

BUSINESS

Contracted Services

To facilitate efficient and effective day-to-day administration of the district, the board delegates to the superintendent of schools the authority to enter into and execute administrative contracts on behalf of the district. Administrative contracts shall include, but not be limited to, any contract, agreement, memoranda of understanding or such other document that purports to legally bind the district (collectively, “contract”) as necessary or appropriate for district operations that are: a) not a board-reserved contract as set forth below; b) for a term of one year or less; and, c) at no cost to the district or, where expenditures are required by or under the contract, included in the budget approved by the board for the fiscal year in which the expenditure(s) would occur.

Contracts reserved to the board of education for approval (“board-reserved contract”) include, but are not limited to, the following:

- ❑ Collective bargaining agreements;
- ❑ Purchase, sale or lease of real property by or on behalf of the district;
- ❑ Employment of district administrators;
- ❑ Employee group/bargaining unit contractual adjustments in compensation or benefits;
- ❑ A contract that exceeds the dollar amount as defined in Section 1267 of the Revised School Code based on the latest calculations by the Michigan Department of Education;
- ❑ Contract required or related to public financing of district property through bonds or any other debt instrument, including any indenture, loan agreement, note, security agreement or other financing agreement;
- ❑ Contract for investment of district debt retirement funds, building and site funds, building and site sinking funds, or general funds of the district;
- ❑ Contract for settlement of a grievance or an arbitration to which the district is a party that exceeds \$20,000;
- ❑ Any other contract that require board approval under the Michigan Revised School Code or other local, state or federal law.

The superintendent shall supervise the preparation of requests for bid proposals and the selection of contractors and shall ensure that construction or renovation projects use high quality materials, equipment and workers, consistent with applicable State of Michigan requirements and prudent use of school funds. The superintendent should refuse to recommend, and the board can refuse to hire, any contractor who does not meet the requirements of this policy subject to applicable law.

The superintendent is responsible for compliance with any and all competitive bidding and procurement requirements and policies applicable to the district with respect to all administrative and/or board-reserved contracts.

See Also:

Board Policy 3323: Purchasing

Board Policy 2320: Professional and Consulting Services

Policy

Adopted: 07-24-06

Amended: 12-13-10

Reviewed: