



NON-INSTRUCTIONAL SERVICES: Purchasing  
Contract Execution

I. Policy Statement

- A. This policy is intended to ensure that contracts for the acquisition of goods and services on behalf of Baltimore County Public Schools (BCPS) are properly executed by authorized officials.
- B. Following the execution of a contract, the Board of Education of Baltimore County (Board) reserves the right to authorize modifications to the contract documents.

II. Guidelines

- A. Contracts or contract modifications in excess of \$500,000 shall be executed by the Board Chair and the Superintendent.
- B. Contracts or contract modifications of \$500,000 or less may be executed by the Superintendent or his/her designee.
- C. No vendor, consultant, or contract manager shall initiate work until a contract has been properly executed and a purchase order has been issued by BCPS.

III. Implementation

- A. The Board directs the Superintendent to implement this policy.
- B. With respect to the award and execution of a contract for expenditures approved by the Board, the Superintendent may establish other administrative rules he deems appropriate to document the scope, surety, responsibility of the parties, terms and conditions of performance, and authorization for payment.

Legal References: *Annotated Code of Maryland*, Education Article §5-112, *Bids*

Related Policies: Board of Education Policy 3160, *School-Sponsored Activities*

POLICY 3215

Board of Education Policy 3210, *Purchasing Guidelines*  
Board of Education Policy 5330, *Social Events*  
Board of Education Policy 7000 Series, *New Construction*  
Board of Education Policy 8360 Sub Series, *Ethics Code*

Policy  
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Board of Education of Baltimore County