

FISCAL MANAGEMENT

FILE: DJG

VENDOR RELATIONS

No vendor, agent, or sales representative may enter the schools to advertise or sell goods or services to employees or students unless otherwise provided herein. Any person/persons found soliciting goods or services to students and employees in the schools or on school property during school hours will be subject to legal action.

Vendors will not be permitted to make appointments with individual Charlottesville City School Board employees without the permission of the principal and/or the Superintendent or the Superintendent's designee. No vendor will be permitted to arrange demonstrations of products or services, take orders for goods or services to be used for a trial period, or take orders to be billed to the school or school division without prior authorization from the superintendent or the Superintendent's designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to the school division from having access to the schools in the course of their routine business duties.

Prohibition on Solicitation or Acceptance of Gifts

No employee with responsibility for a procurement transaction may request, accept, or agree to accept from a bidder, offeror, contractor or subcontractor anything of more than minimal value unless consideration of substantially equal or greater value is exchanged.

Disclosure of Subsequent Employment

No employee or former employee with official responsibility for procurement transactions may accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the end of employment by the school division unless the employee or former employee provides written notification to the division prior to commencement of employment by that bidder, offeror or contractor.

Adopted: April 3, 1998
Reviewed: June 19, 2008
Revised: July 5, 2012

Legal References: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-293 (B-D)
11-75, 11-76, 11-77, 11-78