

**Contacting Board
Members**

Vendors and Board members shall be prohibited from making oral or written contact with each other individually for the purpose of soliciting a purchase or contract or discussing an outstanding bid or proposal that a vendor has submitted or will submit between the time a request for proposal or a bid is formally released and a recommendation is made by the administration to the Board.

If a vendor or Board member violates this prohibition during this time frame, consideration of the vendor for award of the bid or proposal shall be invalidated. Board members shall be notified of reported or known violations and possible actions that may occur.

All requests for proposal and bid invitations shall include a copy of this policy.