

The Wake County Board of Education encourages processes that will foster competition among potential bidders.

Purchasing staff shall develop and maintain lists of potential bidders for the various types of materials, equipment, and supplies. The bidders' list shall be properly organized and maintained, including systemic updating to reflect accurately the status of competition. Prospective bidders shall be prequalified in order to enhance the efficiency and effectiveness of the use of the bidders' lists. Inclusion on the qualified bidders' list shall be based on predetermined, objective criteria and standards. Procedures for prequalifying, information requirements, evaluative criteria, specific requirements, and standards and forms used shall be made available to all suppliers.

Purchasing staff also shall develop and maintain vendor histories to analyze past performance of all vendors.

Prequalification of bidders for construction projects shall be conducted in accordance with Board policy [9115](#).

The identity of contractors who have obtained proposals for bid purposes for a public contract is confidential until the bids are opened in public and recorded in the Board minutes. Any employee who divulges such information to any unauthorized person will be subject to disciplinary action.

This policy is not intended to limit the superintendent's discretion to conduct prebid meetings.

Legal References: G.S. 133-33

Adopted: