

## **VENDOR RELATIONS**

### **Access to School Premises**

No vendor agent, or sales representative enters the school to advertise or sell goods or services to employees or students except as provided herein. Anyone found soliciting goods or services to students or employees in the school or on school property during school hours without authorization is subject to legal action.

Vendors are not permitted to make appointments with individual Regional School Board employees without the permission of the director, or the director's designee. No vendor is permitted to sell, arrange demonstrations of products or services or take orders for goods or services without prior authorization from the director or the director's designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to the school from having access to the school 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 unless the employee or former employee provides written notification to the school prior to commencement of employment by that bidder, offeror or contractor.

Adopted: September 14, 2017

Amended: October 15, 2020

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4370, 2.2-4371, 22.1-78, 22.1-293.

Cross Ref.: Pol 5002                      School Employee Conflict of Interests