

UNIVERSITY OF
ARKANSAS®

PROCUREMENT
PROCESSES & PROCEDURES
MANUAL

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GENERAL INFORMATION

CTRL COMBINATION SHORTCUT KEYS

KEY	DESCRIPTION
Ctrl+PgDn	Switches between worksheet tabs, from left-to-right.
Ctrl+PgUp	Switches between worksheet tabs, from right-to-left.
Ctrl+Shift+&	Applies the outline border to the selected cells.
Ctrl+Shift_	Removes the outline border from the selected cells.
Ctrl+Shift+~	Applies the General number format.
Ctrl+Shift+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).
Ctrl+Shift+%	Applies the Percentage format with no decimal places.
Ctrl+Shift+^	Applies the Scientific number format with two decimal places.
Ctrl+Shift+#	Applies the Date format with the day, month, and year.
Ctrl+Shift+@	Applies the Time format with the hour and minute, and AM or PM.
Ctrl+Shift+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
Ctrl+Shift+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
Ctrl+Shift+:	Enters the current time.
Ctrl+Shift+^	Copies the value from the cell above the active cell into the cell or the Formula Bar.
Ctrl+Shift+Plus (+)	Displays the Insert dialog box to insert blank cells.
Ctrl+Minus (-)	Displays the Delete dialog box to delete the selected cells.
Ctrl+;	Enters the current date.
Ctrl+'	Alternates between displaying cell values and displaying formulas in the worksheet.
Ctrl+'	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
Ctrl+1	Displays the Format Cells dialog box.
Ctrl+2	Applies or removes bold formatting.
Ctrl+3	Applies or removes italic formatting.
Ctrl+4	Applies or removes underlining.
Ctrl+5	Applies or removes strikethrough.

Ctrl+6	Alternates between hiding and displaying objects.
Ctrl+8	Displays or hides the outline symbols.
Ctrl+9	Hides the selected rows.
Ctrl+0	Hides the selected columns.
Ctrl+A	<p>Selects the entire worksheet.</p> <p>If the worksheet contains data, Ctrl+A selects the current region. Pressing Ctrl+A a second time selects the entire worksheet.</p> <p>When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.</p> <p>Ctrl+Shift+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.</p>
Ctrl+B	Applies or removes bold formatting.
Ctrl+C	Copies the selected cells.
Ctrl+D	Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.
Ctrl+E	Adds more values to the active column by using data surrounding that column.
Ctrl+F	<p>Displays the Find and Replace dialog box, with the Find tab selected.</p> <p>Shift+F5 also displays this tab, while Shift+F4 repeats the last Find action.</p> <p>Ctrl+Shift+F opens the Format Cells dialog box with the Font tab selected.</p>
Ctrl+G	<p>Displays the Go To dialog box.</p> <p>F5 also displays this dialog box.</p>
Ctrl+H	Displays the Find and Replace dialog box, with the Replace tab selected.
Ctrl+I	Applies or removes italic formatting.
Ctrl+K	Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.
Ctrl+L	Displays the Create Table dialog box.
Ctrl+N	Creates a new, blank workbook.
Ctrl+O	<p>Displays the Open dialog box to open or find a file.</p> <p>Ctrl+Shift+O selects all cells that contain comments.</p>
Ctrl+P	<p>Displays the Print tab in Microsoft Office Backstage view.</p> <p>Ctrl+Shift+P opens the Format Cells dialog box with the Font tab selected.</p>
Ctrl+Q	Displays the Quick Analysis options for your data when you have cells that contain that data selected.
Ctrl+R	Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.

Ctrl+S	Saves the active file with its current file name, location, and file format.
Ctrl+T	Displays the Create Table dialog box.
Ctrl+U	Applies or removes underlining. Ctrl+Shift+U switches between expanding and collapsing of the formula bar.
Ctrl+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents. Ctrl+Alt+V displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.
Ctrl+W	Closes the selected workbook window.
Ctrl+X	Cuts the selected cells.
Ctrl+Y	Repeats the last command or action, if possible.
Ctrl+Z	Uses the Undo command to reverse the last command or to delete the last entry that you typed.

TIP The Ctrl combinations Ctrl+J and Ctrl+M are currently unassigned shortcuts.

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Function keys

KEY	DESCRIPTION
F1	Displays the Excel Help task pane. Ctrl+F1 displays or hides the ribbon. Alt+F1 creates an embedded chart of the data in the current range. Alt+Shift+F1 inserts a new worksheet.
F2	Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off. Shift+F2 adds or edits a cell comment. Ctrl+F2 displays the print preview area on the Print tab in the Backstage view.
F3	Displays the Paste Name dialog box. Available only if names have been defined in the workbook (Formulas tab, Defined Names group, Define Name). Shift+F3 displays the Insert Function dialog box.
F4	Repeats the last command or action, if possible. When a cell reference or range is selected in a formula, F4 cycles through all the various combinations of absolute and relative references. Ctrl+F4 closes the selected workbook window.

Alt+F4 closes Excel.

- F5 Displays the **Go To** dialog box.
Ctrl+F5 restores the window size of the selected workbook window.
- F6 Switches between the worksheet, ribbon, task pane, and Zoom controls. In a worksheet that has been split (**View** menu, **Manage This Window**, **Freeze Panes**, **Split Window** command), F6 includes the split panes when switching between panes and the ribbon area. Shift+F6 switches between the worksheet, Zoom controls, task pane, and ribbon. Ctrl+F6 switches to the next workbook window when more than one workbook window is open.
- F7 Displays the **Spelling** dialog box to check spelling in the active worksheet or selected range. Ctrl+F7 performs the **Move** command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press Enter, or Esc to cancel.
- F8 Turns extend mode on or off. In extend mode, **Extended Selection** appears in the status line, and the arrow keys extend the selection.
Shift+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.
Ctrl+F8 performs the **Size** command (on the **Control** menu for the workbook window) when a workbook is not maximized.
Alt+F8 displays the **Macro** dialog box to create, run, edit, or delete a macro.
- F9 Calculates all worksheets in all open workbooks.
Shift+F9 calculates the active worksheet.
Ctrl+Alt+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
Ctrl+Alt+Shift+F9 rechecks dependent formulas, and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.
Ctrl+F9 minimizes a workbook window to an icon.
- F10 Turns key tips on or off. (Pressing Alt does the same thing.)
Shift+F10 displays the shortcut menu for a selected item.
Alt+Shift+F10 displays the menu or message for an Error Checking button.
Ctrl+F10 maximizes or restores the selected workbook window.
- F11 Creates a chart of the data in the current range in a separate Chart sheet.
Shift+F11 inserts a new worksheet.
Alt+F11 opens the Microsoft Visual Basic For Applications Editor, in which you can create a macro by using Visual Basic for Applications (VBA).
- F12 Displays the **Save As** dialog box.

KEY	DESCRIPTION
Alt	<p>Displays the Key Tips (new shortcuts) on the ribbon.</p> <p>For example,</p> <p>Alt, W, P switches the worksheet to Page Layout view.</p> <p>Alt, W, L switches the worksheet to Normal view.</p> <p>Alt, W, I switches the worksheet to Page Break Preview view.</p>
Arrow Keys	<p>Move one cell up, down, left, or right in a worksheet.</p> <p>Ctrl+Arrow Key moves to the edge of the current data region in a worksheet.</p> <p>Shift+Arrow Key extends the selection of cells by one cell.</p> <p>Ctrl+Shift+Arrow Key extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.</p> <p>Left Arrow or Right Arrow selects the tab to the left or right when the ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a ribbon tab is selected, these keys navigate the tab buttons.</p> <p>Down Arrow or Up Arrow selects the next or previous command when a menu or submenu is open. When a ribbon tab is selected, these keys navigate up or down the tab group.</p> <p>In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.</p> <p>Down Arrow or Alt+Down Arrow opens a selected drop-down list.</p>
Backspace	<p>Deletes one character to the left in the Formula Bar.</p> <p>Also clears the content of the active cell.</p> <p>In cell editing mode, it deletes the character to the left of the insertion point.</p>
Delete	<p>Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.</p> <p>In cell editing mode, it deletes the character to the right of the insertion point.</p>
End	<p>End turns End mode on or off. In End mode, you can press an arrow key to move to the next nonblank cell in the same column or row as the active cell. End mode turns off automatically after pressing the arrow key. Make sure to press End again before pressing the next arrow key. End mode is shown in the status bar when it is on.</p> <p>If the cells are blank, pressing End followed by an arrow key moves to the last cell in the row or column.</p> <p>End also selects the last command on the menu when a menu or submenu is visible.</p> <p>Ctrl+End moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, Ctrl+End moves the cursor to the end of the text.</p>

	<p>Ctrl+Shift+End extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, Ctrl+Shift+End selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.</p>
Enter	<p>Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).</p> <p>In a data form, it moves to the first field in the next record.</p> <p>Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.</p> <p>In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the OK button).</p> <p>Alt+Enter starts a new line in the same cell.</p> <p>Ctrl+Enter fills the selected cell range with the current entry.</p> <p>Shift+Enter completes a cell entry and selects the cell above.</p>
Esc	<p>Cancels an entry in the cell or Formula Bar.</p> <p>Closes an open menu or submenu, dialog box, or message window.</p> <p>It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the ribbon and status bar again.</p>
Home	<p>Moves to the beginning of a row in a worksheet.</p> <p>Moves to the cell in the upper-left corner of the window when Scroll Lock is turned on.</p> <p>Selects the first command on the menu when a menu or submenu is visible.</p> <p>Ctrl+Home moves to the beginning of a worksheet.</p> <p>Ctrl+Shift+Home extends the selection of cells to the beginning of the worksheet.</p>
Page Down	<p>Moves one screen down in a worksheet.</p> <p>Alt+Page Down moves one screen to the right in a worksheet.</p> <p>Ctrl+Page Down moves to the next sheet in a workbook.</p> <p>Ctrl+Shift+Page Down selects the current and next sheet in a workbook.</p>
Page Up	<p>Moves one screen up in a worksheet.</p> <p>Alt+Page Up moves one screen to the left in a worksheet.</p> <p>Ctrl+Page Up moves to the previous sheet in a workbook.</p> <p>Ctrl+Shift+Page Up selects the current and previous sheet in a workbook.</p>
Spacebar	<p>In a dialog box, performs the action for the selected button, or selects or clears a check box.</p> <p>Ctrl+Spacebar selects an entire column in a worksheet.</p> <p>Shift+Spacebar selects an entire row in a worksheet.</p> <p>Ctrl+Shift+Spacebar selects the entire worksheet.</p>

re worksheet contains data, Ctrl+Shift+Spacebar selects the current region. Pressing
l+Shift+Spacebar a second time selects the current region and its summary rows.
ssing Ctrl+Shift+Spacebar a third time selects the entire worksheet.
en an object is selected, Ctrl+Shift+Spacebar selects all objects on a worksheet.

Alt+Spacebar displays the **Control** menu for the Excel window.

Tab

Moves one cell to the right in a worksheet.

Moves between unlocked cells in a protected worksheet.

Moves to the next option or option group in a dialog box.

Shift+Tab moves to the previous cell in a worksheet or the previous option in a
dialog box.

Ctrl+Tab switches to the next tab in dialog box.

Ctrl+Shift+Tab switches to the previous tab in a dialog box.

