OF PUBLIC FUNDING REQUIRES THAT ETHICAL STANDARDS BE INCORPORATED INTO ALL PURCHASING FUNCTIONS. ACCORDINGLY, ALL [No] Board memberS, employeeS, [or] AND volunteerS of the school system ARE SUBJECT TO THE BOARD OF EDUCATION’S ETHICS CODE.[will, at any time or under any circumstances, accept for personal use or gain--either directly or indirectly-- gifts, gratuities, or commissions from any person, vendor, bidder, contractor or business entity which renders services or does business with the Baltimore County Public Schools.]

It is the responsibility of the Office of Purchasing to ESTABLISH PROCEDURES TO ENSURE THE [be accountable for establishing, updating, and monitoring policies and procedures that ensure the] ethical integrity of THE PROCUREMENT PROCESS [its staff, its users (schools and offices) as well as its successful bidders and contractors, potential bidders and contractors, and those individuals involved--directly or indirectly-- in the conduct of business with the school system].

[Legal References: Annotated Code of Maryland, Education Article §5-1102 Bids; and §7-106 Textbooks, Materials of Instruction and Supplies]

[Also see]

RELATED POLICIES: BOARD OF EDUCATION Policy 3200, Purchases from Minority and Small Business Enterprise;
BOARD OF EDUCATION Policy 7460, Purchases from Minority Businesses;
BOARD OF EDUCATION POLICY SERIES 8000, INTERNAL BOARD OPERATIONS, SUB SERIES 8360, ETHICS CODE

[Department of Business Services Manual, Office of Purchasing, Policies OP 4002.2 and 4002;3; and Policy Series 8000, Ethics Code.]

ALL CAPS indicate new material.
Brackets [] indicate deleted material.

Policy
Adopted: 10/8/06
REVISED:

Board of Education of Baltimore County