

ADMINISTRATIVE REGULATION

No. 606(d)

Board of Trustees Douglas County School District

FINANCES

VENDOR GUIDELINES

The Douglas County School District reserves the right to determine when and how representatives of vendors are received by its employees. In all instances, vendor representatives are to be treated with courtesy and fairness. Vendors who transact business with the Douglas County School District will be dealt with equally, and in a manner that ensures conformance with good business practices, professional ethics, and the requirements of law.

All interactions with vendors shall comply with NRS Chapter 332, including without limitation the following provisions related to conflicts of interest, prohibited acts by offerors, and collusion:

- NRS 332.800, which prohibits any member of the governing body (Board of Trustees) or evaluator from having an interest in a contract, with exceptions and penalties for violation.
- NRS 332.810, which prohibits certain acts by responding offerors (vendors/bidders) before award of a contract, including improper influence or misrepresentation, subject to penalties.
- NRS 332.820, which renders bids void in cases of collusion among offerors or advance disclosure of information that restrains competition.

All prospective vendors, bidders, or offerors shall be given identical information regarding solicitations. Specifications, terms and conditions for bids, quotations, or other procurements shall be prepared in clear, trade-familiar language that promotes full and open competition, in accordance with NRS 332.043 (required contents of solicitations), the principles of competitive fairness under NRS Chapter 332, and, when applicable, federal competition requirements under 2 CFR § 200.320.

Pursuant to NRS 332.800 and related ethics provisions (including NRS 281A for conflicts of interest), no member of the Board, District employee, or authorized representative of the Board or District shall accept gifts, gratuities, or commissions, personal profit, or other compensation from any vendor or entity doing or seeking to do business with the District. All business-related gratuities to Board members, District employees, or authorized representatives of the Board or District are specifically prohibited except widely distributed advertising items of nominal value (generally \$25 or less per item, consistent with ethics guidelines). Violations may result in contract invalidation, civil

ADMINISTRATIVE REGULATION

No. 606(d)

Board of Trustees Douglas County School District

FINANCES

penalties, disqualification of the vendor from future business, disciplinary action against the employee, or other remedies under law. For purchases using federal funds, these standards of conduct shall also satisfy the conflict-of-interest and gratuity requirements in 2 CFR § 200.318(c), and any violation may affect the District's eligibility for federal awards.

Any bidder or offeror who is aggrieved in connection with the solicitation or award of a contract may file a written protest with the Chief Financial Officer in accordance with NRS 332.068 and District procedures in AR606(b). The protest must be submitted in writing within the time specified in the solicitation and any applicable Board-adopted rules and may require posting a bond or other security, as permitted by NRS 332.068.

Vendors are expected to conduct business ethically and in full compliance with NRS Chapter 332. Any vendor found to engage in prohibited acts (e.g., collusion, improper influence, or failure to provide required certifications such as boycott of Israel for contracts with an estimated annual amount exceeding \$100,000 per NRS 332.065, or debarment/suspension disclosures required for federal awards) may be disqualified from current or future solicitations, have contracts voided, or face other sanctions.

[See Policy related to this Administrative Regulation](#)

Date Adopted: 8/10/10
Date Revised: 3/26/2026