THE UNIVERSITY OF ARKANSAS SYSTEM

The University of Arkansas was established in Fayetteville by the Arkansas General Assembly in 1871 as the Arkansas Industrial University, and under the Morrill Act of 1862 became the state land-grant institution and first state-assisted college in Arkansas. In 1873 the university established its second campus in Pine Bluff, which in 1890 was designated as a land-grant campus. In 1879 the university accepted responsibility for the academic management and operation of a new privately-established, not-for-profit medical campus located in Little Rock. This campus was merged into the university by the General Assembly in 1911, and is now the University of Arkansas for Medical Sciences. Little Rock University, a private institution founded in 1927 as Little Rock Junior College, was merged into the University System in 1969 as the University of Arkansas at Little Rock. In 1971 Arkansas A & M College was merged into the University System as the University of Arkansas at Monticello. The Pine Bluff campus, which had been separated in 1927 and called Arkansas A M & N College, was reunited with the University in 1972 as the University of Arkansas at Pine Bluff. In 1996, two community colleges were adopted into the University of Arkansas system and became Phillips Community College of the University of Arkansas, located at Helena, and the University of Arkansas Community College at Hope. In 1998, Gateway Technical College became part of the University of Arkansas system and was renamed the University of Arkansas Community College at Batesville. In 2001, Petit Jean Technical College became the University of Arkansas Community College at Morrilton, and the system also acquired Cossatot Community College of the University of Arkansas, with a main campus in DeQueen and sites in Nashville and Ashdown. In 2002, Westark Community College joined the system as the University of Arkansas at Fort Smith. In 2003, Forest Echoes Technical Institute and Great Rivers Technical Institute merged with the University of Arkansas at Monticello to become the UAM College of Technology, Crossett, and the UAM College of Technology, McGehee. The Arkansas School for Mathematics and Sciences merged with the University of Arkansas System on January 1, 2004. The University of Arkansas Clinton School of Public Service was founded, in conjunction with the Clinton Presidential Library, on January 29, 2004.

The University of Arkansas System administration is located on the Cammack Campus in Little Rock.

The Cooperative Extension Service has headquarters in Little Rock and offices in all 75 Arkansas counties. The Agricultural Experiment Station operates research facilities on three University of Arkansas campuses, at Arkansas State University, at regional centers and in branch stations and other locations throughout Arkansas. The Criminal Justice Institute is headquartered in Little Rock. The Arkansas Archeological Survey's Coordinating Office is located in Fayetteville, and survey archaeologists are based at seven public universities. Research stations are located at Toltec Mounds State Park and Parkin Archeological State Park.

Through the major campuses, the community colleges, and through the state-wide operating divisions of the Arkansas Archeological Survey and the Division of Agriculture, the university carries out its mission, which may be broadly stated as follows:

“The University of Arkansas is a comprehensive, multi-campus, publicly-aided institution **dedicated to the improvement of the mind and spirit** through the development and dissemination of knowledge.”

“The university embraces and expands the historic trust inherent in the land-grant philosophy by providing access to academic and professional education, by developing intellectual growth and cultural awareness in its students, and by applying knowledge and research skills to an ever-changing human condition.”

THE UNIVERSITY OF ARKANSAS, FAYETTEVILLE

The University of Arkansas was established in Fayetteville in 1871. It opened its doors to students on January 22, 1872.

There were few facilities and practically no money for the beginning of that first academic year over a century ago, but the new institution had one advantage which has been of increasing importance throughout the years. It was established under provisions of the Morrill Act as both the state university and the land-grant college of Arkansas. This fact gave it an academic heritage from the universities of the past and the educational responsibilities in "agriculture and the mechanic arts" envisioned by Senator Justin Smith Morrill of Vermont, sponsor of the legislation setting aside federal land-grant funds to assist the various states in their efforts to establish programs of higher education.

The location of Fayetteville for the university was determined as a result of an election held in counties, cities, and incorporated towns for the purpose of voting bonds or subscriptions to support the establishment of the university. The largest bid came from the county of Washington and the city of Fayetteville for a combined total of \$130,000. To this amount and the congressional land grant of 150,000 acres, the state added an appropriation of \$50,000.

The 160-acre homestead of William McIlroy was selected as the site at a purchase price of \$12,000. The McIlroy home was converted into classrooms, and a new two-story frame building was constructed with one classroom on each floor.

From a small beginning of eight students and three faculty members on the opening day of classes, the university has developed into a mature institution and has become the major center in Arkansas for graduate-level instruction and basic and applied research. Its public service activities reach every county in Arkansas.

The academic units in Fayetteville include nine colleges and schools: the Dale Bumpers College of Agricultural, Food and Life Sciences, the School of Architecture, the J. William Fulbright College of Arts and Sciences, the Sam M. Walton College of Business, the College of Education and Health Professions, the College of Engineering, the Honors College, the School of Law and the Graduate School.

The university maintains more than 60 special research and outreach programs, which are often interdisciplinary, and are conducted at centers and research units on campus, throughout the state, and in association with other universities. Information about these centers and research facilities can be found in the University of Arkansas Profile published annually and also available on the University's web site, <http://www.uark.edu>.

In 1997, the North Central Association of Colleges and Schools continued the university's accreditation through the doctoral level, with the next review scheduled in 2006-2007. Full information concerning the current scope of the university's academic program, including course offerings, undergraduate degree programs, graduate degree programs and requirements for degrees can be found in the Catalog of Studies, the Graduate School Catalog, or the School of Law Catalog, all of which are available online.

The University of Arkansas, Fayetteville, serves as the major center of liberal and professional education and as the primary land-grant campus in the state. In addition, it is Arkansas's major source of theoretical and applied research and the provider of a wide range of public services to people throughout the state and the nation. It is the vision of the University of Arkansas to be a **nationally-competitive student-centered research university** serving Arkansas and the world. Students, faculty, staff, alumni and friends of the university are working to realize that vision through five major

institutional goals: strengthening the university's academic quality and reputation by enhancing and developing programs of excellence in teaching, research and outreach; increasing the size and quality of the student body; enhancing diversity among our faculty, students and staff; increasing public financial support; and increasing private gift support. The mission of the University of Arkansas is to provide an internationally competitive education for undergraduate and graduate students in a wide spectrum of disciplines; contribute new knowledge, economic development, basic and applied research, and creative activity; and to provide service to academic/professional disciplines and society, all aimed at fulfilling its public land-grant mission to serve Arkansas and beyond as a partner, resource and catalyst.

The university offers a broad spectrum of academic programs leading to baccalaureate, master's, doctoral, and professional degrees, not only in the traditional disciplines within arts, humanities, social sciences and natural sciences, but also in the core professional areas of agriculture, architecture, business, education, engineering, home economics and law. Through its faculty and its student body, the campus seeks to have all of its programs regionally competitive and, in addition, to offer nationally competitive programs in selected areas.

The campus has statewide responsibility to provide research leadership in advancing the frontiers of knowledge. The research programs serve three primary purposes. First, as part of graduate instruction, research promotes students' abilities to appreciate and implement, to discover, and to teach. Second, research programs serve as vital sources of information on the economic and social needs of Arkansas. Third, in selected areas, research on the Fayetteville campus serves a national and international scholarly community. The campus is committed to a future which includes sustained growth in its research and scholarship.

The university provides extensive technical and professional services to varied groups and individuals throughout the state, helping to further Arkansas's economic growth. In addition, the Fayetteville campus serves as a significant academic resource to the state. It operates nationally respected high school and college level correspondence programs; it assists other institutions in developing educational programs; it offers graduate programs, both cooperatively and singly, throughout the state; and it makes specialized campus resources such as computing services and library resources available to other institutions in the state. The campus will continue to serve this unique role and may expand these services to continue providing distance education through an uplink/downlink network, through the World Wide Web and other distance-learning connections, and through additional cooperative graduate education programs.

Monday, January 05, 2015 4:08 PM

UNIVERSITY OF ARKANSAS MISSION STATEMENT

"The mission of the University of Arkansas is to provide an internationally competitive education for undergraduate and graduate students in a wide spectrum of disciplines; contribute new knowledge, economic development, basic and applied research and creative activity; and provide service to academic/professional disciplines and society, all aimed at fulfilling its public land-grant mission to serve Arkansas and beyond as a partner, resource, and catalyst."

UNIVERSITY OF ARKANSAS EMPLOYEE HANDBOOK

The University of Arkansas employee handbook is available in electronic format online at <http://hr.uark.edu/working/handbook/index.php>.

UNIVERSITY OF ARKANSAS PROCUREMENT MISSION STATEMENT

The Procurement Department at the University of Arkansas Fayetteville is dedicated to providing “best practice” expertise, guidance, and leadership to the Fayetteville campus community as well as the entire University of Arkansas system when desired and requested. Located within Business Services, the Procurement Department supports the academic and research goals of the university with the strategic and ethical acquisition of goods and services for our institution while maintaining the highest level of compliance with applicable laws and regulations involving the expenditure of public funds.

The Procurement Department works to create an environment that enhances productivity while ensuring integrity and fairness by applying sound business practices and auditable processes and procedures. It is the commitment and responsibility of Procurement to maintain oversight and ensure compliance with regulatory guidelines and internal control procedures, conduct business with the highest level of customer service, maintain ethical standards of fairness and transparency, and encourage business with qualified responsible, sustainable, diverse vendors.

The Procurement Department takes a lead role on procurement initiatives and services for institutions and agencies throughout the state. We are the eBusiness leader in the state, having implemented the first online eProcurement solution, RazorBuy: <http://razorbuy.uark.edu> and we function as a resource to all constituents by providing professional expertise to further strengthen responsibilities and initiatives within their own institutions and agencies. We believe a balance between internal and external customer focus is ideal, and strive to meet and exceed customer expectation.

Whether establishing procurement processes and procedures at Fayetteville, or complying with the laws and regulations of the state of Arkansas, we assist all with the purchase of goods and services in accordance with State of Arkansas Procurement Law and Procedures (Arkansas Code of 1987 Annotated, Title 19, Chapter 11). Important procurement information is always available online at our Procurement main page: <http://procurement.uark.edu/> and our competitive bid solicitations are available 24/7 on our “HogBid” web page: <http://hogbid.uark.edu/> Additionally, as a state agency, we follow the procurement laws of the state of Arkansas and a link is included for your information here: <http://www.dfa.arkansas.gov/offices/procurement/Pages/default.aspx>

The role of Procurement at the University of Arkansas is to provide efficient and responsive support to our institution while ensuring the procurement laws of the state are followed. Whether assisting requestors with general purchasing requests, administering programs, assisting with vendor selections, methods of solicitation for obtaining best price, competitive bidding, formal sealed bidding, or providing support for our scientific and research community, we strive to maintain our reputation for purchasing excellence in the state of Arkansas and at the national level.

DEFINITION OF PROCUREMENT

“The act of obtaining or buying goods and services. The process includes preparation and processing of a demand as well as the end receipt and approval of payment. It often involves:

- (1) Purchase planning,
- (2) Standards determination,
- (3) Specifications development,
- (4) Supplier research and selection,
- (5) Value analysis,
- (6) Financing,
- (7) Price negotiation,
- (8) Making the purchase,
- (9) Supply contract administration,
- (10) Inventory control and stores, and
- (11) Disposals and other related functions.

The process of procurement is often part of a company's strategy because the ability to purchase certain materials will determine if operations will continue.” (www.businessdictionary.com)

OFFICE OF STATE PROCUREMENT MISSION STATEMENT

“The mission of the Office of State Procurement is to serve the citizens of Arkansas by ethically, efficiently and transparently procuring quality commodities and services for the State of Arkansas.

The Office of State Procurement (OSP) has primary responsibility and oversight for the statewide procurement of commodities, technical and professional services for all state agencies, boards and commissions and colleges and universities. OSP provides training in the Procurement Law, regulations and policies. Marketing and Redistribution, part of OSP, is responsible for the disposal of state surplus property and equipment.”

STATE OF ARKANSAS PROCUREMENT LAWS AND RULES

For more information regarding General Provisions, Arkansas Procurement Law, Bidding, Ethics, Procurement of Professional Services, Professional and Consulting Services Contracts and more, please visit <http://www.dfa.arkansas.gov/offices/procurement/Documents/lawsRegs.pdf>.

