

POLICY TITLE: <b>Contracts</b>		
ADOPTION/EFFECTIVE DATE: 1/25/1999	MOST RECENTLY AMENDED: January 11, 2016	MOST RECENTLY REAFFIRMED: 5/6/2002
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: Fiscal		

## I. Purpose

The purpose of this policy is to establish general criteria to ensure that contracts for the acquisition of goods and services on behalf of the Board of Education, also known as Harford County Public Schools (HCPS), are authorized and executed by proper officials designated to do so. This policy does not apply to employment contracts or collective bargaining agreements.

## II. Definitions

Contract means an agreement that creates obligations enforceable by law to which the Board of Education (HCPS) is a party.

## III. Statement of Policy

### A. Contract Review and Approval

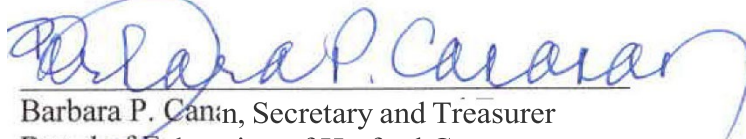
1. All contracts shall be reviewed and approved in accordance with procedures established by the Superintendent.
2. All contracts shall be evaluated as to fiscal impact in accordance with procedures established by the Superintendent.
3. Board approval of contracts.
  - a. All contracts with a value of \$100,000 or more must be approved by the Board of Education prior to the execution of the contract by the Superintendent. Purchases may not be subdivided for the purpose of avoiding Board approval under this policy.
  - b. The following contracts shall be reported to the Board for information purposes.
    1. Contracts that have a value greater than \$25,000.00; or,

2. Contracts that obligate either party to performance of contracted terms for a period in excess of one year no matter the value of the contract.

B. Contract Execution

1. The Superintendent is authorized to delegate to other HCPS employees the authority to execute contracts with a value less than \$100,000 in accordance with procedures established by the Superintendent.

**Board Approval Acknowledged By:**

  
Barbara P. Canin, Secretary and Treasurer  
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	ACTION DATE
Adopted	1/25/1999	
Reaffirmed	5/6/2002	
Amended	1/11/2016	

Responsibility for Policy Maintenance & References	
LAST EDITOR/DRAFTER NAME: Patrick P. Spicer, Esquire	JOB POSITION OF LAST EDITOR/DRAFTER: General Counsel
PERSON RESPONSIBLE:	JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>	JOB POSITION OF DESIGNEE: <b>N/A</b>
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: 09-0002-000	

### **REFERENCES<sup>1</sup>**

References are set forth in the Policy.

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<sup>1</sup> All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes, regulations, or legal authority in support of a policy.