

FINANCIAL SERVICES

Purchasing and Supply

Loan of Equipment for Evaluation

This regulation supersedes Regulation 7470.

I. PURPOSE

To outline methods and procedures for authorized trial evaluation of equipment in schools, centers, and administrative offices.

II. RESTRICTION

A program manager shall not be authorized to accept a proposal from a salesperson or other vendor representative or to accept an item of equipment for a period of trial evaluation if a procurement of like or similar kind of equipment is in progress. Prior approval by the appropriate principal or program manager is required as described in section III.

III. PROCEDURES

If contacted by a vendor representative requesting a trial evaluation of equipment, the principal or program manager shall, if evaluation is deemed desirable, refer the caller to the director, Office of Procurement Services, to determine whether procurement is in process for that item or for similar items.

A. Loan of Vendor Equipment Agreement

Upon approval, the principal or director of the respective office shall proceed by completing the Loan of Vendor Equipment Agreement (see attachment). The agreement must be signed by the principal or program manager and the vendor and then forwarded to the Office of Procurement Services to execute the agreement.

B. Execution of Loan Agreement

The director, Office of Procurement Services, shall ascertain whether or not an evaluation for the item is on file. If not, the director, Office of Procurement Services, shall arrange with the vendor for the item to be made available for evaluation. The director, Office of Procurement Services, shall execute the Standard Loan of Vendor Agreement with the vendor. Copies of the agreement shall be prepared and distributed as set forth on the attachment.

IV. EVALUATION

A written evaluation of the item(s), shall be required of the evaluator in each case, whether the vendor requires one or not. A copy of the evaluation shall be sent to the Office of Procurement Services for use in evaluating future procurement requirements. The principal or program manager responsible for the evaluation shall enlist the assistance of the appropriate curriculum specialist and the coordinator of equipment maintenance. Evaluation of technology equipment shall be referred to the director, Technology Planning and Assessment.

Attachment: Loan of Vendor Equipment Agreement

**FAIRFAX COUNTY PUBLIC SCHOOLS
LOAN OF VENDOR EQUIPMENT AGREEMENT**

(Date)

It is jointly agreed that the item(s) described as (including model and serial number) _____

has (have) been loaned by _____
(Vendor Name)

to _____
(Office or School Name)

for evaluation for a period of _____ calendar days.

The principal or program manager agrees to evaluate the item(s) according to conditions verbally agreed upon, or as shown below, and to provide proper care and security for the item(s) while in the-school or department's possession.

The vendor agrees that any damage to the item(s) through normal use during the evaluation period shall be at the risk of the vendor.

The vendor shall be responsible for picking up the item(s) and for paying all freight costs for transporting to and from the FCPS testing site(s). Upon written notification, vendor agrees to pick up item(s) within ten (10) business days after notification that testing has been concluded. Failure to comply will suggest the vendor no longer wants the item(s) and the item(s) shall become the property of Fairfax County Public Schools.

Additional conditions required are: _____

(School or Department)

(Vendor's Representative Signature) (Principal or Program Manager Signature)

(Date) (Date)

Fairfax County Public Schools, Office of Procurement Services

Anthony E. Crosby, Director (Date)

Distribution: School or Department
Vendor's Representative
Director, Technology Planning and Assessment
Coordinator, Maintenance Services