

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 3000 – BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Policy 3260.1

Duplication Services

The Solano County Office of Education (SCOE) recognizes that providing a department to process high-volume, high-capacity duplication services at a reasonable price results in cost efficiencies, scale efficiencies and consistent standards of quality. SCOE recognizes that providing such services to other governmental agencies can ensure cost efficiencies, and efficiencies in scale that other governmental agencies are unable to achieve on their own. SCOE recognizes such cost efficiencies result in a reduction on the demand of resources from tax paying citizens by maximizing and prioritizing resources across governmental agencies. SCOE recognizes that as a tax receiving agency it has an unfair advantage when competing with private enterprises. The County Superintendent of Schools or designee shall ensure that SCOE's duplication services provide cost and scale efficiencies across governmental agencies and will not compete with private enterprises providing duplication services.

If a potential customer, or existing customer, meets the following criteria the duplication services department may provide them duplication or other departmental services:

1. Customer is a governmental agency of any kind, size or function
2. Customer is provided the service as an in-kind match
3. Customer is a non-profit agency and:
 - a. SCOE partners with the agency in events and the work that the organization performs, or
 - b. A SCOE employee, or employees, are appointed as a member of the agency's board of directors due to the nature of the work the non-profit performs in support of the educational community. As an example, the nature of work can mean, but is not limited to this list, support of current and retired governmental employees, works to improve the quality of education by financially supporting educational programs in Solano County
 - c. SCOE employee groups per collective bargaining agreements

Policy Cross-Reference:
3000 Concepts and Roles