



## UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

### Section 5.2 - Dollar Thresholds for Services

1. **Competitive Procurement Thresholds:** Services may be obtained up to a limit of \$49,999 without competitive bids. Service contracts for \$50,000 or higher must be obtained through a competitive sealed bid process administered by the Procurement Department unless a non-competitive award justification is approved by Procurement.
2. **Contract for Services Thresholds:** In addition to any applicable bidding requirement the following contract requirements must be met to obtain services within each threshold.

Dollar Amount	Contract Requirements (contract for services)
Up to \$10,000	Purchase Order required. Detailed Scope of Services recommended
>\$10,000	Contract for Services, Detailed Scope of Services and Purchase Order required.
>\$50,000	Contract for Service, Detailed Scope of Services and Purchase Order required. *Plus bid process or Non Competitive Award Justification (NCAJ)
>\$100,000	Contract for Services and Scope of Services must be reviewed by General Counsel

3. **Contract Guest Lecture, Speaker and Performer Thresholds:** In addition to any applicable bidding requirement the following contract requirements must be met to obtain services within each threshold.

Dollar Amount	Contract Requirements (Guest Lectures, Speakers and Performers)
Up to \$10,000	Performer Terms of Engagement and Purchase Order required.
>\$10,000	Performer Contract for Service and Purchase order required.
>\$50,000	Performer Contract for Service and Purchase order required. * Plus bid process or Non Competitive Award Justification (NCAJ)
>\$100,000	Performer Contract for Services and Scope of Services must be reviewed by General Counsel