

## CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3316

### RELATIONS WITH CONTRACTORS/SUPPLIERS AND POTENTIAL CONTRACTORS/SUPPLIERS

- I. The Clark County School District will conduct business with all individuals and businesses equally and with good business practices, professional ethics, and within the requirements of law. All prospective bidders shall be given identical information in writing. The specifications, terms, and conditions of all bids and quotations will be prepared in language familiar to the trade and in a manner that will encourage competitive bidding.
- II. District employees shall not accept any commission or expense-paid trip unless the trip involves out-of-District training related to the service or operation of District equipment which, for the convenience of the supplier and the District, is conducted at an educational center maintained by the supplier at a location other than a District facility. If such travel is in the District's interest, but is not for training in the use of goods or services already procured, the expense, upon proper authorization, shall be paid by the District.
- III. District employees may neither accept or receive, directly or indirectly, a personal financial benefit nor any gift, token, membership, or service, as a result of District purchase entered into, or anticipated in the future, from any person, firm, or corporation. District employees within the course of their employment are prohibited from accepting any gratuity (including food or beverages) from a supplier of goods or services to the District.
- IV. Donations by contractors/suppliers or potential contractors/suppliers shall comply with Regulation 3241 and may not be accepted by the District if the donation may be perceived as creating an advantage for that contractor/supplier or potential contractor/supplier, or a disadvantage to other contractors/suppliers or potential contractors/suppliers. The donation may not be accepted if it creates a financial obligation or circumvents the normal purchasing and competitive processes. Donations that will benefit the District by contractors/suppliers and potential contractors/suppliers may be accepted by schools and authorizing officials that are not currently or will not be in a future position to make decisions on that supplier, commodity, or project in regards to purchasing or evaluating a competitive effort.
- V. Suppliers shall be allowed to visit schools and departments only if invited to the site by the site administrator.
- VI. Failure to comply with this regulation may result in disciplinary action of the authorizing official or employee.

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| Legal Reference:       | NRS Chapter 332 Purchasing: Local Governments |
| Review Responsibility: | Finance and Operations Division               |
| Adopted:               | [3311:12/11/80]                               |
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