

*University of Arkansas*  
**Procurement Policies and Procedures – Quick Reference**

During legislative sessions, numerous legislative and regulation changes may occur that impact campus procurement activities. The most recent Procurement updates can be found on the [Procurement](#) site.

Please contact your assigned [Procurement Coordinator](#) to facilitate questions or concerns with your purchasing activities.

- 1) **Purchasing Thresholds** (Refer to the [Types of Purchases](#) site)
  - A. Small Order Purchases - purchases less than \$20,000.00
  - B. Competitive Quote Bids - purchases from \$20,000.01 to \$75,000.00
    - Departments should use the Bid Quote Request Form and Bid Quote Tab Sheet when requesting and processing quote bids. (Refer to the [Procurement Forms](#) site)
    - A **minimum** of three (3) different bidders must be requested to provide a documented quote, one of which should be a minority bidder if available for that commodity.
    - Receipt of a "no bid" or "no response" is acceptable as attempt to gather a quote.
    - Total price must include a firm freight cost, if applicable.
    - Any purchase over \$25,000 requires a 2-page [Contract and Grant Disclosure and Certification Form](#) to be completed by the awarded vendor.
    - Complete the non-catalog form in RazorBuy, attach appropriate documents, and be sure to select the "Quote Bid" box.
    - Attach all required and supporting documentation to the requisition.
  - C. Formal Bids - purchases from \$75,000.01 +
    - Requires formal competitively sealed bidding by the Procurement Office.
    - Department must enter a purchase requisition into BASIS as a type of "BR" to confirm a secured funding source and for Procurement to proceed with the process.
    - Bid templates are available through Procurement.
- 2) **Printing Delegation** - All printing bids (wet soy ink on paper) **MUST** be processed by Procurement
  - Departments should enter a purchase requisition type of "BR" in BASIS.
  - Any Printing job over the \$100,000.00 delegation limit must be bid by Office of State Procurement (OSP).
  - Contact Ellen Ferguson for questions about print bid process and bid specifications.
  - Refer to the [Procurement Policy](#)
- 3) **Sole Source Purchases Exceeding \$20K** - Sole Source requisitions over \$20,000 should be entered in RazorBuy with appropriate justification and the completed on-line form for this purpose. The 2-page [Contract and Grant Disclosure and Certification Form](#) must be completed by the vendor and attached to the requisition. A signed statement from the vendor should be attached to the requisition for verification and to help streamline approval. Refer to the [Procurement Policy](#)
- 4) **Standing Orders** - Long-term purchase orders for repeated deliveries of similar goods or services:
  - Can be issued for small purchases and rental/lease (not real property) arrangements.
  - Not to be used to purchase commodities or equipment which are subject to competitive bidding.
  - Monthly purchase limit is \$20,000.00 per standing order.
- 5) **Standing Exempt Orders** - Long-term purchase order for repeated deliveries of goods or services:
  - Can only be used for items exempt from procurement law, such as utilities and real property rental/lease.
  - Not to be used to purchase contract items which have been competitively bid.

- 6) **Services Contracts** - over \$25,000 require the 2-page [Contract and Grant Disclosure and Certification Form](#) to be completed by the vendor.

Professional/Consultant and Technical/General Services are now known collectively as “Services Contracts”, and both have the same dollar thresholds as follows:

<b>\$0 - \$24,999</b>	Does not require Services Contract Form. (Note that the \$20,000 bid threshold does apply.)
<b>\$25,000 – \$49,999</b>	Services Contract Form + attachments required. Reported to State Procurement and Legislative Council.
<b>\$50,000 – Up</b>	Services Contract Form + attachments required. Approval by Legislative Council required.

Refer to the [Services Contracts](#) site for further information.

- 7) **Special Procurement** - The Special Procurement option can be utilized for a short-term contract while a bid is processed. Refer to the [Services Contracts](#) site.
- 8) **Technology Purchases:** <https://procurement.uark.edu/technology.php>
- [Voluntary Product Accessibility Template \(VPAT\)](#) - please gather this document from the vendor for any requisition that includes “Electronic and Information Technology” products and services.
- 9) **Sponsorships (Community Events)** - All sponsorships, regardless of the amount, must be reviewed/approved by VCAD. Submit requests for event sponsorships to Advancement’s Office of Special Events via email: [spev@uark.edu](mailto:spev@uark.edu)
- 10) **Frequently Used Procurement Forms:** <https://procurement.uark.edu/forms.php>
- 11) **Trademark Licensing:** <https://procurement.uark.edu/trademark-licensing.php>
- 12) **BU/Department Assignments:** <https://businessservices.uark.edu/budgetary-unit-assignments.php>
- 13) **Procurement FAQ’s:** <https://procurement.uark.edu/frequently-asked-questions.php>
- 14) **Vendor/Supplier Information:** <https://businessservices.uark.edu/vendors/>
- 15) **Procurement Listserv** - Please contact [Whitney Smith](#) to be added to the Procure Listserv