

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