

Policy on Approval of Contracts

Issue date: Approved August 27, 2012

Type of policy: New (☒) Amendment ()

Effective date:

Level: Department () Town Wide (☒)

Policy Statement

The policy sets forth the procedures that are to be followed in the execution of Town contracts.

References

Massachusetts General Laws, Chapter 30B

Massachusetts General Laws, Chapter 30, Section 39M

Massachusetts General Laws, Chapter 149

Massachusetts General Laws, Chapter 7

Special Terms

N o n e .

Policy Description

1. All contracts shall be procured utilizing procurement procedures consistent with MGL Chapter 30B, MGL Chapter 30, Section 39M, MGL Chapter 7 and/or MGL Chapter 149, and shall be approved in the following order by the parties so identified:

- a) The Contractor, who is the successful bidder to the contract;
 - b) The Chief Procurement Officer, who certifies that the contract was bid under generally accepted procurement practices, and ensures that all required bonds and insurance certificates are included and satisfactory;
 - c) The Town Counsel, who approves the contract as to form; and
 - d) The Town Accountant, who certifies that there is available funding for the contract, or in the case of a multi-year contract, available funding for the first year of the contract.
2. Contracts other than those procured through the procurement procedures consistent with MGL Chapter 30B, MGL Chapter 30, Section 39M, MGL Chapter 7 and/or MGL Chapter 149 shall be approved by the Board of Selectmen or their designee.
3. Contracts that relate to the sale, acquisition, or lease of real property shall be approved by the Board of Selectmen.