The Seattle School District No. 1 (the “District”) is committed to a procurement process that fosters fair and open competition and is conducted under the highest ethical standards. To achieve these purposes, the District expects each vendor who seeks to do business with the District to subscribe to this Vendor Code of Ethics.

1. A Vendor’s bid or proposal will be competitive, consistent and appropriate to the bid, RFP, RFQ, or other competitive solicitation documents.
2. A Vendor will not discuss or consult with other Vendors intending to bid on the same contract or similar District contract for the purpose of limiting competition.
3. A Vendor will not disclose the terms of its bid or proposal, directly or indirectly, to any other competing Vendor prior to the closing date for bids or proposals.
4. A Vendor will not make any attempt to induce any individual or entity to submit or not to submit a bid or proposal.
5. A Vendor will completely perform the contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
6. A Vendor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
7. A Vendor will submit invoices only after the contract has been executed.
8. A Vendor will submit invoices only after services have been rendered.
9. A Vendor will properly, accurately and fairly record all financial transactions with the District in its books, journals, ledgers and/or other appropriate records.
10. A Vendor will submit invoices that meet District invoicing standards.
11. A Vendor will provide reasonable cooperation with any inquiry by either the District or the State Auditor relating to the performance of the contract.
12. A Vendor will not, without the prior written consent of the District, initiate, negotiate or render an offer of employment to any District employee who is directly concerned with, or personally participating on behalf of the District with respect to any procurement or other matter involving the Vendor.
13. A Vendor will not cause, influence or attempt to cause or influence any District employee or School Board member: (i) in any way which might tend to impair his/her objectivity or independence of judgment; or (ii) to use or attempt to use his/her official position to secure any unwarranted privileges or advantage for that Vendor or for any other person.
14. A vendor will be mindful of the primary mission of schools and District programs, which is to educate students and support schools. All visitors to schools, programs, or classrooms must obtain prior permission of the principal, program manager, or supervisor in charge, and are required to sign in at the main office.

A vendor shall also comply with School Board policies which cover visits to schools. See School Board Policy concerning Public Access to Schools, Staff and Students

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It is up to each principal or administrator as to whether or not he/she wishes to meet with the vendor.