

VENDOR RELATIONS

The School Board recognizes the value of the staff's being informed of the latest commercial materials available to assist in their education mission and welcomes competent representatives of such publishers and manufacturers. However, the School Board does not want classroom teachers and other staff distracted from their duties or undue administrative time taken from previously assigned duties.

Access to School Premises

No vendor, agent, or sales representative enters the schools to advertise or sell goods or services to employees or students unless as specifically stated in the regulations portion of this policy. Anyone found soliciting goods or services to students and employees in the schools or on school property during school hours without appropriate authorization may be subject to legal action.

Vendors are not permitted to make appointments with individual School Board employees without the permission of the principal or the Superintendent/Designee. No vendor is permitted to sell, arrange demonstrations of products or services, or take orders for goods or services without prior authorization from the principal or Superintendent/Designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to the School Division from having access to the schools in the course of their routine business duties.

Prohibition on Solicitation or Acceptance of Gifts

As required by the Virginia Public Procurement Act, no employee with responsibility for a procurement transaction may request, accept, or agree to accept from a bidder, offeror, contractor or subcontractor anything of more than minimal value unless consideration of substantially equal or greater value is exchanged. This does not prohibit schools or departments from engaging in approved school or School Division fundraising, as described in Policy KJB, *Fundraising*, or from entering into educational sponsorship and partnership agreements as described by Policy KQ, *Commercial, Promotional, and Corporate Sponsorships and Partnerships*.

Disclosure of Subsequent Employment with Vendor

As required by the Virginia Public Procurement Act, no employee or former employee with official responsibility for procurement transactions may accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one (1) year from the end of employment with the School Division unless the employee or former employee provides written notification to the School Division prior to commencement of employment by that bidder, offeror or contractor.

Adopted: July 1, 1993
Amended: January 27, 2011; July 12, 2012; August 24, 2017; October 27, 2022
Reviewed: October 14, 2004; April 27, 2017, October 27, 2022
Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4370, 2.2-4371, 22.1-78.

Cross Refs: GAH, *School Employee Conflict of Interests*
KJB, *Fundraising*
KQ, *Commercial, Promotional, and Corporate Sponsorships and Partnerships*

VENDOR RELATIONS

The principal of each school shall interpret the School Board's policy regarding sales representatives in the schools in such a manner as to protect the staff from sales pressures and avoid providing a captive audience for sales representatives. The following specific regulations shall be observed in the schools:

1. The principal may permit sales representatives to make sales presentations in the school only if the presentation is related to the School Division's educational program or deemed to be in the best interest of school employees.
2. All sales representatives must receive the approval of the principal or a designee before talking to employees or students on school grounds.
3. Sales representatives may not disrupt classes to talk to school personnel.
4. The principal may convene teachers during school or contract hours for a sales presentation only if the sales presentation is directly related to the School Division's educational program.
5. The principal may permit a sales representative to be present in a designated location in the school after the students have been released and may announce that the sales representative is present at that location in the building.
6. The principal will seek permission from the Superintendent/Designee for any sales representative to be in the school or on school grounds.

Adopted: July 1, 1993
Reviewed: October 14, 2004; April 27, 2017
Amended: October 27, 2022
