



NON-INSTRUCTIONAL SERVICES: Purchasing

Qualification of Vendors

I. Purpose

To implement Board of Education of Baltimore County (Bard) Policy 3230 by establishing guidelines for businesses seeking to do business with Baltimore County Public Schools (BCPS).

II. Guidelines

A. Contractors – Construction and Renovation Projects

1. Vendors wishing to submit proposals for BCPS construction and renovation projects must meet the following criteria:
 - a. The vendor shall be prequalified by the Baltimore County Department of Public Works (BCDPW) prior to the bid opening date; and
 - b. The vendor must not have been debarred, suspended, or terminated from work for cause by a public entity in the last five years.
2. Vendors who submit proposals without the requisite BCDPW prequalification shall be rejected as non-responsive.

B. Construction Managers and Consultants

1. Construction managers and consultants shall be selected through a Qualification Committee and a Selection Committee in accordance with Board Policy and Superintendent’s Rule 3250, *Selection of Construction Consultants*.

C. Vendors – Non-Construction

1. All vendors, other than those outlined above, shall complete and submit qualifications in accordance with the bid specifications issued by the Office of Purchasing with the bid solicitation.
2. The vendor’s qualifications will be evaluated by designated representatives of the school system and failure to provide valid and complete information may result in the proposal being rejected as non-responsive.

II. Suspension or Debarment

- A. The Office of Purchasing shall establish procedures for evaluating and reporting vendor performance under a contract. The Office of Purchasing has the authority to disqualify or debar contractors, construction managers

and consultants, and other vendors from doing business with BCPS in accordance with Board Policy and Superintendent's Rule 3231, *Vendor Performance Evaluation*.

Related Policies: Board of Education Policy 3215, *Contract Execution*
Board of Education Policy 3231, *Vendor Performance Evaluation*
Board of Education Policy 3250, *Selection of Construction Consultants*

Rule

Superintendent of Schools

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