



Parker Performing Arts School Official Vendor Policy

In order to provide supplemental goods and services that fulfill the Mission and Vision of Parker Performing Arts School, qualified vendors can competitively bid to ensure PPA receives goods at the best value and available level of quality and expertise while ensuring transparency throughout the process.

PPA's purchasing policy aligns with the Douglas County School District Purchasing Policy Number: Board file: DJ, which can be found at <https://www.dcsdk12.org/district-purchasing>.

General Information

When PPA requires goods or services, the call to bid will be posted on the PPA website where the prospective vendor can find the application for bid. Please consider the following qualifiers before placing your bid.

Vendors will:

1. Be awarded a one-year or one-project contract.
2. Disclose any familial or business relationship with current school staff or board members.
3. Provide proof of being in business as the contracted business for five years. If a newer business, three letters of recommendation are required.
4. Provide licenses or certifications from DORA or other agencies if required for the type of service provided.
5. Bear the risk of loss related to the business or the provision of services as shown by factors such as:
 - a. The person enters into fixed-price contracts;
 - b. The person is required to correct defective work;
 - c. The person warrants the services provided; or
 - d. The person negotiates indemnification agreements or purchases liability insurance, performance bonds, or errors and omissions insurance.
6. If working directly with students, provide CBI checks for themselves and any other contractors working with the vendor who will come in direct contact with students.
7. Fill out the PPA Vendor Application form and submit along with applicable supporting documentation.

Policy History and Amendments

The PPA Board of Directors will review the vendor policy at least one time annually, and will consider any additions, alternatives, or changes in the policy at any other time.