

Baltimore County Public Schools  
Purchasing Authority Executive Summary

## Maryland Education Article

- § 5-112 (b) (1) “Except as provided in paragraph (2) of this subsection, if the cost of any school building, improvement, supplies, or equipment is more than \$25,000, the county board, at least 2 weeks before bids are to be filed, shall advertise for bids in a medium accessible to the general public....”
  - As of October 1, 2017, if the cost of a procurement “differs from the amount in § 13-109(a) of the State Finance and Procurement Article, the amount in § 13-109(a) of the State Finance and Procurement Article shall apply under paragraph (1).” §13-109 (a) defines a “small procurement” as \$50,000 or less.
- 5-112 (c) (1) “A contract for the school building, improvements, supplies, or other equipment shall be awarded to the lowest responsible bidder who conforms to specifications....”
- § 7-106 (a) On the recommendation of the county superintendent and subject to the provisions of this article, each county board shall adopt procedures for the selection and purchase of the following necessary items, at the lowest price consistent with good quality, for use in the public schools: (1) Textbooks....(3) Materials of instruction”
- § 4-123(a) (1) “A county board may enter into an agreement for the cooperative or joint administration of programs with one or more: (i) County boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils. (2) Agreements made under this section may include the cooperative or joint administration of programs that relate to: (ii) Purchasing”

## Board of Education Policies and Superintendent’s Rules

- [3209 – Purchasing Principles](#)
  - The Board of Education of Baltimore County (Board) acknowledges its responsibility to secure high-quality instructional and support materials and services for students. The Board expects that school system funds will be expended and handled in the most effective, efficient and ethical manner possible and that procurement activities will be carried out in accordance with applicable laws.
- [3210 – Purchasing Guidelines](#)
  - The Board of Education of Baltimore County (Board) expects that all funds expended for goods and services shall be used in the most effective and efficient manner possible and that the procurement of materials, supplies, equipment, library media, and textbooks for Baltimore County Public Schools (BCPS) will be conducted in accordance with the laws of the state of Maryland.
- [3215 – Contract Execution](#)
  - 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.

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- Following the execution of a contract, the Board of Education of Baltimore County (Board) reserves the right to authorize modifications to the contract documents.
- [3230 – Qualification of Vendors](#)
  - The Board of Education of Baltimore County (Board) is committed to securing qualified vendors for the procurement of equipment, goods, and services.
- [3250 – Selection of Design and Construction Consultants](#)
  - The Board of Education of Baltimore County (Board) is committed to the effective and efficient use of resources in construction projects, capital improvements, and major maintenance.
  - The Board recognizes the need for established procurement processes for the selection of qualified design and construction consultants to support its capital projects.
  - The Superintendent shall establish guidelines for a qualifications-based selection process for all design and construction consultants that include criteria for pre-qualification and a requirement for appropriate licensure.
- [6002 – Selection of Instructional Materials](#)
  - The Board of Education of Baltimore County (Board) recognizes that instructional materials should effectively support and enrich the educational programs of the school system. Instructional materials are defined as instructional content approved for systemwide use and provided to the student regardless of format, including printed or digital materials.
  - The process of evaluating and selecting instructional materials advances the school system’s mission to raise the academic bar and close achievement gaps so that all students become competitive citizens in a culturally diverse world.

**Authorized Purchasing Methods**

- Competitive Contracts
  - Invitation to Bid (ITB)
  - Request for Proposal (RFP)
  - Cooperative Contracts (Piggyback, Rider Contract, Bridging Contract, Multi-Agency Contracts)
  - Qualification Based Selection
- Noncompetitive Contracts
  - Curriculum
  - Emergency Procurement
  - Cooperative Administration of Programs