

Authorization for Contracts

All contracts executed by the Rochester City School District are subject to approval or oversight by the Board of Education and subject to the requirements of Section 103 of the General Municipal Law and Section 2554 of the Education Law, et al. This policy is intended to identify those contracts which require the approval of the Board of Education and those which are delegated for approval to the Superintendent of Schools.

Prior to execution by the Superintendent or designee, the following classes of contracts are subject to authorization and approval by the Board of Education:

- A. All professional service contracts with a consultant accumulating to \$35,000 or more per fiscal year;
- B. All professional service contracts with a consultant totaling \$35,000 or more per fiscal year; except that the Superintendent may enter into a single additional contract with a consultant in the same fiscal year in an amount not to exceed \$10,000 without additional Board approval if: (i) prior authorization from the Board has been obtained for a professional service contract with the consultant in the same fiscal year, and (ii) the Superintendent has provided prior written notice of the additional professional service contract to the Finance Committee;
- C. All contracts for goods and services subject to competitive bidding under the General Municipal Law in amounts accumulating to \$35,000 or more per fiscal year; and
- D. Except for such contracts which are subject to sole source or providers approved by the New York State Office of Governmental Services, as determined by the Board's Purchasing Agent, all annual maintenance contracts in the amounts accumulating to \$35,000 or more per fiscal year.

Subject to amounts budgeted therefor and the reporting requirements under Policy 6630, all other contracts may be approved by the Superintendent. For professional service contracts in amounts under \$2,000, such services may be acquired through a purchase order rather than a formal contract.

Cross-ref: Financial Reporting and Resolutions (6630)

Ref: Section 103 of the General Municipal Law and Section 2554 of the Education Law, et al

Notes: Resolution 271 of 1998-1999 approved October 15, 1998; Superintendent Regulation 6745-R; Adopted as Board Authorization for Contracts policy (6745) on March 24, 2011 pursuant to Resolution No. 2010-11: 569.; Amended December 23, 2021 pursuant to Resolution 2021-22: 348

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