
PROFESSIONAL/TECHNICAL SERVICES CONTRACTS

I. PURPOSE

To establish a uniform policy for authorizing professional/technical service contracts.

II. DEFINITIONS

Professional/Technical Services - Services that can only be performed by persons or entities with specialized skills and knowledge. Applicable professional/technical services are, but not limited to, auditors, architects, engineers, dentists, medical doctors, lawyers, educational or other consultants, teachers, accountants, systems analysts, technical services programmers, graphic artists, caterers, and educational institutions.

III. POLICY STATEMENT

- A. Board of Education approval is required for Professional/Technical Services Contracts with a total value over \$50,000 unless otherwise required by law.
- B. Board approval is also required if contract administrator obtains multiple PSCs with a single vendor whose cumulative total is over \$50,000 in a single fiscal year. The board must approve all professional services contracts after the cumulative total of \$50,000 is met regardless of value of the individual PSC.
- C. The Superintendent/designee is authorized by the Board of Education to approve contracts \$50,000 or less.

IV. EXCEPTIONS

Board of Education approval is not required as follows:

- A. Professional/technical services provided directly to students as required by Individuals with Disabilities Education Act (IDEA).
- B. Supplemental Educational Services (SES) for Title I schools identified as in corrective action under federal and state law.
- C. Professional/technical services provided to students attending the Carroll County Public Schools with funds appropriated by other agencies and passed through school system accounts.
- D. Professional/technical services contracts that fall under emergency procurement as previously authorized by the Board of Education.

V. GUIDELINES

This policy is consistent with Section 5-112 of the Educational Article, Annotated Code of Maryland.

VI. REPORTS

The Superintendent shall provide the Board of Education with a monthly report summarizing Professional/Technical Services Contracts with an annual value between \$15,000 and \$50,000 entered into each month. The report shall also list any approved professional/technical services contracts over \$50,000 covered by Section (IV) of this policy.

VII. EXPIRATION/REVIEW

This policy will be reviewed every three (3) years.

VIII. DELEGATION OF AUTHORITY

The Supervisor of Purchasing is responsible for ensuring compliance with the policy and administrative regulations.

IX. EFFECTIVE DATE

Revised: November 12, 2025