

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 19, 2013

TO: **BOARD OF EDUCATION**

FROM: S. Dallas Dance, Superintendent

SUBJECT: **REPORT ON THE PROPOSED CHANGES TO BOARD OF EDUCATION POLICY 3230, QUALIFICATION OF VENDORS**

ORIGINATOR: Michael Sines, Chief Operations Officer

RESOURCE PERSON(S): Barbara Burnopp, Executive Director, Fiscal Services

RECOMMENDATION

That the Board of Education reviews the proposed changes to Policy 3230. This is the first reading.

Attachment I – Policy Analysis
Attachment II – Policy 3230

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3230
QUALIFICATION OF VENDORS**

Statement of Issues or Questions Addressed

In accordance with Board of Education Policy and Superintendent's Rule 8130, Policy 3230 is scheduled for review in school year 2013-2014. Policy 3230 outlines the Board's expectations for vendors seeking to do business with Baltimore County Public Schools. Staff is recommending that the policy be revised to: (1) include a policy statement; (2) outline standards, including that all procurement activity will be conducted in accordance with federal and state law; (3) include an implementation section; and (4) conform with the Policy Review Committee's editing conventions.

Cost Analysis and Fiscal Impact on School System

No fiscal impact anticipated by the revision of this policy.

Relationship to Other Board of Education Policies

1. Board of Education Policy 3215, *Contract Execution*
2. Board of Education Policy 3231, *Vendor Performance Evaluation*
3. Board of Education Policy 3250, *Selection of Construction Consultants*

Legal Requirements

1. None

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education Policy DEA, *Purchasing Procedures*
http://www.aacps.org/aacps/boe/board/newpolicy/Sections/section_400/policy405.01.pdf
2. Montgomery County Board of Education Policy DJA, *MCPS Procurement Practices and Bid Awards*
<http://www.montgomeryschoolsmd.org/departments/policy/pdf/dja.pdf>
3. Prince George's County Board of Education Policy 3323, *Bids*
<http://www1.pgcps.org/generalcounsel/boardpolicies/bp3000.aspx>

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

Staff considered deletion of the policy; however, staff determined that the policy could assist vendors, because it provides general expectations for vendors who wish to do business with the school system.

Timeline

First reading – November 19, 2013
Public comment – December 3, 2013
Third reading/vote – January 14, 2014

NON- INSTRUCTIONAL SERVICES: Purchasing

Qualification of Vendors

I. POLICY STATEMENT

THE BOARD OF EDUCATION OF BALTIMORE COUNTY (BOARD) IS COMMITTED TO SECURING QUALIFIED VENDORS FOR THE PROCUREMENT OF EQUIPMENT, GOODS, AND SERVICES.

II. STANDARDS

- A. ALL PROCUREMENT ACTIVITY CONDUCTED BY BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) SHALL BE DONE IN ACCORDANCE WITH FEDERAL AND STATE LAW AND REGULATIONS. VENDORS AGREE TO BE BOUND BY THESE LAWS AND REGULATIONS AS PART OF THEIR SOLICITATION FOR BUSINESS.
- B. Vendors seeking TO DO BUSINESS WITH BCPS [contracts] shall provide evidence of their ability to perform the scope, responsibilities, terms, and conditions of a[n] POTENTIAL award of contract.
- C. THE OFFICE OF PURCHASING SHALL BE RESPONSIBLE FOR ESTABLISHING PROCEDURES TO [The Superintendent shall establish rules to] define, evaluate, and document A PROSPECTIVE [the] vendor's ability to perform satisfactorily within the requirements of a given contract or agreement. [for commodities, consulting, services, equipment, supplies, and on construction or renovation projects.]

III. IMPLEMENTATION

THE BOARD DIRECTS THE SUPERINTENDENT TO IMPLEMENT THIS POLICY.

Policy
Adopted: 07/13/99
Revised: 08/13/08
REVISED: _____

Board of Education of Baltimore County