



3313 A

Vendor Outreach

Regulation 3313 A

Original Adoption: 04/25/1967

Revision Dates: 10/09/1973, 10/30/1990, 05/26/2009

Review Dates: 08/08/2014

Effective Date: 05/27/2009

I. PURPOSE

The purpose of this regulation is to give direction pursuant to the Board of Education's Affirmative Action Plan and desire to improve the participation of diverse businesses and persons in the purchases made by the District for goods, materials and services.

II. GENERAL STATEMENT OF REGULATION

- A. Local merchants, diverse vendors, and small businesses shall be encouraged to submit bids and to respond to Requests for Proposals (RFPs). Diverse vendors shall be encouraged to register to become vendors to the District. Registration as a diverse vendor with the district does not by itself provide preference in the purchasing process, nor does it assure that the registrant shall be a vendor to the district, or considered an authorized vendor of the district.
- B. All vendors, wanting to do business with the District, will be encouraged to adopt an affirmative action plan that includes both employees and suppliers.
- C. The Superintendent or designee shall provide training to employees using a District purchasing card program encouraging the use of diverse vendors.
- D. The Purchasing Department shall offer training to employees involved in purchasing goods and services regarding the supplier registration process.
- E. All bids and Requests for Proposals shall be sent to community and national organizations for diverse vendors for outreach to these vendors.

Legal References:

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 3310 (Diverse Business Partners)

MPS Regulation 3312 A (Affirmative Action Plans)