



NON-INSTRUCTIONAL SERVICES: Purchasing

Contract Execution

I. Purpose

To implement Policy 3215 by establishing rules for the execution of contracts and the modification of contract documents on behalf of Baltimore County Public Schools (BCPS).

II. Applicability

This rule governs all contracts and modifications that create a binding obligation upon the Board of Education of Baltimore County (Board) or BCPS.

III. Responsibility

The Superintendent has designated the Office of Purchasing with the responsibility for overseeing contract authorization and procurement activities on behalf of BCPS, and for establishing related procedures.

IV. Execution of Contracts

A. The Superintendent designates to the purchasing manager the authority to execute all contracts of \$500,000 or less on his behalf, unless the contract is associated with the expenditure of school activity funds.

B. The Superintendent designates to the school principal the authority to execute contracts related to the expenditure of school funds or monies paid by parents and/or students for school-sponsored activities and social events.

V. Emergency Expenditures

A. The Office of Purchasing may issue a purchase order for emergency requirements when the requesting staff has demonstrated that any delay would endanger public health and safety for the continued operation of a facility. Emergency circumstances may also be present when the requirement must be satisfied with immediate action that does not provide sufficient time to meet the statutory requirements for competition and award to avoid the termination of essential services.

RULE 3215

- B. Any action resulting in an emergency expenditure which meets or exceeds the statutory bidding requirement shall be reported to the Board at the next scheduled meeting.

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

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

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