



NON-INSTRUCTIONAL SERVICES: Purchasing Principles

1. Statement of Principles

- a. In cooperation with other offices, the Office of Purchasing is primarily responsible for securing specific terms and conditions with vendors or contractors for consideration by the Board.
- b. Bids are awarded to a vendor based solely on the suitability of the product or service, price, delivery, and quality. Attempts on the part of suppliers to influence procurement decisions by offers of gifts or gratuities will be firmly rejected.
- c. If notified by the ethics panel that a conflict of interest exists as described in Board Policy 8363, Ethics Code, Conflict of Interest, a contract will not be awarded to the applicable individual or business.

2. Purchasing Procedures

- a. All purchases are subject to the published procedures, authority, and scrutiny of the Office of Purchasing.
- b. When purchasing educational products or services, any necessary training, including travel, must also be included in the purchasing process.
- c. Any requisition for textbooks or other educational materials must be in accordance with the materials list approved by the appropriate office in the Division of Curriculum and Instruction.
- d. Baltimore County Public Schools has no obligation to reimburse individuals for independent and unauthorized purchases.

3. Negotiations with Vendors

- A. The Office of Purchasing shall consult with other departments as necessary and appropriate during the development of specific pricing, terms, and conditions.

- B. For any construction related contracts, the Office of Purchasing shall consult with the Department of Physical Facilities during the development of specific pricing, terms, and conditions.
- C. All vendor and bidder proprietary information received by the Baltimore County Public Schools shall be maintained as confidential, subject to release only as required by law.

Legal References: Annotated Code of Maryland, Education Article §5-112 Bids and §7-106 Textbooks, Materials of Instruction and Supplies

Related Policies: Board of Education Policy 3200, Purchases from Minority and Small Business Enterprise
Board of Education Policy 7460, Purchases from Minority Businesses
Board of Education Policy Series 8360, Ethics Code

Rule
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Superintendent of Schools