NORTH THURSTON PUBLIC SCHOOLS

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EXECUTIVE LIMITATIONS MONITORING REPORT

EL – 5 VENDOR RELATIONSHIPS AND PROCUREMENT

FROM: Troy Oliver, Superintendent
DATE: May 6, 2025

The Vendor Relationships and Procurement policy focuses on ensuring North Thurston Public Schools policies and procedures are clear, fair, and non-intrusive. Further, the Superintendent will ensure the process is appropriately confidential and that vendor decisions are fair and un-conflicted.

Vendor Relationships and Procurement:
Accordingly, the Superintendent will not operate without:

Policy Criteria 1: Ensuring a standardized framework and process for procurement of goods and services that clearly outline the purpose, the required criteria for quality and price, and the criteria for selection of a vendor.

1.1 Ensuring a competitive bidding process for individual purchases over the Board designated level which is in compliance with State and Federal procurement requirements where competitors are available. The Superintendent, in his/her discretion, can also use a competitive bidding process where there is considerable risk and/or where there are public relations implications related to the purchase. (Note: Orders cannot be split to avoid this limitation). Once a competitive process has been undertaken, subsequent contract extensions (for up to 5 years) can be negotiated by the Superintendent or designee as needed and consistent with all Board policies.

1.2 Ensuring proper protection against conflict of interest, in the purchase process, is in place.

Superintendent/CEO Interpretation:
The district must ensure when purchasing goods and/or services that prior to the competitive bid or quote process that there is a process for describing and evaluating the purpose of the goods and/or services, determine the expected quality and price and the selection criteria of the vendor. The district must also have a process in place to avoid a conflict of interest during the purchasing process.

Superintendent/CEO Evidence Report:

- The district follows policy 6220, Bid Requirements, for the competitive bid process and soliciting RFPs.
- The district's process includes describing the purpose of the items or services needed, a minimum quality and expected price and how the bid or RFP will be scored through the evaluation process.
- Competitive bids need approval from the Board, advertising in local newspapers, establishing a timeline for due date and time, opening of the bids in a public setting, review and analyzing the responses, and then final recommendations are brought to the Board for approval.
- The district follows policy 6230, Vendor Relations, that ensures purchasing decisions are not based on or influenced by friendships or personal relationships.
- The district's process is audited by State Auditors annually and our most current audit results were in compliance with state law.

Policy Criteria 5: Responding to any vendor who makes a proposal in response to a formal Competitive Bidding Process and/or Request for Proposals.

Superintendent/CEO Interpretation:

The district must respond to vendors who make a proposal to a formal competitive bid or RFP.

Superintendent/CEO Evidence Report:

- The district follows policy 6220, Bid Requirements, for the competitive bid process and soliciting RFPs.
- During the bid or RFP process, the district allows vendors a chance to ask question or for clarifications.
- Once the bid or RFP is awarded, it goes to the Board for approval, is published on the district's website and all vendors are then notified of Boards determination.

Conclusion:

The Superintendent evidence stated above demonstrates that we are in compliance with Executive Limitations Policy 5 – Vendor Relationships and Procurement.