

**MICRO-PURCHASES & SMALL PURCHASES PROFESSIONAL SERVICES
SOLICITATION¹ FORM UNDER \$15,000**

1. Director or Manager _____ User Entity: _____ Date: _____
(circle one) *(print name & initial)*

To: CHIEF PROCUREMENT OFFICER (CPO)

Attachment(s): (a) Contractor Quotes
(b) Additional Documents (if applicable)

Pursuant to Executive Order MJL 10-05, this form requests the Chief Procurement Officer's approval of the professional services solicitation under \$15,000 described below.

Describe the need or purpose for the services: (supplement as needed):

1. State how the needed services are professional services:²

2. Maximum permissible compensation and expenses payable under the contract _____
Total Estimated Cost _____

3. Source of funding: General Fund _____
CDBG Funding _____
Other (Specify) _____

4. Vendor: _____

5. Justification for selecting vendor (provide additional justification if needed):

6. Contractor's SAM Status: (if Federal funds are used) Active Inactive Debarred

7. Requisition Number: _____

<p><u>CPO ACTION:</u> Solicitation: () APPROVED () DISAPPROVED. Remarks: _____ Initial & Date: _____</p>

¹ Professional Services procurements costing \$15,000 or less may only contract with a particular contractor for a maximum amount of \$15,000 per calendar year. Departments shall make efforts to reach out to qualified entities to obtain at least three (3) quotes.

² "Services that include work rendered by an independent contractor who has a professed knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, which independent contractor shall include but not be limited to attorneys, doctors, dentists, nurses, veterinarians, architects, engineers, land surveyors, landscape architects, accountants, actuaries, appraisers, business consultants, investment advisors, and claims adjusters. A profession is a vocation founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The word "professional" implies professed attainments in special knowledge as distinguished from mere skill..." (Ex. Order MJL 10-05)

MAINTAIN THIS APPROVED FORM WITH ALL LATER RECOMMENDATIONS, APPROVALS, DOCUMENTS, AND CONTRACTS.