Contract Execution

I. Policy Statement

The Board of Education of Baltimore County (Board) establishes this policy to ensure that only authorized school system officials execute contracts for the acquisition of goods and services on behalf of Baltimore County Public Schools (BCPS).

II. Standards

A. The Superintendent shall establish guidelines for the review, approval and execution of all school system contracts and for any modification to those contract documents.

B. Authority for Executing Contracts
   1. Contracts or contract modifications in excess of $500,000.00 shall be executed by the Board Chair and the Superintendent.
   2. Contracts or contract modifications of $500,000.00 or less may be executed by the Superintendent or his/her designee in accordance with established BCPS procedures.

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

The Board directs the Superintendent to implement this policy.

Legal References: Annotated Code of Maryland, Education Article § 4-205, Powers and Duties of County Superintendent
Annotated Code of Maryland, Education Article § 5-112, Contracts for School Buildings, Improvement or Supplies

Related Policies: Board of Education Policy 3125, School Activity Funds
POLICY 3215

Board of Education Policy 3160, *Review and Approval of School-Sponsored Activities*
Board of Education Policy 3209, *Purchasing Principles*
Board of Education Policy 3210, *Purchasing Guidelines*
Board of Education Policy 8360 Sub Series, *Ethics Code*

Policy

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