**CONTRACT DECISION TREE**

***This form is required for Procurement consultation***

Does this project involve Information Technology (IT) services? If yes, contact OTSS.

Will services contain a Complex Scope (not just anyone can perform the task) or Simple Scope (anyone can perform the task)?

Define the Scope of Work and Deliverables.

Choose which dollar threshold best describes your project:

* **0 - $5,000**
* **$5,000 - $50,000**
* **$50,000 - $75,000**
* **Over $75,000**
* Could services required be provided by multiple vendors without spending more than $5,000 per contract?

Will Contractor be paid hourly or by the job?

Are cost or abilities/skills a factor?

Are services needed for multiple years?

Are services provided by another governmental entity or state agency?

Are services for an *accountant, attorney, architect, auditor, actuary, engineer, utility rate expert, IHL, MS Dept Transportation, Fairground entertainers, etc. (licensed or certified duties)*?

**Pre-Determination**

Will an exemption from the competitive bid process be required (i.e., single source or emergency)? If not, see Procurement Methods.

**Procurement Methods**

Sole source - obtain a market analysis, vendor estimate for services, and complete OPSCR/MDE Single Source Request Form. Submit Single Source Request Form and support from market analysis for review and approval by the procurement office.

For emergency - prepare contract and all required forms, quote and include a justification letter from the Superintendent of Education to support the emergency service. Submit Request for Quote, vendor bid, and required documents for review and approval by the procurement office.

IFB – Cost is a factor, services required regularly, complex or simple scope, deliverables, and lowest bidder will receive award.

RFP/Q – Cost is not a factor, complex scopes, skills and abilities required, certification and license may be required, and factors weighted to receive the best candidate.

RFA – hired at the will and pleasure of the agency, paid hourly, and work at the discretion of the agency.

RFQuote – Cost is a factor, simple scopes of work, and lowest responsive bidder will receive award, NO Exceptions.