

Vendor-Contact Guidance – Dos and Don'ts

10.28.2021

	Scenario	Do	Don't	Comments & Explanations
1	Requesting quotes and informal proposals	<ul style="list-style-type: none"> Approach more than one company Request quotes in writing Give the same information and opportunity to all prospects at the same time, in written form 	<ul style="list-style-type: none"> Take questions by telephone Respond or share information orally Provide information in one-at-a-time responses that go out to vendors at different times 	All vendors should have access to the same information at the same time so as not to advantage any over others; the District is obligated to provide a level playing field to all.
2	Collecting information on available products, product features and/or services	<ul style="list-style-type: none"> Get information from more than one vendor Be more a listener than speaker Let the vendor know that being a current District vendor or participating in a request for information will not confer on the vendor any special advantage in a subsequent District solicitation 	<ul style="list-style-type: none"> Disclose information about the District's operation that may advantage the vendor in a later District solicitation Disclose confidential District information (e.g., regarding District security, regarding other vendors' products or services or that would personally identify any minor District student) Take multiple meetings; just meet enough to get the minimum information needed Use a vendor's own product specifications or statement of work as part of your procurement document or otherwise tailor your solicitation requirements to one vendor's offering 	It is against California law and District policy to allow a vendor to bid or propose in response to a competitive solicitation when that vendor provides specifications, a statement of work or otherwise advises the District in the development of the solicitation document.
3	Meeting or working with current vendors		<ul style="list-style-type: none"> Share information regarding the business or practices of other vendors Disclose information about unrelated District operations Discuss any current or prospective procurement in which your meeting vendor may participate Disclose confidential District information (<i>See Item 2 above.</i>) Share information about upcoming solicitations in which the vendor might participate 	<ul style="list-style-type: none"> Being a current District vendor doesn't provide special privileges in bidding on another District solicitation. See the "Comments & Explanation" entry for Scenario #1.
4	Vendor pitches goods or services unsolicited		<ul style="list-style-type: none"> See disclosure restrictions from Item 2 above. 	Note that only District staff and not vendors can determine that a contract or purchase order be issued to a vendor.

Do reach out to Procurement Services Division staff with questions or requests for assistance.

Helpful Resources:

- Informal Request for Proposal Toolkit [Log-in with Single Sign-on.]: <https://achieve.lausd.net/site/default.aspx?PageID=12529>
- Procurement Manual: <https://achieve.lausd.net/Page/12509>
- Professional Services Contracts User Guide: [https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/98/Professional%20 Services User Guide Rev 1118.pdf](https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/98/Professional%20Services%20User%20Guide%20Rev%201118.pdf)