



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 5.4 - Checklist for Services

	\$0 - \$9,999	\$10,000- \$49,999	\$50,000- \$199,999	\$200,000- \$299,999	\$300,000+
Purchase Order Required	Yes	Yes	Yes	Yes	Yes
Detailed Scope of Services Required	Recommended	Yes	Yes	Yes	Yes
Contract For Services (CFS) Required	No	Yes	Yes	Yes	Yes
Competitive Bid Required	No	No	Yes	Yes	Yes
Non Competitive Bid Justification if not Bid	No	No	Yes	Yes	Yes
UMass General Counsel Office Review and Approval	No	No	Over \$100,000	Yes	Yes
Signed By Assistant Vice Chancellor for Administrative Services or Vice Chancellor of Administration & Fiscal Services to be binding.	No	Yes	Yes	Yes	No
Signed by Chancellor	No	No	No	No	Yes

Note: All contracts for legal services require the approval of General Counsel in the Office of the University President, regardless of dollar amount.