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## **PROCUREMENT PROCEDURE BEST PRACTICE RECOMMENDATIONS**

Set forth below are best practice recommendations for public dissemination regarding future year-end technology purchases. It is not to be inferred from the recommendations herein that some or all the suggested practices had not previously been utilized by the District. Rather, the recommendations are to provide emphasis on what we believe are the best practices moving forward that will aid in fiscal prudence, efficiency and transparency.

- In the event a potential contractual arrangement is being considered by the administration which administration believes could create a conflict of interest or the appearance of impropriety as it pertains to any officer or employee, notify the Board of Education promptly.
- Have any contractual arrangements which suggest a conflict of interest or the appearance of impropriety reviewed by counsel and seek a formal written opinion.
- Should the District elect to utilize software which includes artificial intelligence, seek a clear and specific outline of the manner in which such software has the capabilities to utilize artificial intelligence. Continue to ensure that facial recognition technology is not utilized. Only permit other uses of biometric technology after considering the privacy implications thereof, the impact on civil rights, if any, the effectiveness of such biometric technology, and parental input.
- Proactively provide, when feasible, functional requirements of the District as to its technology needs to Edu Tek Ltd., utilizing the initial presentation of the technology plan and Technology Plan Advisory Team meetings to discuss such needs and ensure that they are clearly articulated to Edu Tek Ltd.
- While the District certainly may rely upon Edu Tek Ltd. to make recommendations concerning technology infrastructure, hardware and software to be utilized by the District, conduct a District review of the procurement options in order to prevent the appearance of favoritism and improvidence.
- Particularly in situations where Edu Tek Ltd.'s recommendations are for purchases through Edu Tek Ltd. as an authorized reseller, consider whether purchasing through Edu Tek Ltd. will provide the District with the best available price and is consistent with the District's purchasing policy.
- Ensure any and all supplemental services obtained through Edu Tek Ltd. are services contemplated to be provided by Edu Tek Ltd. pursuant to its consultant agreement with the District.
- When utilizing year-end funds for purchasing technology equipment, continue to determine whether such purchases constitute ordinary contingent expenditures.
- Continue to ensure that transfers are not made from contingent expenditure codes to non-contingent expenditure codes. Ensure that transfers are not made between non-contingent expenditure codes.
- Refrain from including contracts with specific entities and/or purchasing from particular vendors on a technology plan presented to the Board of Education for approval unless and until the District has ensured that a contract with such entity or such vendor is permissible under the District's purchasing policy and procedures.