

Required Supporting Documents for Service Requests

What	Amount	Documents	Internal/External	Who Creates/Completes the Form
<u>Professional Services</u>	<\$50,000	Statement of Work OR Detailed Quote ICED Form	External Internal	Department Supplier
	\$50,000-\$249,999	Statement of Work OR Detailed Quote ICED Form	External Internal	Department Supplier
		Informal Bid Intake Form OR Waiver of Bid	Internal	Department
	\$250,000 and above Go out to Bid, if not requesting Bids <i>follow next steps</i>	Statement of Work OR Detailed Quote ICED Form	External Internal	Department Supplier
		Informal Bid Intake Form OR Waiver of Bid	Internal	Department
		Contract OR Quote	External	Supplier
	\$50,000-\$249,999	Contract OR Quote(s)	External	Supplier
		Informal Bid Intake Form OR Waiver of Bid	Internal	Department
		Contract OR Quote(s)	External	Supplier
	\$250,000 and above Go out to Bid, if not requesting Bids <i>follow next steps</i>	Informal Bid Intake Form OR Waiver of Bid	Internal	Department
<u>Blanket/Lease</u>	<\$50,000	Contract OR Quote	External	Supplier
	\$50,000-\$249,999	Contract OR Quote(s)	External	Supplier
		Informal Bid Intake Form OR Waiver of Bid	Internal	Department
		Contract OR Quote(s)	External	Supplier
	\$250,000 and above Go out to Bid, if not requesting Bids <i>follow next steps</i>	Informal Bid Intake Form OR Waiver of Bid	Internal	Department
		Contract OR Quote	External	Supplier
		Contract OR Quote(s)	External	Supplier
<u>Service</u>	<\$50,000	Contract OR Quote	External	Supplier
	\$50,000-\$249,999	Contract OR Quote(s)	External	Supplier
		Informal Bid Intake Form OR Waiver of Bid	Internal	Department
		Contract OR Quote(s)	External	Supplier
	\$250,000 and above Go out to Bid, if not requesting Bids follow next steps	Informal Bid Intake Form OR Waiver of Bid	Internal	Department
		Contract OR Quote	External	Supplier
		Contract OR Quote(s)	External	Supplier
<u>Restricted Item</u>	<\$50,000	Quote	External	Supplier
	\$50,000-\$249,999	Contract OR Quote(s)	External	Supplier
		Informal Bid Intake Form OR Waiver of Bid	Internal	Department
		Contract or OR Quote(s)	External	Supplier
	\$250,000 and above Go out to Bid, if not requesting Bids follow next steps	Informal Bid Intake Form OR Waiver of Bid	Internal	Department