



## **PCS-TGS CONTRACT REVIEW/APPROVAL REQUIREMENTS**

### **OVERVIEW**

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

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

**The above dollar ranges are for the PROJECTED GRAND TOTAL of the contract** (i.e., an initial contract for \$30,000 which is expected to be amended to over \$50,000 requires Legislative Council approval).

### **REQUIREMENTS FOR CONTRACT DOLLAR AMOUNTS**

- I. **\$0 - \$20,000** – May be processed on a purchase order via submission of a “Services” Requisition in WorkDay prior to performance of the services. (If services with the same individual or firm exceeds \$20,000 in one Fiscal Year, see requirements below for the applicable total dollar amount. Required form:
  - “Services” Requisition entered into WorkDay.
- II. **\$20,001 - \$24,999** – Same as \$0-20,000 requirements **PLUS**: Three Bid Quotations. Required forms:
  - Three quotes obtained on quote request form  
[https://procurement.uark.edu/resources/documents/BIDQUOTE\\_2020.pdf](https://procurement.uark.edu/resources/documents/BIDQUOTE_2020.pdf)
  - Bid Quote Tab Sheet  
<https://procurement.uark.edu/resources/documents/bidqttab.xls>
  - “Services” Requisition entered into WorkDay.
- III. **\$25,000 - \$49,999** – Same as \$20,001-24,999 **PLUS**: Completion of TGS Contract and mandatory attachments. Contracts are reported to the Office of State Procurement on a monthly basis. All forms are to be submitted to Business Services prior to performance of the services. Signature is by UAF Agency Purchasing Official. Required forms in addition to above:
  - Services Contract  
[https://procurement.uark.edu/resources/documents/Services\\_Contract\\_New\\_Form\\_Aug2020.pdf](https://procurement.uark.edu/resources/documents/Services_Contract_New_Form_Aug2020.pdf)
  - Contract & Grant Disclosure  
<https://www.dfa.arkansas.gov/images/uploads/procurementOffice/contractgrantform.pdf>
  - Immigrant Certification  
<https://procurement.uark.edu/resources/documents/immigrant.pdf>
  - Equal Opportunity Policy  
<https://procurement.uark.edu/resources/documents/eopd.1.pdf>

- Restriction of Boycott of Israel Certification  
[https://procurement.uark.edu/resources/documents/Restriction\\_of\\_Boycott\\_Israel.pdf](https://procurement.uark.edu/resources/documents/Restriction_of_Boycott_Israel.pdf)
  - Supplier Contract entered into WorkDay. Invoices may be paid directly from the contract, or a PO can be created which will tie to the contract.
- IV. **\$50,000 - \$74,999** – Same as \$25,000-49,999 **EXCEPT**:
- Requires PRE-APPROVAL by Legislative Council. Meeting dates and contract deadlines are found at <https://procurement.uark.edu/professional-contract-services.php>.
- V. **\$75,000 & Above** – Same as \$50,000-74,999 requirements **PLUS**:
- Completion of formal Invitation for Bid or Request for Proposal. This adds 4-8 weeks to the average process time.
  - **NOTE:** Sole Sources and/or Special Procurements are strongly discouraged and will be approved only rarely in special circumstances. Contact Procurement for further information.

#### **AMENDMENTS**

- Amendments which are time extension only and do not change the Projected Grand Total or the essential Scope of Work do not have to be submitted for Legislative Council approval. These are reported monthly to State Procurement and Legislative Council.
- Amendments require the same attachments as above, minus the EO. New EO documentation is required only if the company's EO policy has changed.

#### **GENERAL INFORMATION**

- All reviews and approvals must occur **prior** to contract beginning date.
- Legislative Council may review or exempt from review any contract or group of contracts.
- The University's Vice Chancellor for Government Relations (or designee) is present at all Legislative Council meetings. At the Vice Chancellor's discretion, a person with detailed knowledge of the contract may also be required to attend.
- Additional information and instructions can be found on the Procurement website:  
<https://procurement.uark.edu/professional-contract-services.php>

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