



Professional Services Bid Exemption Approval Form for Services above \$10,000

Step 1. Complete Description of Service. Attach quote/proposal to be executed with this request and proposed vendor contract.

Name of Vendor

Description of Services

CMSD Initiator Name

Department

Title

Initiator Email: _____

Contract/Proposal Amount: _____

Term of Engagement (Dates): _____

Describe in detail the justification for this Bid Exemption Request for Professional Services exceeding \$10,000. Include statement of vendor was selected, price reasonableness and detail on how pricing was validated.

Type of Service (Check One)

Architectural Legal Services Consulting

Financial Creative Design Planning

Engineering Medical

Other (Please provide explanation)

Step 2. Obtain signature of Academic Superintendent or Deputy Chief/Chief.

Academic Superintendent: _____

Print Name: _____

Deputy Chief _____ **; or**

Print Name: _____

Chief: _____

Print Name: _____

Step 3. Submit this request with quote/proposal and vendor contract to Purchasing Director for approval.

Director of Purchasing

Print Name

Date