

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 23, 2012

**TO:** **BOARD OF EDUCATION**

**FROM:** S. Dallas Dance, Superintendent

**SUBJECT:** **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3231, VENDOR PERFORMANCE EVALUATION**

**ORIGINATOR:** Michael G. Sines, Chief Operations Officer

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

**RECOMMENDATION**

That the Board of Education reviews the proposed changes to Policy 3231. This is the first reading.

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Attachment I – Policy Analysis  
Attachment II – Policy 3231

**POLICY ANALYSIS FOR  
BOARD OF EDUCATION POLICY 3231  
VENDOR PERFORMANCE EVALUATION**

**Statement of Issues or Questions Addressed**

In accordance with Board of Education Policy and Superintendent's Rule 8130, Policy 3231 is scheduled for review in school year 2012-2013. Policy 3231 outlines the Board's guidelines for evaluating vendor performance when conducting business with the school system. Staff is recommending that the policy be revised to: (1) include a policy statement; (2) include language reserving the Board's right to employ vendor performance appraisals in determining a vendor's ability to perform on subsequent contracts; (3) conform with the Policy Review Committee's editing conventions.

**Cost Analysis and Fiscal Impact on School System**

No fiscal impact is anticipated by the revision of this policy.

**Relationship to Other Board of Education Policies**

1. Board of Education Policy 3210, *Purchasing Guidelines*
2. Board of Education Policy 3230, *Qualification of Vendors*

**Legal Requirements**

None

**Similar Policies Adopted by Other Local School Systems**

1. Anne Arundel County Board of Education, Policy DEC, *Vendor Relations*

**Draft of Proposed Policy**

Attached

**Other Alternatives Considered by Staff**

No other alternatives were considered.

**Timeline**

First reading – October 23, 2012

Public comment – November 7, 2012

Third reading/vote – December 4, 2012

NON-INSTRUCTIONAL SERVICES: Purchasing

Vendor Performance Evaluation

I. POLICY STATEMENT

- A. THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) IS COMMITTED TO THE EFFECTIVE MANAGEMENT OF VENDORS CONDUCTING BUSINESS WITH THE BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).
- B. THE BOARD BELIEVES THE EFFECTIVE MANAGEMENT OF VENDORS [The effective management of vendors conducting business with the Baltimore County Public Schools BCPS] INCLUDES [should include] a process to evaluate vendor performance under a contract for purchase of goods, performance of services, consulting, construction, construction management, building renovation, or improvement of facilities. [The results of vendor performance appraisals may be used in subsequent evaluations of a vendor's ability to perform on future contracts.]

II. STANDARDS

- A. Vendors should receive feedback on their performance, whether it is positive or negative. In the case of negative feedback, the vendor shall be informed of why their performance is unsatisfactory and what corrective action is required.
- B. THE BOARD RESERVES THE RIGHT TO USE VENDOR PERFORMANCE APPRAISALS TO EVALUATE A VENDOR'S ABILITY TO PERFORM ON SUBSEQUENT CONTRACTS.
- C. The Superintendent shall establish administrative rules and procedures for vendor performance evaluation. These rules and procedures should include, but shall not be limited to, a process for performance appraisal, communication of feedback to vendors, documentation requirements, a process for suspension or debarment of unsatisfactory vendors, and a vendor appeal process.

III. IMPLEMENTATION

- A. THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

RELATED POLICIES: BOARD OF EDUCATION POLICY 3210, *PURCHASING GUIDES*  
BOARD OF EDUCATION POLICY 3230, *QUALIFICATION OF VENDORS*

Policy  
Adopted: 09/05/07  
REVISED: \_\_\_\_\_

Board of Education of Baltimore County