PROCUREMENT STAFF

[Linda K. Fast](#), Manager of Procurement Services
lfast@uark.edu
575-6513

[Andy Fletcher](#), Procurement Manager (Science and Research)
andyf@uark.edu
575-6761

[Adonis Bwashi](#), Procurement Coordinator (Science and Research)
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575-6788

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575-5314

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575-6400

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575-5158

[Kallie Tanner](#), Management Data Analyst/Contract Administrator/Fleet Manager
kmtanner@uark.edu
575-8481

[Wenoah Goodson](#), Warehouse Manager
goodson@uark.edu
575-2325

[Linda Hickman](#), Bid Clerk
lindah@uark.edu
575-6290

Business Services Phone List

Name	Last	Phone	Department
Adonis	Bwashi	5-3316	P-Card
Andy	Fletcher	5-6761	Procurement
Ann	Gallaher	5-6788	Front Desk
Becky	Bowerman	5-7124	Accounts Payable
Bobbie	Kennedy	5-7044	Accounts Payable
Brette	Hughes	5-6925	RazorBuy
Brooke	Moore	5-4195	Risk Management
Carol	Wade	5-6279	P-Card
Cheryl	Canfield	5-3019	Office Management
Collen	Briney	5-5165	Office Management
Donna	Carter	5-8414	Accounts Payable
Elena	Delgado	5-5363	Accounts Payable
Ellen	Ferguson	5-5314	Procurement
Gina	Swanson	5-7951	Travel
Grace	Henderson	5-5271	Travel
James	Ezell	5-2554	Risk Management
Judy	Drummond	5-6291	Mail/Check Processing
Kallie	Tanner	5-8481	Procurement
Kallie	Tanner	5-8481	Fleet Management
Karen	Walls	5-6400	Procurement
Kim	Williams	5-4900	Office Management
Linda	Fast	5-6513	Procurement
Linda	Hickman	5-6290	Bid Clerk
Micheal	Senkevech	5-5088	P-Card
Roselea	Hernandez	5-3693	Vendor Management
Shavawn	Smith	5-5298	Travel
Tina	Lester	5-6765	IT and RazorBuy
Vikki	Necessary	5-7734	Accounts Payable
Wenoah	Goodson	5-2325	Warehouse
Whitney	Smith	5-5158	Procurement
Will	Bailey	5-4005	Travel

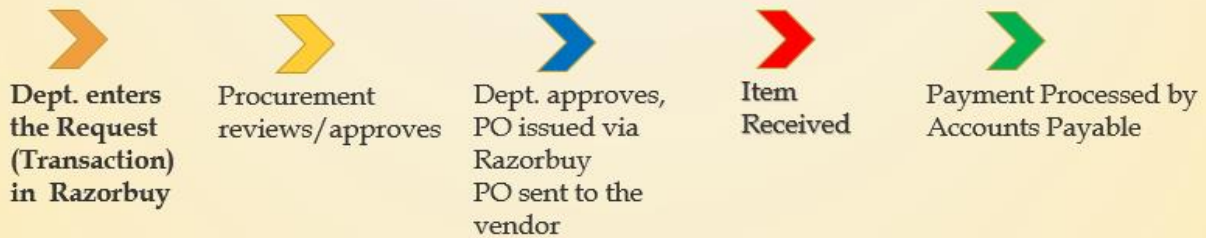
EMERGENCY CONTACT INFORMATION

Phone Numbers, Home Addresses, Internet Capability and Emergency Contact Information For AVCB Procurement Staff

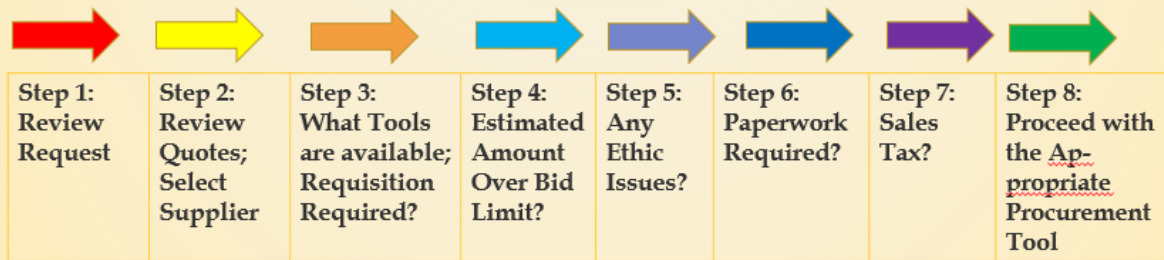
(*) Identifies Essential Staff

*Linda Fast 435 N. Garland Ave Box 2290 Fayetteville, AR 72701 Internet, computer/printer available in Fayetteville-Hot Spot (As Necessary), email, and text	Cell: 501/730-5 177 34728 U.S. Hwy 160 Caulfield, MO 65626	Buddy (Husband): 501/472-4990 Christy(daughter): 417/543-3681
*Adonis Bwashi 1620N. Whistling Straits Apt. 205 Fayetteville, AR 72701 Internet, email, and text	Cell: 405/762-0090	Angela Nwude: 516/637-3316 Suzanne Buzingo (Mom): 405/679-1862
*Andy Fletcher 1040 Valley View Drive Fayetteville, AR 72701 Internet, computer, and printer	Cell: 479/225-2648	
*Ellen Ferguson 1805 Willard St. Springdale, AR 72762 Internet, computer, and email on cell	Cell: 479/409-9 164	Bruce McGee: 479/200-0756 Patti Purcell: 479/466-5303
*Kallie Tanner 2130 N. Garland Ave #1 Fayetteville, AR 72701 Internet, computer, and text	Cell: 479/849-5924	Sam Akinola: 479/502-1312 Brittany Bell: 479/650-6688
*Karen Walls 2815 Highland Drive Rogers, AR 72756 Internet, computer, email (home email: inkwalls@cox.net), and text	Cell:479/936-6871 Home: 479/631-6536	Anita (Mom): 479/636-1654 Frank (Husband): 479/790-1162 Mom's Cell: 479/531-3775
Linda Hickman 102 N. Crider Ave. Greenland, AR 72737 No internet or computer	Cell: 479/	Mary Jane Johnson: 479/442-4139
*Whitney Smith 1772 N. Sioux Ct Fayetteville, AR 72701 Internet and computer	Cell: 479/ 841-0169 Home: 479/587-9341	Allison (Sister): 479/841-0186

The Procurement Process – The Ideal Scenario



Pre System Checklist for All Orders Processed



After the need for goods or services has been identified, the department could use these guidelines before choosing which Procurement Tool is the best one to process the order. This visual aid serves as the Procurement steps departments could use to order goods and services prior to entering the transaction or placing the order. Need assistance? Contact your Procurement Coordinator!

FORMS

All forms are available online at <http://procurement.uark.edu/forms.php>.

Frequently Used Procurement Forms

- [Addendum](#) (Master Standard for all contracts)
- [Appearance Agreement](#)
- [Appearance Agreement - No Compensation](#)
- [Bidder Registration Portal](#)
- [Bid Quote Request Form](#) (formerly Fax Quotation)
- [Bid Quote Tab Sheet](#) (formerly Telephone Quotation Sheet)
- [Business Justification Form - Meals & Entertainment](#)
- [Cellular Communication Justification and Approval Form](#)
- [Cellular Communication Justification and Approval Form - AGRI](#)
- [Certification of Sufficient Appropriation and Fund Balances](#)
- [Confidentiality Form for Committee Members](#)
- [Conflict of Interest \(PDF\)](#)
- [Contract and Grant Disclosure and Certification](#)
- [Equal Opportunity Policy Disclaimer](#)
- [Fayetteville Town Center Contract Addendum](#)
- [Fayetteville Town Center Incidentals](#)
- [Fayetteville Town Center Standard Contract U of A](#)
- [Gifts, Gift Cards & Promotional Items](#)
- [Illegal Immigrant Certification Form](#)
- [Import Purchases and Procedures](#)
- [Legal Review Form](#)
- [License/Certification Authorization Form](#)
- [Membership Justification Form](#)
- [Mt. Sequoyah STANDARD Terms & Conditions](#)
- [Procurement Review Form](#)
- [Student Prize Winner Form](#)
- [Technical & General Services Contract](#)
- [Technical & General Services Contract - Amendment](#)
- [Vendor Performance Report](#)

BASIS

- [Personal Reimbursement](#) (Non-Employee for BASIS requisitions)
- [Requisition Cover Sheet](#) (for BASIS requisitions)
- [Wire Transfer Form](#) (for BASIS requisitions)

P-Card

- [Agreement Form](#)
- [Business Justification Form-Meals & Entertainment](#)
- [Delegation Form](#)
- [Disputed Charge Form](#)
- [License/Certification Authorization Form](#)
- [Lost/Unobtainable Receipt Form](#)
- [Membership Justification Form](#)

Professional Contract Services (PCS)

- [PCS Contract Form - State](#)
- [PCS State Amendment Form](#)

RazorBuy

- [Business Justification Form - Meals & Entertainment](#)
- [Membership Justification Form](#)
- [Request a Change for Existing Supplier](#) (used to propose an address or change a PO distribution for RazorBuy)
- [Sole Source Form](#) (used as an attachment to a Trade-In Form when there's a sole source indicator)
- [Trade In Allowance Form](#)
- [Vendor Identification Form](#) (used to propose a Supplier for RazorBuy)
- [Wire Transfer Form](#) (for RazorBuy)

Student Activities

- [Appearance Agreement](#)
- [Stage Setup Requirements](#)
- [TCard Forms](#)
- [Travel Forms](#)

Technology

- [Technology Procurement Review Form](#) (user is directed to UARK Central Login to complete form)
- [VPAT Blank Form](#)
- [Wireless Remote Data Access](#)

Vehicles

- [Vehicle Disposal Form](#)
- [Vehicle On Site Sale Request Form](#)
- [Vehicle Request \(Annual\) MV-5](#)
- [Vehicle Request \(Campus\) MV-6](#)
- [Vehicle Request \(Agri\) MV-6](#)
- [Vehicle Report MV-2 \(landscape\)](#)

Vendors

- [Vendor Identification Information](#)
- [W-8 Form](#)

RazorBuy FAQ's

Question	Answer
What is RazorBuy?	RazorBuy is the name that the University of Arkansas has chosen for its Electronic Procurement software tool. The software system was developed by SciQuest and the RazorBuy installation is hosted and maintained by SciQuest. SciQuest is a leading vendor of ordering solutions for higher education and other institutions.
What is eProcurement?	Electronic procurement, commonly known as eProcurement, is the automation and management of the procurement-to-payment process. It involves creating and approving purchase requisitions, placing purchase orders, receiving goods and services, and processing invoices through an automated internet-based system.
Why did we implement this system?	<i>From an institutional perspective:</i> Transforming our procurement process to Electronic Procurement is an important part of an overall strategy for reducing costs and leveraging efficiencies. Universities such as ours find that implementing Electronic Procurement makes the purchase and payment processes faster, more efficient, and more policy compliant. Electronic procurement is considered the benchmark for institutional performance. <i>From a department perspective:</i> You should find it faster and easier to create your requisitions and place purchase orders. You'll have access to a number of online catalogs for the University's most frequently purchased items which will reduce ordering errors and increase efficiency.
How will RazorBuy help me do my job?	If your job involves researching requisitions, ordering, or approving requisitions for your department then RazorBuy should help you by making your procurement and approval tasks easier, faster, more compliant, and easier to track. In particular, you'll be able to locate the best pricing with our catalog suppliers, find items on contracts, save frequently purchased items as favorites, and more.
How will RazorBuy work?	With RazorBuy, you won't need to create requisitions in the BASIS UPS module. Instead, you'll have an online procurement environment that will look more familiar and intuitive to those of you who order items using websites such as amazon.com, target.com, and so forth.
When will RazorBuy affect me?	After RazorBuy has been rolled out to the Campus Pilot Departments, we will begin contacting each department to schedule RazorBuy training. After training, departments will use RazorBuy to create their regular requisitions.
Who do I contact if I need RazorBuy training?	Contact the RazorBuy Training Coordinator at rbtrain@uark.edu or 479.575.6925.
Are there any training documents available online?	Yes, RazorBuy training documents are available on the Business Services Procurement home page: http://procurement.uark.edu/index.php . You can also contact the RazorBuy Training Coordinator, at 479.575.6925 or rbtrain@uark.edu, for specific questions or training needs.
Where is RazorBuy?	You can access RazorBuy from the link on the Business Services Procurement home page, http://procurement.uark.edu/index.php , or by clicking the link provided here: https://solutions.sciquest.com/apps/Router/Login?OrgName=UArkansas&URL

RazorBuy History

What

An electronic procurement system that is a cloud-based business automation solution to improve the procurement process for the University.



