

## **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 school system.

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

The schools shall not extend favoritism to any vendors. Each order shall be based on quality, price, and delivery, with past service being a factor if all other considerations are equal.

Representatives of sales entities shall limit their visits to administrative personnel at or above the level of business administrator, or if requested to do so, to other groups as determined by the above.

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 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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#### **Affirmative Action**

The school district shall require contractors to agree and warrant that they will not unlawfully discriminate or permit discrimination against any person or groups of persons on the basis of race, color, national origin, ancestry, sex, marital status, age, disability, religion, sexual orientation, gender identity or expression, veteran status, genetic information or any other status protected by law either in employment practices or in the provision of benefits or services to students or employees. The vendor or contractor will affirm that it adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statute 4a-60(a)1) and section 4a-60a(a)(1), as amended.

#### **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

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions other than municipalities

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation

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)

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NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut