

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

A. Vendors and Contractors

No favoritism shall be extended to any vendor. Each order shall be placed on the basis of quality, price and delivery. Past services shall be a factor if all other considerations are equal.

The board believes in patronizing local businesses; therefore, in the purchasing procedure, when proposals are equal, the contract or purchase order should be awarded to the firm whose location is within the boundaries of this school division.

B. Sales Representatives

The school board recognizes the value of the staff being informed of the latest commercial materials available to assist in their teaching, and welcomes competent representatives of such publishers and manufacturers. However, the board does not want classroom teachers distracted, nor undue administrative time taken from previously assigned duties.

It shall be the responsibility of the superintendent to develop such regulations as will protect the staff from outside pressures yet take advantage of the knowledge brought into our system by sales representatives.

C. Minority Business Enterprise Plan

1. The Lynchburg City School Board encourages the utilization of minority business enterprises. Minority business enterprise means a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause.
2. The following procedures will be utilized by the Lynchburg Public Schools to obtain minority business enterprise participation:
  - a. Advertise (30) days before major bids or proposals are requested. It should be noted that some projects may be advertised less than 30 days due to certain circumstances.
  - b. Maintain a list of qualified bidders which include minority business enterprises.
  - c. Provide written notice to qualified bidders that their interest in a proposed contract is solicited with invitation to attend prebid meetings when held.
3. The Lynchburg City School Board will utilize the services offered by the

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Vendors/Contractors/Sales Representatives (continued)

Community Organization for Minority Economic Development and other such appropriate agencies.

4. A list of minority business enterprises will be provided to all bidders and proposers upon request.
5. A minority business enterprise affirmative action statement form will be utilized to provide a written assurance from bidders that they comply with this policy.

Legal Reference:

For a more detailed definition of "minority business enterprise", see "Aid to Small Business" § 15 U.S.C. 631 of the United States Code, Annotated, and 2.1-64.32 of the Code of Virginia, 1950, as amended.

For guidelines in dealing with minority business enterprises and small business concerns see "Aid to Small Business", § 15 U.S.C. 631, and following, United States Code, Annotated and Rules and Regulations promulgated thereunder.

Adopted by School Board: June 5, 1973

Revised by School Board: November 2, 1982