- Creates electronic requisitions & POs
- Distributes POs
- Used to view current UAF & state contracts

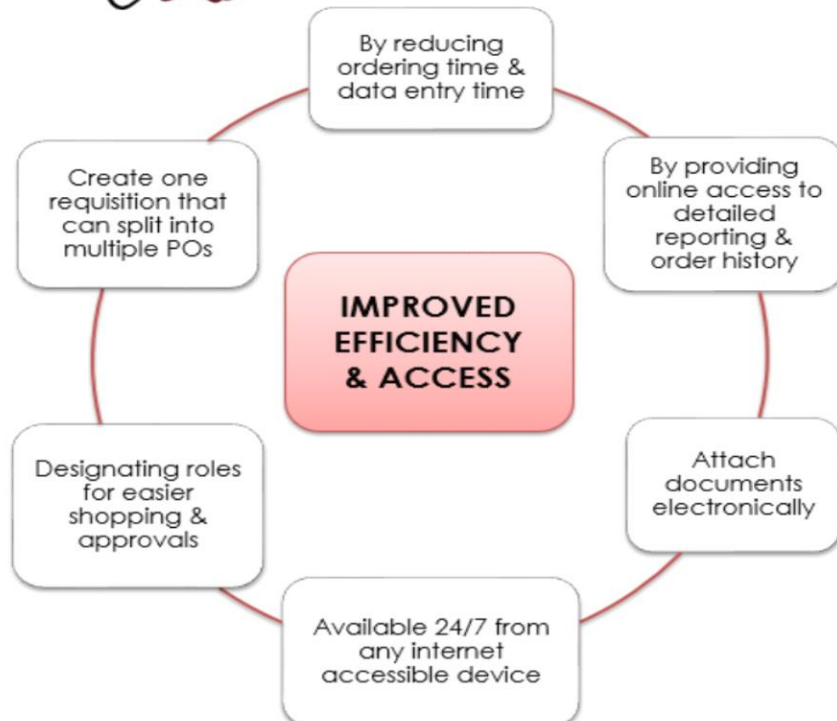
Who

Developed by the UA in partnership with SciQuest (now Jaggaer) – the leading eProcurement solution for higher education.

When

RazorBuy went live in 2013, and has been in production for 3 years.

RazorBuy Departmental benefits



Institutional benefits

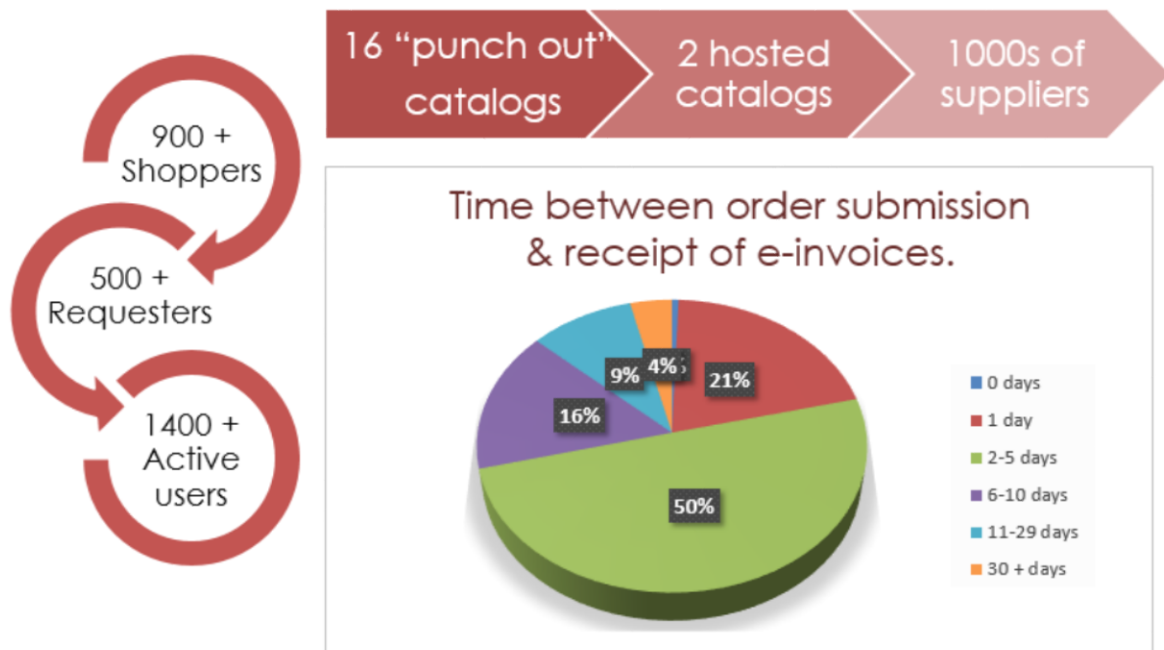
Cost Savings

- By using preferred supplier programs, the UA has better contracts and lower prices
- Transactional costs are reduced

Increased compliance with procurement laws & UA policies via automation of rules



Results to date



RazorBul & BASIS

- Req, PO, & approval data – numerous updates daily
- Supplier & accounting info – updated nightly

RazorBuy is
integrated
with BASIS



BASIS remains
the financial
system of
record

What can **BASIS** do?

- Travel requisitions (TA / TC / TRPO)
- Internal Reqs/POs (IREQ / internal blanket POs)
- PCard approvals
- Receiving
- Payment process

RazorBul Roles

Shopper

- Searches for & selects goods or services
- Creates shopping cart
- Adds accounting information, if known and required

Requester

- Searches for & selects goods or services
- Can create a shopping cart
- Adds accounting information, if not added by Shopper
- Reviews, corrects order if needed
- Submits the cart ("Place Order")
- Requires a BASIS ID

Dept. Approver

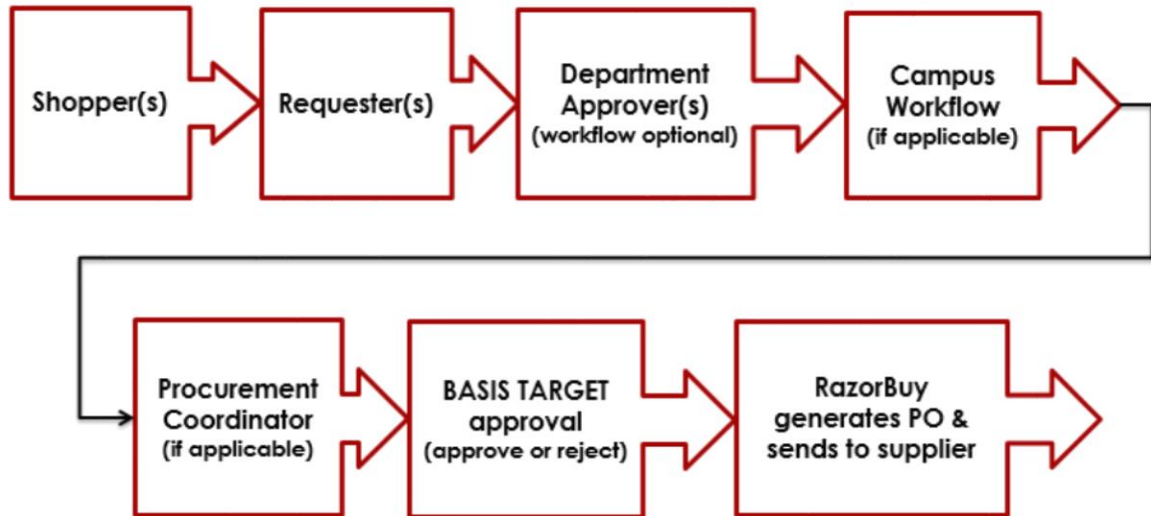
- Determines if requested items or services are appropriate
- Reviews order, approves use of cost center
- Approves or returns the requisition
- Requires a BASIS ID

Procurement Coordinator

- Reviews requisitions that meet specific criteria to ensure procurement laws are being met
- Approves or returns the requisitions
- Assists with the bidding process

- **Mandatory that every department has at least 2 Requesters.**
- **A Requester CANNOT be the only person in the TARGET approval chain in BASIS.**

RazorBuy Workflow



PROCUREMENT POLICY AND RELATED FAQs

Advance Purchase Order Numbers (only in the event of true emergencies)

When an urgent purchasing need exists and there is not sufficient time for the requisitioner to obtain a written copy of the purchase order before making the purchase, an advance purchase order number may be issued by the Purchasing Division.

You should contact the buyer assigned to your department or the main number to the Purchasing Division 5-2551. Be prepared to give the following information:

- Vendor name
- Cost center number
- Estimated purchase total
- Brief description of items
- This purchase order number should be given to the vendor, written on the invoice and sent to Accounts Payable.

The University is not legally obligated until the Purchasing Division has authorized the purchase, and any individual making a purchase without proper authority first being given is assuming a personal obligation to the vendor for which they may be held liable. All requisitions for unauthorized purchases (i.e., purchases that have already been completed prior to approval by the Purchasing Division) in excess of \$1,000 will be returned to the requisitioner unapproved.

Exception: Prior approval is not required for advertising placed directly with a publication, professional memberships, subscriptions, or page charges for articles published in journals, and extra copies of such articles. Appeals must be made in writing to the Associate Vice Chancellor for Business Affairs with an explanation of why the normal methods of purchase could not be followed.

Amendment 54 (Arkansas Law for Printing)

Items listed in Amendment 54 to the Constitution of the State of Arkansas are subject to special bidding requirements. The items listed are printing, stationery, paper and soy inks used to produce stationary, and other printed items (wet ink on paper versus dry ink which is toner used by digital copiers). See Office Supply Section for further information. All commodities subject to Amendment 54 that are not available from Printing Services, the Departmental Supplies section of the Bookstore, or State Contract must be bid by Procurement or the Office of State Purchasing. Departments are not permitted to take their own bids on constitutional items regardless of dollar amount. For the convenience of ordering departments, the Departmental Supplies section of the Bookstore stocks many State Contract items and can special order others from the state contract holder for office supplies.

Bids

Purchases Less than \$10,000 (Small Order Purchases)

The State of Arkansas considers purchases totaling \$10,000 or less, including freight but excluding sales tax, to be Small Order Purchases.

These purchases may be made without bidding but competition should be used to the maximum extent practicable. This limit does not apply to state and institution contract items and printing.

Departments are advised to exercise prudent judgment in specifying items and entering a source for purchase on the requisition. The Procurement Office will provide information as needed on product specifications and vendor experience for any particular class of commodity for which they have information.

Caution: Repeated small quantity purchases of similar items to circumvent the \$10,000 bid limit are prohibited. Allow two (2) working days for Purchasing to process after the requisition has been approved by your department.

If your requisition is under \$1,000 and meets certain parameters, it will qualify for the Auto Purchase Order function in BASIS.

