



## **Instrumental Vendors Procedures**

Site-based management procedures dictate that each school will select a vendor(s) to support the music program based on the following criteria.

- 1) Professional Staff and Qualifications
- 2) Educational Benefits for Students
- 3) Educational Benefits for Music Educators
- 4) Repair Service (availability, efficiency, quality, and competitive pricing)
- 5) Music Literature and Methods (in-stock service or order procedure)
- 6) Availability of Music Instruments (stock, volume & competitive pricing)
- 7) Program Service
- 8) Dealer Input (items of note, special offerings, etc.)

The selection of a school music dealer, which may result in the choice of a different dealer for different schools within the system, will be based on the director's ability to discern those qualifications that are best suited, and are amicable and congruent to the educational offerings of the instrumental music program. **Band directors may enter into a service agreement (with the approval of their principal) with a single service provider through a bid process conducted by each individual school. Such contracts should specify all aspects of the business relationship including but not limited to issues of preferred access to parents (e.g. rental agreements).**

It will continue to be the position of the instrumental directors of the Wake County Public School System to serve their respective programs in a non-obligatory manner. It is not the position of the band director to represent the music industry business; rather it is the responsibility of the director to oversee the offerings and contributions of the music industry.

**In the absence of a written agreement with a single vendor (conducted through a free/open bid process),** a school may conduct an information session for parents regarding the expectations of the band program and invite all local vendors to participate in a timely fashion.