

Lower Merion School District

ADMINISTRATIVE REGULATION

No.: 610
Section: FINANCES
Title: PURCHASING:-CONTRACT APPROVAL PROCEDURES
Date Adopted: 01/29/15
Date Last Revised: 12/11/15; 10/09/15

R610-2 – PURCHASING: CONTRACT APPROVAL PROCEDURES

This regulation describes the procedures to be followed for Board Committee consideration and approval of contracts involving the purchase of goods, equipment and/or services prior to presenting such contracts to the full Board for approval. The goal of this regulation is to ensure thorough review of contracts at the Committee level to obviate the need for a more detailed review at the regular Board meetings.

1. All contracts involving the expenditure of District funds equal to or greater than \$7,500, shall be approved by the appropriate administrator and reviewed and approved by one or more Board committees prior to submission to the full Board for final review and approval. Contracts in an amount less than \$7,500, individually or in the aggregate, shall be approved by the Superintendent and, following such administrative approval, shall appear in the bill listings of expenditures to be ratified by the Board.
2. Contracts relating to specific components of the educational program, following approval by the appropriate administrator, shall be reviewed and approved by the applicable Board committee (e.g., technology software contracts reviewed by Curriculum Committee), as described in Addendum 1 attached hereto. The Board committee shall evaluate the need for the goods, equipment and/or services being requested, the duration of the contract, the total projected cost, and other relevant factors as determined by the committee.
3. Following the review and approval process described in Paragraph 3 above, the proposed contract shall be forwarded to the Facilities & Purchasing Committee for review and approval. The Facilities & Purchasing Committee will evaluate the following:
 - a. The justification for the contract;
 - b. The proposed source and corresponding availability of budgetary funds;
 - c. Compliance with all bidding requirements and any other federal, state or local legal requirements;
 - d. Compliance with all applicable Board policies and procedures; and
 - e. Whether the contract or other documentation requires additional legal review.

Lower Merion School District

ADMINISTRATIVE REGULATION

No.: 610
Section: FINANCES
Title: PURCHASING:-CONTRACT APPROVAL PROCEDURES
Date Adopted: 01/29/15
Date Last Revised: 12/11/15; 10/09/15

4. Except as provided in Paragraph 5 below, no contract for goods, equipment and/or services shall be submitted for Board approval unless it has first been reviewed and approved by the Facilities & Purchasing Committee.

5. The following contracts may be submitted for Board approval or ratification without prior review and approval by the Facilities & Purchasing Committee:
 - a. Contracts of an emergency nature as determined by the Superintendent ("Emergency Contracts"). "Emergency Contracts" means that the contract must be entered into prior to the opportunity for Board approval pursuant to this regulation or would otherwise require the scheduling of a special meeting of the Committee or Board and not to do so could materially interfere with the operations of the District. Examples of Emergency Contracts are:
 - i. contracts required to fulfill conditions of a student's educational plan (such as an Individualized Education Plan or Section 504 Service Agreement);
 - ii. contracts for staff development, student presentations, or legal, engineering, architect or other professional services where such services must be obtained on short notice

 - b. The total expense associated with an Emergency Contracts may not exceed \$10,000.

 - c. The Board may periodically authorize a higher amount for Emergency Contract for the summer months when school is not in session and the Facilities & Purchasing Committee does not conduct meetings.

 - d. When a contract is not reviewed through the procedures set forth in this regulation, a copy of the contract, or a summary of it, shall be distributed to the Board and shall be listed as an agenda item enough in advance of the Board meeting as is reasonably possible so that the Board has appropriate notice prior to approving the contract.

Lower Merion School District

ADMINISTRATIVE REGULATION

No.: 610
Section: FINANCES
Title: PURCHASING:-CONTRACT APPROVAL PROCEDURES
Date Adopted: 01/29/15
Date Last Revised: 12/11/15; 10/09/15

6. The type of contract, nature and function of committee review and extent of documentation to be submitted to the Board at the time Board approval is requested shall be as shown on the spread sheet attached to this AR as Addendum 1.

7. Renewal of contracts shall be handled in the same manner as set forth above for new contracts. However, only the revised terms, including dates, cost and other terms, shall routinely be provided to the applicable committees and Board. The entire contract shall be made available in a timely manner to any committee or Board member requesting to see the entire contract.

Cross Reference: Policy No. 809 *Contracted Services*