This type of purchase will automatically issue a Purchase Order, by-passing buyer review. Auto PO's are reviewed during post-audit.

Purchases \$10,000.01 to \$50,000.00 (Competitive Quote Bids)

Fax Quotation Sheet Telephone Quotation Tab Sheet Written/Fax Competitive Quote Bids may be obtained by departments for bidding purchases which total more than \$10,000 but do not exceed \$50,000 including freight but excluding sales tax.

A minimum of three (3) bids (with actual dollar amounts) must be received, one of which should be a minority vendor, if available for that commodity. If you receive a "no bid" or "no response" from a minority include that on your tab sheet as well as three (3) other quote bids.

Departments should use the Faxed Quotation Sheet and Telephone Quotation Tab Sheet listed above when requesting bids.

Allow four (4) working days for purchasing to process after your department has approved the requisition in BASIS. Send copies of the vendor's quote response and completed tab sheet to your buyer's attention by email or fax. Attachments will be reviewed prior to issuance of a Purchase Order.

Departments are given the delegation to solicit bids in this price range but Purchasing is available to assist in processing these bids if departments do not have the time or qualified staff.

Purchases Exceeding \$50,000.00 (Formal Bids)

Commodity purchases or services not covered by a state or institutional contracts which total more than \$50,000, leases which exceed \$50,000 within the duration of the contract, and leases with option to purchase when the value of said commodity is more than \$50,000 require formal competitive sealed bidding by the Procurement Office.

The average processing time is six (6) to eight (8) weeks as the bid must be developed, advertised, the responses evaluated and the bid awarded. Individuals requisitioning items should allow time for the above procedures when anticipating their purchasing needs.

It is never too early to work with your buyer on minimum specifications and delivery requirements.

What is the procedure for sending out formal bids?

The U of A faxes out a notice by letter to the vendors who are currently on the bidder's list for a specific product. The letter includes the bid number, name of bid, and the bid opening date and time, as well as the website address where the vendor can download the bid. It also includes the name, number and email address of the person to contact for any problems the vendor may have while downloading the bid.

The U of A faxes out a notice by letter to the vendors who are currently on the bidder's list for a specific product. The letter includes the bid number, name of bid, and the bid opening date and time, as well as the website address where the vendor can download the bid. It also includes the name, number and email address of the person to contact for any problems the vendor may have while downloading the bid.

What is the dollar amount before I have to send something out for bid?

\$10,000.00

What is the website address where formal bids are listed?

Formal Bids can be seen at the HogBid website. On this website if the tab sheet column says yes then the tab sheet has been posted. When you see a date under the Date Awarded column this means the bid has been awarded. If you want to know to whom the bid was awarded, contact Linda Hickman, Bid Clerk at 479.575.6290. If you are not able to download a bid you can contact either Linda Hickman or the buyer to get a copy mailed or faxed to you.

How does a vendor get on the UAF bidder's list?

Complete the bidder's application. If you have any questions regarding this procedure please contact Linda Hickman at 479.575.6290.

Who do I contact when I have a question about the specifications of a bid?

The bid will have a departmental contact person and/or buyer name to contact.

When the bid clerk is not available whom do I contact if I have a question regarding a bid?

Ask for the buyer as listed on the bid.

What is the time frame and procedure for protesting a bid?

A formal letter is sent to Kim Williams, Business Manager, to ADMN 321. She can be reached at 479.575.4900.

Blanket Orders

Blanket orders are to be issued for small purchases, rental and lease arrangements. Blanket orders are not to be used to purchase commodities or equipment, which should be procured by competitive bidding. Blanket orders for small purchases are normally limited to \$10,000 per month.

There are numerous items under state contracts, which are mandatory on the University and, therefore, may not be purchased from blanket orders. Items are added occasionally as the Office of State Procurement may determine a need for additional contracts.

This office enters the following statement on all blanket orders to vendors where there is a possibility that contract items could be purchased: Important! Purchase of the following items are not permitted against this order:

- bulk paper towels
- bulk toilet tissue
- light bulbs or ballasts
- tires and tubes
- paper
- printing
- office machines
- telephones or accessories,
- furniture,
- video tape
- capital equipment

If an individual purchases a contract item against a blanket order, it will be his or her personal obligation, as the University is unable to make payment to a vendor who does not hold the contract for

that item. Purchases of food and related items must be identified with a detailed purchase order line description and commodity code number. Each food purchase must be justified by listing University function. Receiving/Receipt information for food purchases is located in Accounts Payable Procedures.

Are blanket orders to the Bookstore allowed?

As of December 31, 2016, all internal blanket orders with the Bookstore will be cancelled. Therefore, we recommend that you begin using a P-Card for your orders with the Bookstore and cancel your "internal blanket" orders as soon as possible.

Blanket Order Audit Procedures

At the end of every month, after accounting closes, the Financial Analyst runs a statistical sample report from the data warehouse of blanket purchases. The selection process includes:

- All invoices paid during a period (excluding utilities such as SWEPCO, Arkansas Western Gas, ARKLA, City of Fayetteville, Entergy)
- Select, on average, 10% of total purchases and assign the purchase to the APO, Buyers and Financial Analyst. The selection process always includes items over \$2,500 but after that is a totally random sample (not based on dollar value or BU).
- The selections are distributed to the various individuals with a date to be returned to the Financial Analyst. The Purchasing staff will review each item and note those that require additional documentation or justification.

The Financial Analyst will maintain a spreadsheet detailing which items require additional information and will contact the department requesting such information by a certain date.

As replies are received from departments, the spreadsheet is updated accordingly. If the response is not satisfactory, the information will be forwarded to the Business Manager for managerial review. The Business Manager will respond on an individual incident basis for any inappropriate transaction(s).

If no reply is received from the department, a second notice will be sent within one week of the deadline. If no response is received from this second notification, the department head will be notified (this notification will be initiated by the Financial Analyst but will bear the signature of the AVCB). If a response is still not received, all correspondence will be submitted to the Financial Management and Analyst (FMAN) for further action. The Business Office will take the appropriate action as directed by FMAN.

If, at any time, a suspected fraudulent purchase is discovered, all supporting documentation will be turned over to FMAN.

If, at any time, an inappropriate purchase is discovered, a request for restitution will be made from other sources and the department must provide accompanying documentation.

At the end of the fiscal year (after the Legislative Audit) is completed; all documentation is imaged against the corresponding AP ID number.

Please note that these procedures relate to all blanket purchases except for Wal-Mart and/or Sam's Club. The same process is followed for these vendors except that a separate query is run.

Computers, Copiers, and Printers

For technical questions regarding hardware/software information and guidance, please navigate the [IT Services Website](#), or contact the IT Help Desk at 575-2905.

COMPUTER STORE: The University Bookstore operates a Computer Store to serve departments, faculty, staff, and students of the University of Arkansas. This store, located at 616 N Garland Avenue, offers a variety of personal computers, peripherals, and software at discount prices. The Computer Store does not preclude any of the state procedural requirements for departmental purchases. Items that require bidding, justification, etc., must go through the normal purchasing procedures.

The Computer Store is now an eligible bidder for University bids. For your convenience and to avoid long delays in delivery of microcomputers and equipment, many items stocked at the Computer Store meet state bid requirements. Selection of brand and model available for departmental use may be regulated by state purchasing agreements. Visit the Computer Store for additional information: <http://uofastore.com/computer/>

- [Computer](#)
- [Computer Parts / Accessories](#)
- [Copiers](#)
- [Printers](#)

Can I purchase Microsoft software from a vendor of my choice?

No. A mandatory state contract for Microsoft Software products exists for purchase of Microsoft Products. See the [Procurement Contract Item web](#) page for additional information. Check with [Whitney Smith](#) at 479.575.5158 in the Procurement Office regarding further information.

Can I purchase Adobe software from a vendor of my choice?

Yes. However, an optional contract for Adobe Software products exists with educational discount pricing. See the Procurement Contract Item web page for more information (Keep in mind the bid limit of \$10,000 if purchasing Adobe products outside of this contract). Check with [Whitney Smith](#) at 479.575.5158 in the Procurement Office regarding further information.

Can I purchase a computer and/or printer of my choice from a vendor of my choice?

No. Check with Whitney Smith at 479.575.5158 in the Procurement Office regarding mandatory and optional contracts in place for purchase of computers. See the Procurement Contract Item web page for more information.

Who do I contact if I want to purchase or have service performed on a copy machine?

Departments on the U of A – Fayetteville campus and the Northwest Arkansas region should contact [Penny Bellard](#), PMC Solutions, at 479.575.5970 when they need a copier placement or need service on their copier.

If I am at an off-campus location, who do I contact for copier information?

Departments in other parts of the state of Arkansas and across the country should contact [Karen Walls](#) at 479.575.6400 when they need a copier placement. Contracts for leasing and purchasing copiers are available for departments when ordering their copier. If a department chooses not to use one of the existing contracts, a formal bid will have to be processed by the Procurement office.

Conflict of Interest

No firm shall be eligible to sell to any State Agency in any instance in which either the executive head, the State Procurement Administrator or Agency Procurement Official of such agency making the purchase shall have financial interest. It shall be unlawful for any board or commission member or office or employee of the State or any firm with which any such person is connected, to sell to the State Agency with which he is connected, any commodities except in instances in which the price of such

commodities is fixed by law or any agency of government with which he is not connected, or in which the price of such commodities is fixed by a contract let by another State Agency.

The executive head or Agency Procurement Official or other officer or employee of any State Agency, or the State Procurement Administrator, who shall knowingly violate any of the provisions of this section shall forthwith be dismissed from employment; and any such officer or employee or board or commission member who shall knowingly make any sale, in contravention of this section shall be guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not to exceed five thousand dollars (\$5,000), or by imprisonment in the county jail for not more than nine (9) months, or by both such fine and imprisonment.

Constitutional Items

Items listed in Amendment 54 to the Constitution of the State of Arkansas are subject to special bidding requirements. The items listed are printing, stationery, paper and soy inks used to produce stationary, and other printed items (wet ink on paper versus dry ink which is toner used by digital copiers). See Office Supply Section for further information. All commodities subject to Amendment 54 that are not available from Printing Services, the Departmental Supplies section of the Bookstore, or State Contract must be bid by Procurement or the Office of State Purchasing. Departments are not permitted to take their own bids on constitutional items regardless of dollar amount. For the convenience of ordering departments, the Departmental Supplies section of the Bookstore stocks many State Contract items and can special order others from the state contract holder for office supplies.

Construction

[James Ezell](#) (479.575.2554) and [Ellen Ferguson](#) (479.575.5314) handle all construction bids.

Contract Items

If information is needed prior to requisitioning any contract item, contact your Departmental Buyer/Procurement Coordinator. To locate the Departmental Buyer/Procurement Coordinator assigned to you, see the [BU Assignments](#) list.

See our website for [statewide and University term contracts](#). Additional commodities may be added to this list at any time. For further information visit the [Business Affairs Procurement Division](#) web site.

Contract Signature Authority

Authority to bind the University of Arkansas to original purchase order obligations rests with the Executive Vice President or his designee. All contracts are to be forwarded first to the Procurement Division for review and consideration. Purchasing reviews all contracts which may contain provisions, which are not in the best interest of the University, and clauses to which the University cannot be legally bound. Individuals not specifically authorized to do so are not to sign maintenance agreements, leases, licensing agreements, or other contracts for the University.

Copiers and Multifunction Equipment

The procurement of all copiers, duplicators, and related equipment requires prior approval of [Printing Services](#) and the Office of Business Affairs. Requests for such equipment should be directed to [Penny Bellard](#) at 5.5970 for evaluation. In evaluating any request, consideration will be given to whether or not the departments' needs can be met by existing equipment. Departments located within the same building, and possibly adjacent buildings, are expected to SHARE such equipment if at all possible. If a request for new equipment is approved, Printing Services will submit a requisition to Purchasing and Printing Services will write the bid specifications and analyze the bids received.

