

Business

Service Contracts

Any contract proposed to be entered into by the Board and/or the District for the purchase of services that equals or exceeds (or can reasonably be expected to equal or exceed over time) fifty thousand dollars (\$50,000.00) shall be subject to review by legal counsel. The Superintendent, Director of Business and Finance, or such other member of the administration as has been given responsibility for the particular contract shall submit it to outside counsel for review and comment before review and action by the Board.

Upon reviewing the contract, counsel shall advise the Board on issues that counsel deems relevant and appropriate including (but not limited to) matters such as:

- (i) whether, in counsel's experience, the contract contains provisions not generally expected to be found in a contract of that kind, which provisions could pose an undue risk to the Board or the district;
- (ii) whether there are material terms or conditions in the contract that are burdensome or that could pose a risk of loss of any kind to the Board or the district;
- (iii) whether counsel recommends changes to the proposed form of contract; and
- (iv) counsel's best advice in quantifying material risks (if any) posed by the contract.

The foregoing shall also apply to any proposed amendment or renewal of a contract already in existence.

Once the subject contract has been reviewed, it shall be submitted, along with a written review from counsel, to the Board for final review and, in its discretion, approval.

(cf. 3320.1 – Bidding Procedures)

Legal Reference: Connecticut General Statutes
 10-222 Appropriation and Budget
 10-248 Payment of School Expenses

Policy Adopted: 3/19/03

BROOKFIELD PUBLIC SCHOOLS
 Brookfield, Connecticut