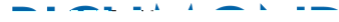


The primary objective in selecting vendor bids and proposals is to service the operational requirements of the school district in a manner which realizes best overall value for the school district.

The secondary objective is to award business to vendors through processes which are open, competitive and ethical.

Factors to be included in consideration of selecting vendor bids and proposals include:

- a. Best value for the school district.
- b. Compliance with plans and specifications.
- c. Availability of services or goods.
- d. Included or extra warranty.
- e. Service and facilities.
- f. Value-added services provided by vendor.



When a tender is proposed to be awarded other than the lowest bidder, Purchasing shall ensure supporting documentation is provided, for approval by the Secretary Treasurer or designate.

Unsuccessful vendors shall be informed of the fact in writing. School district staff are not obligated to provide information other than through a pre-arranged vendor debriefing.