

Purchase of Goods and Services

I. Soliciting Prices

It is the policy of the Cincinnati Public Schools Board of Education to insure sound fiscal management and the fullest participation of firms owned by minority and female vendors and contractors. The Board will make every good faith effort to ensure that minority and female vendors and contractors have every practicable opportunity to compete for contract, subcontract and other work let by the Board. With exception of those purchases which are specified by statute, exempted by board policy, or are single source, purchases of goods, services, materials and construction greater than \$500 shall be made in consideration of the vendor's minority/female ownership and/or employment profile and Equal Opportunity/Affirmative Action Program.

The procurement of services, materials and equipment, and the award of contracts and purchase orders shall be in strict accord with the provisions of the Ohio Revised Code.

Purchases of supplies and materials \$500 or less may, at the discretion of the buyer, be made on the basis of established prices less appropriate school discount or individual quotations, without the benefit of competitive bidding when it is determined to be in the best interests of the overall school system.

The Superintendent shall develop practical and efficient office procedures to review and monitor the implementation of this policy, develop reports for the Board of Education on the extent of minority and female vendor and contractor participation; the utilization of minority and female employees and Cincinnati Public Schools' graduates; and the total number of vendor or contractor participation by race, gender, and award amount.

II. Quantity Buying

Quantity buying shall be practiced whenever possible and feasible. Aggregate purchasing on the basis of an annually planned budget shall be followed as far as needs can be justified by the various departments.

Purchase of Goods and Services (continued)

III. Employment of Consultants

The expertise of consultants will be utilized, as required, for the success of specialized programs which are necessary for the progress of the school system. Such consultants will be paid from special funding, or general funds, whichever is appropriated by budget allotments. Employment of consultants shall be in agreement with Board policy including Equal Employment Opportunity and Affirmative Action Policy 4001 and minority and female vendor and contractor enterprises program policy 3325. Cost is an important criterion and all things being equal, the most qualified consultant living in or closest to Cincinnati should be selected.

The persons responsible for the special program will be granted the authority to select the consultant who, he/she feels, will best achieve the goals of the program; such selection, however, is subject to the approval of the appropriate department head and the Board of Education.

The selector of the consultant will be responsible to see that an evaluation of the consultant's performance is made.

IV. Relations with Vendors

Personnel engaged in purchasing functions will decline personal gifts or gratuities of whatever nature from suppliers, contractors and their representatives. Relations with vendors are also subject to Board policy 4116.24 Conflict of Interest.

Adopted: 9/22/75
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5/8/89
1/10/94
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Reinstated: 11/7/07