Under \$10k, no proposal from Vendor/Contractor



Use Services Agreement. Attach to PR and Independent Contractor Checklist for approval and review. Contractor submits invoice at time services are completed. Department receives invoice for payment to be made.

Under \$10k, Vendor/Contractor provides proposal



Standard procurement process. Attach proposal and Independent Contractor Checklist to PR.



Vendor's proposal requires signatures, legal review, or terms and conditions.



Contractor's Addendum
Form will be returned to
Vendor at the time of
review.

Over \$10k



Standard Procurement
Process.
Vendor/Contractor
provides proposal
which is attached to PR
for review and
approval



Vendor's proposal requires signatures, legal review, or terms and conditions.