



3313

Vendor Relations

Policy 3313

Original Adoption: 04/25/1967

Effective Date: 05/27/2009

Revision Dates: 10/09/1973, 02/26/1991, 03/17/1992, 05/26/2009

Dates of Review: 08/08/2014

I. PURPOSE

The purpose of this policy is to establish the responsibility for direct contact and dealing with vendors of goods, materials and services offered to the District.

II. GENERAL STATEMENT OF POLICY

- A. The Superintendent may designate a District department to serve as the District's representative for and negotiator with third party vendors.
- B. To assure compliance with Minneapolis Public Schools' Code of Ethics, all vendor communication during the sourcing process, which includes, but is not limited to the bid letting, issuance of a Request for Proposals (RFPs) requests for source information, evaluation of bids, Requests for Proposals (RFPs), or source proposals and a recommendation or negotiation of contract, shall be conducted by or through the District Department designated by the Superintendent.
- C. All employees who are contacted by vendors seeking a contractual relationship with the District shall refer that vendor to the District Department designated by the Superintendent.
- D. All employees who are contacted by diverse vendors who have not previously done business with the District shall encourage those businesses to register as a diverse business entity with the District.

III. RESPONSIBILITY

- A. The Superintendent may promulgate regulations to implement this policy.
- B. All District employees are responsible for adhering to this policy and any regulations established for its implementation.

Legal References:

Minn. Stat. § 123B.20 (Dealing in School Supplies)

Minn. Stat. § 363A.36 (Certificates of Compliance for Public Contracts)

Opinion, Atty. Gen. State of Minnesota, 707A-12, April 10, 1962

“The awarding of contract is an administrative act of discretion vested by law in the governing authorities”

Cross References:

MPS Policy 3000 (Conflicts of Interest and Fiduciary Duty)

MPS Policy 3300 (Purchasing)