



# SOURCING INTAKE FORM

To best assist Procurement Services, please answer the following questions in as much detail as possible.

**\* Required**

Name:

Email Address:

**1. University of Arkansas Project Stakeholders \***

*Provide contact information for the University project stakeholders to be included in emails, meetings and communications regarding this project.*

*Please enter Business Unit (BU), Stakeholder Name, Email, and Department.*

**2. Project Purchase Purpose \***

*Provide a short/concise project overview.*

*(For example: Purchase of software, hardware, training and maintenance to archive campus emails.)*

**3. Is the total projected cost of the project over \$75,000? \***

***Note: Purchases under \$75,000 do not require a Request for Proposal (RFP) or Invitation for Bid (IFB) under state law.***

Yes



No

4. Is your budget confirmed? \*

*Note: The project budget should be confirmed prior to initiating the sourcing process.*

Yes

N/A

No

5. If budget is not confirmed, please provide a brief explanation of why your budget/ \* funding is not confirmed/applicable

6. Procurement Questions \*

*Please select all that apply.*

*Helpful Resources:*

1. *Minority and women-owned businesses include businesses that are at least 51% owned by: veterans and service-disabled veterans or; a lawful permanent resident of the State of Arkansas who is an*

*African American, Hispanic American, American Indian, Asian, or Pacific Islander or; a woman/women.*

*Link: (<https://procurement.uark.edu/mwob.php>)*

2. *Cooperative Contracts can be an alternative purchasing option. See link below for list of Cooperative Contracts.*

*Link: (<https://procurement.uark.edu/contracts.php>)*

3. *State Contracts can be an alternative purchasing option. Some State Contracts are mandatory for all state agencies. Access the State Contracts page to view and sort "mandatory" contracts.*

*Link: (<https://www.transform.ar.gov/procurement/vendors/state-contracts/>)*

4. *The majority of formal bids (RFP/IFB) for services or goods and services require presentation/approval to the Legislative Council since the annual contract amounts typically exceed*

\$50,000n any one contract year. This process involves additional contracts and extends the RFP/IFB timelines.

Link: (<https://www.transform.ar.gov/procurement/agencies/services/>)

	Yes	No	N/A	Do not know
Services Only – Professional/ Consulting or Technical/Ge neral services? (See resource link above)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goods only?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Services AND goods?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology related services and/or goods?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you aware of any cooperative contracts and/or state contracts for these services and/or goods? (See resource link above)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you aware of an existing solution on	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Yes	No	N/A	Do not know
campus to fit your needs?				
Are you aware of any minority or woman-owned businesses that can provide these services and/or goods? (See resource link above)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

7. Any Unusual or Special Circumstances? \*

*Provide any specific concerns you may have regarding this project. (For example: High profile project or privacy concerns due to third party access to student records.)*

8. Anticipated Project Start Date \*

*Provide anticipated RFP project start date. (For example: The date your department defines the purchase or the date RFP budget is confirmed.)*

9. Any Unusual or Specific Circumstances Impacting the Project Timelines: \*

*Provide any specific concerns you may have regarding project timelines. Please note the formal RFP timeline is typically between 3 to 12 months depending on the complexity of the procurement. (For example: Campus-wide initiative impacting faculty, staff, students and the public. How could the scope of the project impact timeline?)*

Please email completed form to  
[ellenf@uark.edu](mailto:ellenf@uark.edu)