CONTRACTUAL SERVICES DECISION TREE

CHOOSING A DV OR REQ/PO

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

  Is the total for services greater than $2,500?

    - Yes

      Req/PO (If services are provided by individual, complete PSC)

    - No

      Will the services require reoccurring payments?

        - Yes

          Req/PO (No PSC) Requires RFx or single source. Insurance and prevailing wage will apply if labor is involved.

        - No

          Are the services being provided by a company or an individual?

            Company

            - Yes

              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

                  Is it a PSC-restricted service?

                    (Facility-related services, labor, printing, routine services such as scientific testing, marketing, graphic design, web design, IT consulting, subscriptions/license fees.)

                      - Yes

                        Will the total for services exceed $15,000?

                          - Yes

                            Complete the PSC and attach to Req/PO. Single source document required.

                          - No

                            Complete the PSC and attach to Req/PO.

                    - No

                      Individual

                        - Yes

                          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

                              Is it a PSC-restricted service?

                                (Facility-related services, labor, printing, routine services such as scientific testing, marketing, graphic design, web design, IT consulting, subscriptions/license fees.)

                                  - Yes

                                    Will the total for services exceed $15,000?

                                      - Yes

                                        Complete the PSC and attach to Req/PO. Single source document required.

                                      - No

                                        Complete the PSC and attach to Req/PO.

                                  - No

                                    Complete the PSC and attach to Req/PO.

- No

 Req/PO
 Requires RFx or single source. Insurance and prevailing wage will apply if labor is involved.