

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 here:
<http://procurement.uark.edu/index.php>.

The Procurement Department currently offers **Purchasing Plus Training**, an informational session to assist university departments and employees in the procurement process. Access the training information here:
<http://businessservices.uark.edu/training.php>.

*Please contact your Procurement Coordinator, or Purchasing Department at 575-2551,
with questions or concerns regarding purchasing activities.*

- 1) **Purchasing Thresholds - Effective August 1, 2017**
 - A. Small Order Limit - purchases from \$0.00 to \$20,000.00
Except for:
 - Personal Reimbursements
 - Invoice Attached
 - B. Fax Quotation Limit - purchases from \$20,000.01 to \$75,000.00
 - Required supporting documentation in the form of a price quote faxed, by phone, or e-mail from at least three different bidders, one of which should be a minority vendor if available. Total price must include a firm freight cost, if applicable.
 - Any purchase over \$20,000 requires a 2-page “Contract and Grant Disclosure and Certification Form” to be completed by the awarded vendor:
<http://procurement.uark.edu/resources/documents/cgcf.pdf>
 - Complete the non-catalog form in RazorBuy, and be sure to select the “Quote Bid” box.
 - Attach all required and supporting documentation to the requisition.
 - C. Formal Bid Limit - purchases from \$75,000.01 +
These purchases are formal solicitations and must be entered into BASIS as a purchase requisition type of “BR” for Procurement to solicit these bids. Bid templates are available through Procurement for your convenience.
- 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.
 - Provide specifications to Linda Hickman, Bid Clerk: lindah@uark.edu.Printing jobs over the \$100,000 delegation limit will be submitted by Procurement to The Office of State Procurement for bidding. Refer to the Procurement Policy here:
<http://procurement.uark.edu/policy/index.php>.
- 3) **Sole Source Purchases** - 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: <http://procurement.uark.edu/resources/documents/cgcf.pdf>. A signed statement from the vendor is also highly recommended to help streamline approval. Refer to the Procurement Policy here:
<http://procurement.uark.edu/policy/index.php>
- 4) **Standing Orders** - Monthly purchase limit is \$20,000.00 per standing order.
- 5) **Professional Contract Services (PCS)** - PCS over \$25,000 require the 2-page “Contract and Grant Disclosure and Certification Form” form to be completed by the vendor:

<http://procurement.uark.edu/resources/documents/cgcf.pdf>. PCS contracts between \$20,000.01 & \$75,000 are reported monthly to The Office of State Procurement. All PCS contracts over \$75,000.01 are sent for legislative review. Refer to PCS site here: <http://procurement.uark.edu/professional-contract-services.php>.

- 6) **Special Procurement** - The Special Procurement option can be utilized for a short-term contract while a bid is processed. Refer to PCS site here: <http://procurement.uark.edu/professional-contract-services.php>
- 7) **Technology Purchases:** <http://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.
- 8) **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.
- 9) **Frequently Used Procurement Forms:** <http://procurement.uark.edu/forms.php>
- 10) **Trademark Licensing:** <http://procurement.uark.edu/trademark-licensing.php>
- 11) **BU Assignments:** <http://businessservices.uark.edu/budgetary-unit-assignments.php>
- 12) **Procurement FAQ’s:** <http://procurement.uark.edu/frequently-asked-questions.php>
- 13) **Vendor/Supplier Information:** <http://businessservices.uark.edu/vendors/index.php>
- 14) **Procurement Listserv** - Please contact [Whitney Smith](#) to be added to the Procure Listserv (Procurement’s mass communication message board) and receive the quarterly Procurement Newsletter.