Qualification of Vendors

I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 3230 by establishing guidelines for the qualification of prospective Baltimore County Public Schools (BCPS) vendors by outlining the responsibility of the Office of Purchasing.

II. Responsibility

The Office of Purchasing shall establish procedures that include, but are not limited to, ensuring prospective BCPS vendors provide evidence of their ability to perform the scope, responsibilities, terms and conditions of a potential award of contract.

III. Guidelines

A. Vendors – Construction and Renovation Projects

1. Vendors submitting proposals for BCPS construction and renovation projects must meet the following criteria:
   
   (a) The vendor shall be prequalified when required by the Baltimore County Department of Public Works (BCDPW) prior to the bid opening date; and
   
   (b) The vendor must not have been debarred, suspended or terminated from work for cause by a public entity in the last five years.

2. Vendors who submit proposals without the requisite BCDPW prequalification shall be rejected as non-responsive.

3. The procurement of consultants for construction-related services will be governed by Board Policy 3250, Selection of Design and Construction Consultants.

B. Vendors – Non-Construction

1. All vendors submitting proposals for non-construction projects shall complete and submit qualifications in accordance with the bid specifications issued by the Office of Purchasing with the bid solicitation.

2. The vendor’s qualifications will be evaluated by designated representatives of the school system and failure to provide valid and complete information may result in the proposal being rejected as non-responsive.
Related Policies:  
Board of Education Policy 3209, Purchasing Principles  
Board of Education Policy 3210, Purchasing Guidelines  
Board of Education Policy 3215, Contract Execution  
Board of Education Policy 3231, Vendor Performance Evaluation  
Board of Education Policy 3250, Selection of Design and Construction Consultants  
Board of Education Policy 8360, Sub Series, Ethics Code

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