**CONTRACTUAL SERVICES DECISION TREE**

**CHOOSING A DV OR REQ/PO**

1. **Does the service involve a speaker, honoraria, performer, entertainer, trainer, or workshop?**
   - Yes: Process on a DV with Speaker/Honoraria/Performer Checklist attached. *There is no dollar limit for these types of services.*
   - No:
     - **Are the services being provided by a company or an individual?**
       - Company:
         - **Will the total for services exceed $10,000?**
           - Yes: Req/PO
             - Requires RFx or single source. Insurance and prevailing wage will apply if labor is involved.
           - No: Req/PO (No PSC)
             - May require RFx or single source. Insurance and prevailing wage may apply if labor is involved.
         - No: Complete the PSC and attach to Req/PO.
       - Individual:
         - **Is it a PSC-restricted service?**
           - Yes: Complete the PSC and attach to Req/PO.
             - Single source document required.
           - No: Req/PO
             - Will the services require reoccurring payments?
               - Yes: DV
               - No: Complete the PSC and attach to Req/PO.

2. **Is the total for services greater than $2,500?**
   - Yes: Req/PO
   - No:
     - **Will the total for services exceed $15,000?**
       - Yes: Complete the PSC and attach to Req/PO.
       - No: Complete the PSC and attach to Req/PO.