



**Policy: 5.22**

**SUBJECT:**                    **VENDOR RELATIONS (AND CONTRACTOR RELATIONS)**

**Supersedes:**                DJG  
**Effective:**                 December 10, 2009  
**Page:**                        1 of 2  
**Approved by:**             Detroit Board of Education

## **1.0 Policy**

Suppliers of goods and services are important to the school system. Their representatives will be given a courteous reception.

It is essential that the functions of pricing and supplier/contractor selection be carried out objectively and ethically. Therefore:

1. Employees who are not authorized to negotiate purchases will not indicate district preference to suppliers/contractors for any product or service or source of supply.
2. Employees who are in a position to recommend purchases and services and sources of supply and/or negotiate with suppliers and contractors will not:
  - a. Solicit or accept gifts, gratuities, loans, or favors from present or prospective suppliers/contractors.
  - b. Perform any work or services for remuneration for a supplier/contractor except as disclosures of conflict of interest are properly made.
  - c. Give preferential treatment to friends, relatives, or former district employees.
  - d. Disclose information about bids or other confidential matters not approved for general release.
3. Nor will district employees take any other action in relation to suppliers and contractors that will impair their ability to make purchasing decisions in the best interests of the district or that will give one supplier/contractor an unfair advantage over another.

The district's purchasing activity is designed solely to serve the school system. Purchases will not be made through the district or through the schools for individuals.

**Attachments to Policy 5.22:** None

**Legal References:** None

**Labor Contract References:** None