Emergency Purchase

The acquisition of commodities or services which, if not immediately initiated, will endanger human life, health, University property, or functional capability of the University. All emergency purchases shall be approved in advance wherever possible by the [Procurement Division](#).

Where time or circumstances do not permit prior approval, approval must be obtained at the earliest practical date. Request for approval shall be made in writing and shall include:

- Requisition
- Quotation Abstract
- Written explanation of how emergency was determined (give specific reasons why the procurement is an emergency)

A minimum of three (3) competitive bids, wherever possible, must be obtained on authorized Bid Quotation Sheet unless the emergency is critical. If three (3) competitive bids are not obtained, the forms must show the names of at least three (3) firms contacted in attempting to obtain competition.

Ethics

Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of public trust. It is a breach of ethical standards for any employee to: participate directly or indirectly in any matter pertaining to any contract, subcontract, or purchase order in which the employee or any member of his/her immediate family has a financial interest. Direct or indirect participation includes involvement through decision, approval, disapproval, recommendation, preparation of any part of a procurement request (requisition or request for bid), influencing the content of any specification, rendering of advice, investigation, auditing, or in any other advisory capacity.

Immediate family is defined as spouse, children, parents, brothers, sisters, and grandparents; and accept a gratuity or offer of employment in connection with any decision, approval, recommendation, preparation of a purchase request, or other particular matter, pertaining to any contract, solicitation, or proposal. Gratuity is defined as a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value. Any employee who obtains any benefit from any State contract with a business in which the employee has a financial interest shall report such benefit to the Director of the [Department of Finance and Administration](#).

It is a breach of ethical standards for any former employee to engage in selling or attempting to sell commodities or services to the University or any other state agency for one year following the date employment ceased. Any employee or non-employee who shall knowingly violate any of the ethical standards described shall be guilty of a felony and upon conviction thereof shall be fined in a sum not to exceed ten thousand dollars (\$10,000), or shall be imprisoned in the penitentiary not less than one (1) or more than five (5) years, or shall be punished by both.

Event Sponsorships



Community Event Sponsorships (including Table Purchases) – Guidelines

Summary: 1) All sponsorships, regardless of the amount, must be submitted through a central portal managed by VCAD; 2) only those exceeding \$5,000 are reviewed/approved by a committee, unless multiple units have requested the same event and the sum of those tables totals more than \$5,000; and 3) Any sponsorships greater than \$15,000 are reviewed by executive committee.

Definition: "Sponsorship" means financial or in-kind support provided to external events that:

- are aligned with the University's mission and goals and with those of its units;
- are generally relevant across the University;
- enhance the quality of life in the local community; and
- increase awareness about the UA and its units and benefit their reputation.

Overview

The University has a practice of providing in-kind support or table sponsorships (and similar financial support) for certain external events that are aligned with the University's mission of teaching, research, service and outreach. Such sponsorships help demonstrate the University's support for the community and help foster awareness of the institution and its units and enhance their reputation.

This guideline is intended to foster a coordinated approach to such sponsorships in order to promote good stewardship of resources, foster strategic decisions based on University priorities, encourage collaboration and cost-sharing, and ensure consistent recognition of the University.

Funding Guidelines

Sponsorship support should generally be directed to events supporting the University's core goals: teaching and learning; research and discovery; and outreach and engagement.

There is no central fund for institutional sponsorships.

Units must take care to ensure that sponsorships are paid for from permissible sources of funds.

All sponsorships at any level must be reported to the Office of the Vice Chancellor for University Advancement (VCAD) for tracking, communication and coordination on an annual basis. Table purchases are considered sponsorships.

All sponsorships exceeding \$250 in value (whether in-kind or through direct financial support) shall require approval by budgetary unit authority including dean, vice chancellor, or other senior University official.

Requests for sponsorships whose total exceeds \$5,000 must be approved by a Sponsorship Committee comprising three offices, convened by the VCAD consisting of Provost, VCAD, and VC Governmental Relations.

A request by a unit for any sponsorship whose total equals or exceeds \$15,000 requires approval by the Executive Committee, following review by the Sponsorship Committee as described below.

If multiple units participate in related sponsorships such that the combined total of their support exceeds \$5,000, the sponsorships must be approved by the Sponsorships Committee. Related sponsorships with a combined value exceeding \$15,000 require of approval by the Executive Committee, following review by the Sponsorships Committee.

Procedures

Units will submit requests for event sponsorships of any amount to Advancement's Office of Special Events by sending email to spev@uark.edu, in a timely fashion, and ideally not less than 14 days before the sponsorship event prior to making any commitments. Special circumstances will be considered.

Sponsorship requests that exceed a combined commitment of \$5,000, either individually or when combined with related sponsorship by other units, must be approved by the Sponsorships Committee. Proposed sponsorships exceeding \$5,000 must be accompanied by a brief summary of event details, including number of tables/seats to be purchased; branding and engagement strategy (i.e., how the University's name and logo and/or individual unit names and logos will be displayed and other sponsor recognition); list of proposed guests (by category if not by name); anticipated impacts of the sponsorship event; and plans for follow-up to ensure events are leveraged for the good of the University of Arkansas and our relationships with external stakeholders. The Sponsorships Committee may request additional information or clarification if needed.

For events whose sponsorship equals or exceeds \$15,000, the Sponsorships Committee will advance acceptable requests (those meeting the criteria) to Executive Committee for further review and approval.

Units will receive prompt feedback once requests have been reviewed.

A database of current, planned, and past sponsorships will be maintained and shared for tracking, collaboration, and purposes for sorting by fiscal year.

See Appendix below:

Review process at a glance:

Value of request(s)	Process
≥ \$15,000	<ol style="list-style-type: none">1. Review by Sponsorship Committee to determine if sponsorship meets criteria outlined above.2. If it meets criteria, committee refers to Executive Committee.3. If approved, Sponsorship Committee signals approval to unit. <p><i>Reported to VCAD? YES</i></p> <p><i>Include summary of event? YES</i></p> <p><i>Reviewed by Sponsorship Committee? YES</i></p> <p><i>Reviewed by Executive Committee? YES</i></p>
< \$15,000 but ≤ \$5,001	<ol style="list-style-type: none">1. Review by Sponsorship Committee to determine if sponsorship meets criteria outlined above.2. If sponsorship meets criteria, Sponsorship Committee signals approval to unit. <p><i>Reported to VCAD? YES</i></p> <p><i>Include summary of event? YES</i></p> <p><i>Reviewed by Sponsorship Committee? YES</i></p> <p><i>Reviewed by Executive Committee? NO</i></p>
≤ \$5,000 but < \$1,001	<p>Sponsorship must be reported to VCAD. No central review necessary – <i>unless</i> multiple units' participation results in a larger single sponsorship requiring review at levels above. However, if value of sponsorship is greater than \$250, it requires approval of Dean, Vice Chancellor, or other senior University official.</p> <p><i>Reported to VCAD? YES</i></p> <p><i>Include summary of event? NO</i></p> <p><i>Approved by Budgetary Unit authority? YES</i></p> <p><i>Reviewed by Sponsorship Committee? YES</i></p> <p><i>Reviewed by Executive Committee? NO (Unless multiple sponsorships total more than \$5,000.)</i></p>

≤ \$1,000 but < \$250

Sponsorship must be reported to VCAD. No central review necessary – *unless* multiple units' participation results in a larger single sponsorship requiring review at levels above. However, if value of sponsorship is greater than \$250, it requires approval of Dean, Vice Chancellor, or other senior University official.

Reported to VCAD? YES

Include summary of event? NO

Approved by Budgetary Unit authority? YES

Reviewed by Sponsorship Committee? NO (Unless multiple sponsorships total more than \$1,000.)

Reviewed by Executive Committee? NO

Drafted: November 16, 2016 | Revised: November 21, 2016

Federal Transit Administration

Except as the Federal Transit Administration (FTA or We) determines otherwise in writing, before FTA may award Federal transit assistance (funding or funds) to support a public transportation Project, an Authorized Representative (You) of the Project sponsor (Applicant) must select certain Certifications and Assurances required by Federal law or regulation. The Authorized Representative must be duly authorized by the Applicant to, among other things, sign these Certifications and Assurances and bind the Applicant's compliance.

You, as the Authorized Representative, must select all Certifications and Assurances required of your Applicant (or it) to support its applications for FTA funding during Federal fiscal year (FY) 2016.

We request that you read the Certifications and Assurances, as well as the Federally Required and Other Model Clauses, and select those that will apply to all Projects for which your Applicant might seek FTA funding. As required by Federal law and regulation, only if you select adequate Certifications and Assurances or Federally Required and Other Model Clauses on your Applicant's behalf, may FTA award Federal funding for its Project.

- [FTA Certifications and Assurances](#)
- [Federally Required and Other Model Clauses](#)
- [FTA Circular 4220.1F](#) (Applicability of Third Party Contracting Guidance - Appendix D, Sec. B)
- [Terms and Conditions](#)

Fuel Card (Voyager)

Voyager Fleet Services is the fuel card provider used by the University of Arkansas. Voyager cards should be used for University fleet vehicle and University equipment fuel purchases. The Voyager card can be used to fuel rental vehicles during University business trips. The Voyager card should also be used for maintenance on University fleet vehicles.

Electronic charges for Voyager will be handled similar to the P-Card and T-Card charges. Voyager charges require the department to retain the original receipt and approve charges in BASIS. The Voyager Fleet Card is accepted at over 230,000 national fuel and maintenance locations across the nation, as well as in Puerto Rico.

The University of Arkansas Facilities Management fueling station accepts Voyager cards only.

Lost/Stolen Procurement Cards and Fraudulent Charges

Cardholders are required to immediately contact US Bank Customer Service at 1-800-344-5696 or US Bank Fraud Dept. at 1-800-523-9078 (any day, any time) if you suspect fraudulent charges on your account. If the fraudulent charges are in BASIS, contact the P-Card Administrator for direction on the approval process and necessary documentation.

Gifts, Gift Cards, Retirement, & Promotional Items Policy & Procedures

Expenditures of this type fall under [Board Policy 260.1](#) for "Official Functions" designations and associated expenditures. The Procurement policy is to allow such expenditures under the above Board of Trustee policy with the following procedures:

- 1) Requesting departments have two options:

Enter an Internal Requisition in BASIS (i.e. Printing Services, Bookstore, Computer Store), or
Enter a "Payment With Order" requisition in RazorBuy. After completing the departmental review steps, the requisition will be subject to final approval by the Procurement Department.

- 2) The Procurement Coordinator, within the Procurement Department, will review the requisition for appropriateness of the request in support of the University/Departmental mission. The Procurement Coordinator will review these types of requests on a case-by-case basis and shall contact the department for further information if necessary prior to approval.
- 3) Blanket orders, personal reimbursements and P-Cards are NOT allowed to be used for these types of purchases.
- 4) [Documentation](#) of gift card/award/prize recipients or participation in official university programs must include recipients name, date and title of event and must be retained at the departmental level and provided to the departmental buyer.
- 5) Gift cards, shopping cards and gift certificates are all considered the same as cash and the recipient MUST complete a gift/prize/award receipt form regardless of dollar amount and if it was for payment of services, gift or prize. Form must be submitted to your Procurement Coordinator.

However, expenditures for official functions (gift cards and certificates) are not the same as gifts. Gifts to individuals are not allowed by the Procurement Department, with the exception of "Promotional Items" as stated in [State Procurement memorandum of April 9, 2002](#), and gifts in lieu of payment for speaking engagements. Gifts for employees are not allowed.

