Is this procurement under $10,000?

Is this procurement over $10,000?

Section 23B

Informal Request For Proposals (RFP)

Section 23E

**NO**

**YES**

Formal Request For Qualifications (RFQ)

**YES**

No competitive procurement required.

**YES**

**NO**

**YES**

**YES**

Is this procurement under $25,000?

**NO**

**NO**

Are you purchasing equipment or supplies?

**YES**

**NO**

Task Order or Task Order Amendment

Contract Amendment

**YES**

Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA)

Can another government agency perform the services?

Is there an existing contract in place?

**NO**

START HERE

Section 23C

Section 23A

Formal Request For Proposals (RFP)

Are these services Architectural and Engineering (A&E) related? A&E services are engineering or related services to be performed by a registered or licensed engineer.

Are you purchasing services?

Formal Invitation For Bid (IFB)

Purchase Order (PO) or Contract

POs are used for goods or services ordered routinely or repeatedly and have simplified terms and conditions.

A contract is necessary for including tailored terms and conditions.

Is this an on-call contract?