

## VENDOR RELATIONS

The Colorado Springs School District 11 Board of Education (the Board) delegates the responsibility and the authority for vendor relations to the Deputy Superintendent/CFO or designee, through the Superintendent of schools. This responsibility shall include at least the following components:

- A. The establishment of working procedures to ensure the District maintains professional working relations with the District's current and potential business contacts.
- B. The dissemination of information to promote the welfare of the District's business contacts in general and the local economy in particular.
- C. The establishment of ethical standards for business integrity including definition and criteria regarding the acceptance/solicitation of gifts, or gratuitous items of value from the District's current or potential business contacts.
- D. The establishment of procedures to ensure that purchases shall not be made from a member of the Board or their immediate households, or from any enterprise in which a Board member holds a substantial interest, except when the purchase is in the best interest of the District, or when there is no conflict of interest.
- E. The establishment of a procedure to ensure that no purchase of goods or services shall be made from a District employee or member of their immediate household unless prior approval is obtained from the Superintendent of schools, or the Deputy Superintendent/CFO or designee.
- F. District employees shall not provide a recommendation in an advertisement, nor promote or endorse any product or service conducting business with the District in a manner that could be interpreted as the employee being compensated or the District or employee being liable for such product or service. This does not preclude the District from providing product references for other entities.
- G. The establishment of a procedure to ensure that no District employee shall solicit funds, services, or materials from current vendors unless approved by the Superintendent of schools, or the Deputy Superintendent/CFO or designee.
- H. The establishment of methods for vendors to transact business with the procurement department, schools and offices of the District.
- I. The establishment and maintenance of source lists to meet the acquisition needs of the District.
- J. The establishment of a procedure to ensure compliance with applicable laws in determining independent contractor status vs. an employee/employer status regarding service providers.

Adopted: September 1972

Revised: January 1985

Revised: September 1996

Revised: January 23, 2013

Reviewed: October 12, 2016

Reviewed: October 14, 2020

LEGAL REF.: C.R.S. 24-18-104

CROSS REFS.: DJ, Procurement and Contracting  
GBEBC, Gifts to and Solicitations by Staff