As per the State Procurement memorandum, the following are items that are not prohibited from procurement with appropriated funds:

1. Plaques for student achievements.
2. Plaques for board or commission members upon termination of service on a board or commission.
3. Promotional items specifically authorized by language in a state or federal grant.
4. Items purchased, the cost of which is reimbursed by students.

What is permissible with public funds?

Food, supplies and decorations for an official retirement reception (onsite and open to guests, i.e. public officials, donors, students, etc.) is acceptable, but not acceptable for an internal department event. A plaque or similar item of approximately \$50.00 is an acceptable gift. P-Card is acceptable (with clear documentation) for all of these items. Anything more should be funded through foundation funds or your personal contributions.

What documentation is required for prizes?

For non-employees, a completed W9 from the prize recipient with a form (or memo) attached to the W9 that states what the give-away was for, who was eligible to participate, and the value of the prize.

For employees, some sort of form which includes the recipient's signature, employee ID, what the give-away was for and the value of the prize.

Insurance

Who do I contact with a question about insurance?

Contact the Risk Management Office at 479.575.5314 or 479.575.2554. You can also e-mail Ellen Ferguson or James Ezell.

What types of insurance are available?

The Risk Management Office handles the following types of insurance: Building/Property, Automobile, Student Travel Accident, Camp Accident, Special Event Liability, Professional Liability, and Student Professional Liability.

Internal Orders

Examples of interdepartmental services are: Departmental Supplies section of the Bookstore, Gas Cylinders, Mailing Services, Printing Services, Physical Plant, and Telephone Services. Most interdepartmental transactions are processed by a transfer of funds between departments and no purchase order is required. Departments must maintain budgetary control measures to relate these purchases to total available funds. Purchase Orders will still be required when purchasing equipment (non-consumable items with unit costs \$500 and greater).

Licenses/Certification for Employees

The University is under no obligation to pay for licenses and certifications required to hold a position of employment. However, the University may elect to pay certain licensing and/or certification fees when there is a justified need that provides a benefit to the University. An example of such a need that benefits the University is in the case of the need to fill a position for which no qualified applicants are available who already possess the required licenser, or when labor market conditions are such that it is difficult to recruit and retain employees with the required certification. Human Resources may be asked to assist in verifying the necessity of such payments for specific positions based on past experiences in recruiting and/or turnover rates.

To initiate payment of licenses or certifications that meet the test of:

1. Being required to perform the duties needed by the University, or
2. Necessary to recruit and/or retain employee(s) in a position required by the University,

The department should submit an electronic Requisition and this [justification form](#) clearly describing the need and the circumstances of the request to the Procurement office.

Life Cycle Costing

When bidding air conditioners, heat pumps, and refrigerator/freezers, life cycle cost formulas provided by the Office of State Purchasing must be used in evaluating bids. Additional commodities may be added to this list at any time.

Marketing & Redistribution

Equipment for Inventory purposes is defined by the state as “tangible property with a unit cost of \$2,500.00 or more and a normal usage life of two (2) years or more, except land or buildings.”

Regardless of dollar value, property may not be traded, sold, salvaged, destroyed, transferred to other state agencies or cannibalized until the Surplus Manager and Marketing and Redistribution have given prior approval. A written request must be submitted to the Surplus Manager for each item to be traded, sold, salvaged, destroyed, transferred to other state agencies or cannibalized. Include the manufacturer, model, description, serial number, and University of Arkansas Tag Number (if one exists).

In instances where items have become surplus to a department: the departmental contact must enter each inventory or non-inventory item into the BASIS - AIMS via the Surplus process. Once the surplus batch has been approved, a “Request for Disposal of Surplus Property” report and surplus-inventory bar code labels will be sent via campus mail to the departmental contact. The surplus-inventory bar code labels should be affixed to the front of the appropriate item.

The Surplus Manager, in coordination with the departmental contact, will schedule a time for pick up of the items. When items are picked up, the departmental contact must sign a copy of the report verifying what items were picked up. The items are transported back to the surplus warehouse. After items have been received and moved to the Surplus Warehouse, the budgetary unit for all capital items will be changed from the department's BU to the surplus warehouse's BU.

These items will no longer be the responsibility of the surplus department. Items received at the [Surplus Warehouse](#) are either held for recycling back on campus, sold by sealed bid, scrapped, or sold through public auctions.

Motor Vehicles eligible to be registered for highway use, whether registered or not, may be cannibalized after obtaining authorization. These vehicles will not be removed from your inventory listing until the carcass of the vehicle has been disposed of by M&R. In no event shall more than ninety days elapse between authorization of cannibalization and processing the carcass for disposal by Marketing and Redistribution.

Office Supplies

Nearly all office supplies, regardless of intended use, must be purchased from the Departmental Supplies section of the Bookstore in the Arkansas Union or purchased from our contract holder (contact Purchasing Division for current contract holder). As a convenience to departments, most office supply items under contract are stocked by the Departmental Supplies section of the Bookstore. If the Departmental Supplies section does not have the item needed in stock, you may request them to order it for you.

Departments are advised that many items under contract are not available by choice of brand and model number as contracts are awarded on goods meeting minimum specifications or on an "as equal basis."

Paper Products

All paper products not on a state contract and not considered an Amendment 54 item greater than \$10,000 will be bid. Paper products that are considered to be "Constitutional Items" are subject to even stricter bidding requirements. The University is required by law to give preference to recycled paper whenever purchasing paper products of any kind and to report paper purchases to the Office of State Procurement on a monthly basis.

P-Card

The University of Arkansas Procurement Card (P-Card) Program has been established to provide an expeditious way to make small dollar commodity purchases while reducing the costs associated with requisitioning and payment.

The procurement card should reduce the need for blanket purchase orders, personal reimbursements and invoice attached requisitions.

University employees are entrusted and empowered with the ability to make small dollar purchases on behalf of their department. Along with this empowerment comes responsibility. Cardholders are expected to make sound business decisions in the best interest of the University and always comply with University and State policies and procedures.

The University Procurement Department is responsible for managing the program, and each Academic or Administrative department is responsible for managing its cardholder accounts. Personal charges are strictly forbidden. The adherence to policies allows continued process savings and accountability.

Obtaining a Procurement Card

Any employee for whom a Procurement Card is going to be requested must first complete an online Procurement Authorization (PA) within the BASIS system. Once this Procurement Authorization has been submitted and approved by the Cost Center managers for the default cost center, the PA request will route to the P-Card Administrator to set up a cardholder account in US Banks system.

For instructions on how to enter a Procurement Authorization please see the P-Card webpage, P-Card.uark.edu, Training & Reference Material section.

After an Authorization has been approved, the individual will be assigned a unique account number and will be sent an email notification with details for required training and credit limits. It is important to note that regardless of whether or not a department approves the charges the employee(s) have made, the invoice will be paid. Those charges that have not been approved will be flagged and subject to audit review and possible suspension of privileges.

Prospective Cardholders MUST attend a training session and sign a Cardholder Agreement Form before receiving their Procurement Card.

Procurement Cards are not transferable outside the University of Arkansas. If someone's P-Card use is discontinued, the PA Status for the Procurement Authorization in BASIS should be updated to 'X' for cancelled. Once the PA Status is changed to 'X', the Procurement Card can be destroyed.

If the cardholder is moving to a different department within the University and the new department wants the individual to retain their P-Card, both the 'Tracking BU' field and the default cost center/category on the Procurement Authorization in BASIS must be updated by the new department.

How does the Procurement Card work?

The Procurement Card is a special VISA or MasterCard credit card. It works similarly to your personal credit cards, except the charges are billed directly to the University and payment made by the University Business Office. Procurement Cards are for business use only!

The Procurement Card will display the cardholder's name along with the words: UNIV OF ARKANSAS.

A statement of activity can be printed from the BASIS-UPS system at your convenience within the JOB function using job UPJPCSTM. This statement will assist in keeping track of all purchases made using the P-Card and to ensure all receipts are sent to Business Affairs. Should it be necessary to return any supplies or resolve billing disputes, this information is also needed to document University expenditures and also available for review by internal and external auditors.

More information related to retention of receipts may be found under the 'Receipts/Documentation' accordion below. Improper use of the Procurement Card will result in consequences ranging from suspension of card to termination of employment and criminal prosecution.

Cardholder Responsibilities

1. Attending training and signing the Cardholder Agreement PRIOR to issuance of a Procurement Card
2. Keeping their Procurement Card and Card Account Number confidential.
3. Using the Delegation Form when it is necessary for someone other than the cardholder to use the card.
4. ONLY USING THE PROCUREMENT CARD FOR UNIVERSITY BUSINESS
5. Understanding that intentional misuse or abuse of the Procurement Card will result in the immediate revocation of charging privileges and possible disciplinary and criminal prosecution.

6. Not splitting transactions to avoid maximum per transaction dollar limits.
7. Obtaining receipts for each transaction and turning those receipts in to the departmental person responsible for approving the charges in the BASIS system.
8. Reporting a lost or stolen Procurement Card immediately to US Bank at 1-800-344-5696.
9. Reporting fraudulent Procurement Card charges immediately to US Bank at 1-800-344-5696.
10. Not accepting cash in lieu of a credit to the Procurement Card account when returns are made.
11. Accountable for all charges made with their Procurement Cards and responsible for checking all transactions against the corresponding support documentation to verify their accuracy and propriety. This check should be done regularly using the University's on-line transaction review system.

P-Card Purchase Process

The Procurement Card may be used to purchase goods in person at the supplier site, over the phone, over secure Internet sites, or by mail. When placing your order in person you will simply give the supplier your Procurement Card as you would any credit card.

If you are ordering over the phone you should provide:

- Account Number
- Card Expiration Date
- Provide complete delivery address
- Confirm that the total order, including tax and freight does not exceed \$2500, or the maximum amount allowable per transaction on your card.

NEVER give your P-Card number to someone where the call was not initiated by you!! Beware of scams!

Non-Allowable Items

<https://procurement.uark.edu/e-procurement/P-Card/resources/documents/NonAllowableList.pdf>

PCARD NON-ALLOWABLE LIST: NOT ALLOWABLE PURCHASES

The following list was developed to make users aware of restricted items. This list is NOT all inclusive and is subject to change with little or no notice. For questions, contact the eBusiness/PCard Administrator.

Agreements/Licensing:

- Any purchase that requires an official University signature
 - Maintenance/Service Agreements or Software Licensing requiring signature
- Terms & Conditions

Contract Items:

- Ammunition
- Cell phones or Telephones - check with Telephone Services
- Letterhead and Printed Envelopes - can be purchased through PMC or from a contract
- Paper Towels & Toilet Tissue (in bulk over \$250)
- Printing and Copier Paper (in bulk over \$500)
- Tires - can be purchased with the PCard if a Contracted vendor is used
 - Exceptions may be made for emergency roadside or equipment repair
- Vehicles - New or Used

Personal Items: (that are NEVER ALLOWABLE)

- Alcoholic Beverages
- Birthday/Holiday/Greeting Cards of any kind for any reason
- Decorations for Parties/Holidays/Celebrations
- Flowers/Plants for gifts or personal office decor
- Narcotics/Prescriptions and other over the counter medications for human use
- Personal Purchases
- Supplies and Food for birthday's, promotions, department transfers & other celebrations

Amendment 54 Items:

- Printing using a printing press (wet ink on paper via a printing press)

Miscellaneous/Other Items:

- Airfare or other Travel Expenses – Hotel/Motel Lodging, etc.
- Car Rentals
- Cash Advances
- Construction or Remodeling
- Donations/Contributions/Sponsorships/Pledges
- Equipment \$2500 or greater (including taxes charge by the vendor and freight)
- Fuel/Gasoline
- Gifts of any kind
 - Items to promote the University or items used for Official Student Functions may not be considered a gift
- Gift Cards/Gift Certificates
- Internet Service/Cell Phone Service (exceptions may be granted for branch stations)
- Items for Non-University Purposes
- Phone Cards
- Restaurants

Promotional/Logo Items:

- Gifts/Giveaway/Novelty Items
- Do not use the PCard to pay for any University or Razorback logo(s) to be printed on any items

PCARD NON-ALLOWABLE LIST: CONDITIONAL PURCHASES

Computers/Printers/Scanners:

- Please check with the University Computer Store first
- Please check with PMC Solutions for multi-function Printers

Internal Vendors:

It is preferred not to use your PCard with Internal Vendors, however if the Internal Vendor accepts the PCard that is between you and the vendor.

