

## REQUEST FOR CONSULTING OR PROFESSIONAL SERVICES CONTRACT

### INSTRUCTIONS

Please use the attached **Request for Consulting or Professional Services Contract** form to initiate contracts with consultants, non-profit organizations, mental health agencies, social service agencies, and other professional or technical service providers.

The Service Agreement previously used for these services will no longer be accepted.

This form should be sent to the CPS Purchasing Department.

For contracts with a value of \$5,000 or more, the Purchasing Department will prepare a City of Cambridge contract and obtain all appropriate approvals and signatures.

According to Massachusetts General Laws, Chapter 30B of the Uniform Procurement Act, all contracts in the amount of \$5,000 up to \$24,999 require three written quotes with the exception of contracts for Professional Development, Mental Health or other Health Service, Special Education Related Services, or a Social Service Provider.

In addition to Chapter 30B, the City of Cambridge requires that all contracts with a value of \$25,000 or more require a bid process and School Committee approval.

For all contracts a purchase order will be generated once the contract is executed. A copy of the contract and PO will be sent to you.

Please contact the Purchasing Department at x6410 if you have any questions.