

## **SECTION 700.00 MINOR AGREEMENTS**

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710.00 Consultant Selection

720.00 Preparation and Administration

## **SECTION 700.00 – MINOR AGREEMENTS**

Minor Agreement procedures may be utilized with prior approval of the Consultant Administration Unit (CAU) to obtain Consultant services for services that total \$50,000 or less. The object of the Minor Agreement procedures is to simplify the procurement process for small purchases. The intent of these agreements is **NOT** sole source selection, nor elimination of qualification-based selection criteria.

## **SECTION 710.00 – CONSULTANT SELECTION**

Minor Agreement procedures allow a great deal of flexibility in solicitation. For example:

- Credentials on file for the Master List of Consultants can be reviewed and a consultant selected from that information
- Consultants could be contacted using the Yellow Pages as a source. The Consultant's qualifications could be reviewed over the telephone or written material could be obtained.

When services are desired under Minor Agreement procedures, an [ITD-2760](#), Request for Consultant Services, shall be completed and sent to the Consultant Administration Unit (CAU).

The CAU, will work with the originating party to determine appropriate solicitation procedures

## **SECTION 720.00 – PREPARATION & ADMINISTRATION**

After the Consultant is selected, the agreement is negotiated and administered similar to other agreements with the exception that an independent estimate is not required.