

Business/Non-Instructional Operations

Relations with Vendors

The Board wishes to maintain good working relations with vendors who supply materials, supplies, and services to the District.

Constructive efforts by the administration to seek advice and counsel of vendors on how to improve such relationships are encouraged.

The New Milford Public Schools shall not extend favoritism to any vendors. Each order placed with a vendor shall be based on quality, price, and delivery of services, with history of past service being a factor if all other considerations are equal.

District staff below the rank of Director of Finance shall not meet with vendor sales representatives for the purpose of discussing District business except where expressly authorized to do so by the Superintendent.

In order to avoid the appearance of conflicts of interest:

1. No purchase of goods individually and/or collectively exceeding \$20 will be made from an employee of the school district nor from any enterprise in which he/she holds an interest or is employed unless the bid process has been followed.
2. No purchase of goods or services will be made from a member of the Board, nor from any enterprise in which he/she holds an interest or by which he is employed, except for public utilities or a company whose stocks are listed on a recognized stock exchange.
3. The provisions of sections 1 and 2 shall also be observed when an employee or board member is involved in a purchase in a capacity such as a sales representative where he/she would profit financially as a direct result of the purchase. [The Board of Education may waive the provisions of sections 1 and 2 if the member's or employee's interest or employment relationship is fully disclosed and the Board of Education determines that the purchase is in the best interests of the school system.]
4. No employee or Board of Education member shall endorse for individual profit any product of any type or kind in such a manner as will identify him/her in any way as a Board member or an employee of the school district.

The provisions of this policy are subject to any more restrictive Town ethics rules applicable to school district employees or Board of Education members.

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Non-Discrimination

The District shall not contract with any vendor that it knows or has reason to believe discriminates against any person on account of such person's religion, national origin, alienage, color, race, sex, gender identity or expression, sexual orientation, blindness, mental disability, physical disability or status as a veteran.

Definitions

A "bid" is a formal procedure which indicates written specifications, a newspaper notice to advertisers, and a fixed date and time at which the vendors' returned sealed bids will be opened and publicly read.

Legal Reference: Connecticut General Statutes

 46a-58 through 46a-81 re discriminatory practices

 Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX,
 Equal Employment Opportunity Act

 Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq.
 (Higher Education Act)

Policy adopted: June 11, 2002
Policy revised: June 10, 2008
Policy revised: March 11, 2014
Policy revised: December 21, 2021

NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut