

PROFESSIONAL SERVICES REQUISITION

INSTRUCTIONS

Please use the Professional Services Requisition form to procure services from consultants, non-profit organizations, mental health agencies, social service agencies, and other professional or technical service providers.

This form should be sent to the CPS Purchasing Department. The Service Agreement previously used for these services will no longer be accepted.

For purchases of a value of \$10,000 or more, the Purchasing Department will prepare a City of Cambridge contract and obtain all appropriate approvals and signatures.

According to Massachusetts General Laws, Chapter 30B of the Uniform Procurement Act, all contracts in the amount of \$10,000 up to \$49,999 require three written quotes with the exception of contracts for Professional Development, Mental Health or other Health Service, Special Education Related Services, or a Social Service Provider. THESE QUOTES MUST BE OBTAINED BY THE CPS PURCHASING DEPARTMENT. Contracts over \$50,000 that do not fall under these exemptions require a formal posted bid process, for which we will need a thorough and complete written scope of services.

In addition, all contracts with a value of \$25,000 or more require School Committee approval.

Purchase orders will be dispatched and a copy sent to the requisitioning department once the contract is fully executed. Note that contract amounts are “not to exceed” amounts. POs can be entered for the same amount as the contract OR for any amount less than the contract.

Please contact the Purchasing Department at x6410 if you have any questions.