- Facilities Management/Physical Plant (FAMA/PHPL)
- Parking & Transit
- Printing Services
- Telephone Services

Misc/Other: (Allowable but Require Additional Documentation as noted below)

- Certifications - require the [License/Certification Authorization Form](#) with receipt
- Licenses - require the [License/Certification Authorization Form](#) with receipt
- Memberships/Dues - require the [Membership Justification Form](#) with receipt
- Online Webinars/Online Training Classes - MUST note that no Travel/TA involved with the purchase
- Registration Fees - MUST note that no Travel/TA involved with the purchase
- Subscriptions - MUST note dates the subscription is valid (i.e. 01/02/2016 to 01/01/2017)

Personal Items: (May be allowable, depends on how item is used and requires CLEAR documentation)

Items that can be purchased for *Official Business Meetings, Official Functions or Official Retirement Events*:

- Bottled Water – can also be purchased for field workers
- Candy, Snacks and Soft Drinks
- Coffee, Tea, Coffee Pots, Coffee and Tea Accessories
- Food from a Grocery Store
 - Restaurants are coded differently than grocery stores and require a different process
- Food Supplies – such as paper plates, cups, utensils, etc.

Items that can be purchased for *Common Areas, Official Functions or Official Retirement Events*:

- Decorative Items/Decorations
- Flowers/Plants – can also be purchased for teaching purposes and University maintained flower beds/gardens
- Plaques/Awards – only for Official Retirement events

Making personal purchases or Non-Allowable purchases on the P-Card

- Cardholder will reimburse the University for the purchase and provide documentation proving reimbursement within 1 month
- Written warning from Business Office/P-Card Administrator
- Additional training will be offered
- If habitual misuse, suspension of P-Card privileges

Unauthorized and/or Inappropriate Card Use

The Procurement Card MUST never be used to purchase items for personal use or for non-University purposes even if the cardholder intends to reimburse the University.

Charges for an item CANNOT BE SPLIT into separate payments to exceed a card's single transaction dollar limit. Nor can part of the cost of an item be placed on the P-Card and the cardholder seek reimbursement for the remaining balance.

A cardholder who makes an unauthorized purchase with a Procurement Card, or uses the Procurement Card in an inappropriate manner, will be subject to loss of any authority to retain or use the Procurement Card. This can also result in disciplinary action up to and including termination and possible criminal prosecution and restitution.

Lost/Stolen Procurement Cards and Fraudulent Charges

Cardholders are required to immediately report any lost or stolen Procurement Card to US Bank Customer Service at 1-800-344-5696 (24 hours a day, 365 days a year).

Personal Convenience Items, Gifts, Etc.

University funds may not normally be used to procure items which are primarily for the personal convenience, use, benefit, or remembrance of employees. Example of items falling in this category include, but are not limited to, the following:

- Aspirin, etc. for general day-to-day use
- Candy
- Coffee makers and supplies
- Coffee service
- Cooking appliances
- Microwaves
- Flowers (except for official University functions)
- Refrigerator Units
- Supplies and food for office parties

Personal Reimbursements

Reimbursement for out of pocket purchases of items not incurred as part of authorized travel must be requested by submitting a Requisition, completing a [Reimbursement Claim Form](#) with an explanation of circumstances requiring out of pocket expenditures, and submitting itemized paid receipts. Employees are strongly cautioned that only emergency situations warrant the use of personal funds.

Reimbursement is limited to \$5,000 in total and payments are typically processed for University employee claims only. Under certain circumstances reimbursements may be made to students and official guests when conducting official University business, however due to the administrative cost of processing these payments, please hold receipts until a minimum of \$25.00 has been accumulated before submitting for reimbursement.

What information is necessary for a reimbursement on the REQL description line?

“Personal Reimbursement for John Doe” is not sufficient. Departments should always list a description of what is being purchased and how it was used on the REQL description line.

Who signs the reimbursement claim form when the Department Chair is asking for a reimbursement?

The Dean of the College.

What is the maximum amount of tips allowed on meals?

20% (If the bill has a pre-determined service charge added in by the restaurant, we can pay all of that.)

What is the policy regarding reimbursement through the Procurement Office on tips for meals during an official function?

An itemized meal receipt is always required. In those instances where there is a mandatory tip printed on the bill and it exceeds 20%, as long as it is a required amount to pay as policy of the restaurant with regard to a large group, this will be allowable as you have no control over the amount of the tip. However, if you manually include an additional amount above what was printed on the receipt, this amount will not be reimbursed. Other tips are allowed for reimbursement up to 20%.

What is the proper procedure if I have lost my receipt for my reimbursement claim?

Departments can provide an affidavit of lost receipt, including the name of the person claiming reimbursement, date of purchase, item purchased, cost, and explanation of circumstances. This form should be signed by the person claiming reimbursement.

What items cannot be paid on a personal reimbursement?

Any item that would be considered taxable income to an individual cannot be paid on a personal reimbursement. Examples of taxable income include, but are not limited to the following: Bands, vocal groups or artists, medical services, royalty payments, etc.

A general rule to follow is this. If the payment is to be for a service, then a requisition must be processed because the payment will be taxable. If the payment is to be for a commodity, (tangible item) the payment will probably not be taxable.

For questions regarding this issue, Tax Compliance, at 479.575.4717.

Printing

Items listed in Amendment 54 to the Constitution of the State of Arkansas are subject to special bidding requirements. The items listed are printing, stationery, paper and soy inks used to produce stationary, and other printed items (wet ink on paper versus dry ink which is toner used by digital copiers). See Office Supply Section for further information. All commodities subject to Amendment 54 that are not available from Printing Services, the Departmental Supplies section of the Bookstore, or State Contract must be bid by Procurement or the Office of State Purchasing. Departments are not permitted to take their own bids on constitutional items regardless of dollar amount. For the convenience of ordering departments, the Departmental Supplies section of the Bookstore stocks many State Contract items and can special order others from the state contract holder for office supplies.

What is the State's definition of printing?

Printing means “the process of transferring images, by use of standard industrial type printer ink, upon paper documents such as letterhead, envelopes, pamphlets, booklets and forms.

Who do I contact to receive help or inquire about a printing job?

Contact Melissa Couch at 479.575.2404.

Professional Contract Services (PCS)

The following are current requirements for contract review and approval:

PCS \$0-\$10,000.00 (excluding reimbursable expenses):

Processed on a Purchase Order via submission of a purchase requisition and registering at [Vendor Registration](#) prior to performance of the services. If more than one contract in the same Fiscal Year exceeds \$10,000 with one individual or firm, details of original and all subsequent contracts must be reported to the Office of State Procurement (OSP). Average process time is 24-48 hours.

PCS \$10,000.01- \$50,000.00 (excluding reimbursable expenses):

Complete entire [PCS contract](#), (pages 1-7). Submit the contract, registering at [Vendor Registration](#), and [Contract and Grant Disclosure and Certification form](#), and a purchase requisition to the Office of Business Affairs for review and processing after securing signature of the Contractor. Contracts in this category require approval by the Office of State Procurement. Average process time is approximately four weeks.

PCS \$50,000.01 + (total compensation, excluding reimbursable expenses):

Complete entire [PCS contract](#), registering at [Vendor Registration](#), [Contract and Grant Disclosure and Certification form](#), and a purchase requisition to the Office of Business Affairs for review and processing after securing signature of the Contractor.

Method of contractor selection should be by one of the following:

- Competitive bids (minimum of 3 with award to lowest or justified best)
- Request for proposals with award based on the most effective solution for the price
- sole source when the first two methods are not applicable (Must provide adequate justification on PCS contract seven question memorandum).

When hiring out-of-state contractors, if the contract is subject to Legislative Council or Joint Budget Committee review, written justification stating why an Arkansas resident cannot provide the services must accompany the contract. This justification must include the following information:

- What attempts were made to locate Arkansas residents to perform the required services?
- If Arkansas residents were located, what competitive bidding process was followed?
- If Arkansas residents were not selected, why couldn't they provide the required services?

Contracts in this category require further approval by the University Vice President for Finance, Office of State Procurement, and Legislative Council. Note:

- All reviews and approvals must occur prior to contract executive date.
- Amendments extending contract duration beyond contract ending date requires submission of original and amendments to Legislative Council for review.
- Legislative Council may review or exempt from review any contract or group of contracts.
- Legislative Council may require an agency representative to be present at time of review.

This process can take from six to eight weeks depending on Legislative Council's schedule, so contact the Procurement Division early in the process.

Architectural, interior design, engineering, data processing and telecommunication service contracts require additional justification and review processes. Contact [Procurement Division](#) for additional information.

What are the dollar limits of PCS contracts?

- Under \$10,000.00 – No contract required.
- \$10,000.00-\$49,999.99 – State of Arkansas PCS Contract Required.
 - If the projected total over the life of the contract is less than \$50,000 then it will be signed by the Director of Procurement Services.
 - If the projected total is \$50,000 or greater, pre-approval by Legislative Council is required.
- \$50,000.00 and over – State of Arkansas PCS contract required. Pre-approval by Legislative Council is required.

Who is the contact person for PCS contracts?

Contact Ellen Ferguson at 479.575.5314.

Purchase Orders

Who do I contact to get a PO re-faxed to a vendor or to the department?

Contact Linda Hickman at 479.575.6290.

How do I change cost center distribution on a PO line?

Review the BASIS webpage specifically for the step-by-step process on “Creating Requisitions” in the UPS application.:

Purchase Order Cancellation

Purchase Orders create a binding contractual obligation on the University. Cancellation is therefore often limited to cases of default by the vendor or by mutual agreement of the contracting parties. Cancellation of a purchase order can be made only after the ordering department submits an explanation with specific reasons for the cancellation and it is approved by the Purchasing Division. Some reasons that may allow cancellation of a purchase order are:

- Requested by ordering department and vendor concurs.
- Requested by vendor and ordering department concurs.
- Duplicate of a previous order.
- Vendor unable to supply.
- Non-delivery by vendor.
- Vendor failure to meet specifications or conditions.
- Order issued in error.
- Funds unavailable - blanket orders only.
- No longer needed - blanket orders only.
- If a cancellation is not approved, the ordering department will be notified.

How do I cancel and/or close a PO?

POs with no encumbrance can be canceled by the following command: POIT (Purchase Order Item change TARGET) – enter the PO # in the banner field. Delete the quantity if the unit measure is quantity receiving (i.e. “EA”), OR delete the unit price if the unit measure is dollar receiving (i.e. “\$”). Use same steps for multiple lines on a PO. Be sure to include a comment on F11 regarding each transaction and then press F10 to save.

POs with encumbrance can be closed by the following command: POIT (Purchase Order Item change TARGET) – unit price should be changed to match the received, invoiced and expensed amounts shown in the bottom right hand corner of the screen (these 3 amounts should match in order to make the change to the unit price). Be sure to include a comment on F11 regarding each transaction and then press F10 to save.

Internal POs can be closed by the following command: IPO (Internal Purchase Orders). Tab to the action field and type 'U'; Tab to the PO field and input the purchase order number. Press Enter. The cursor will be in the status field.

1. Change the status to a 'C' Press Enter to validate.
2. You will receive a message which says, 'All entries are valid, press PF10 to save.'
3. Press PF10.

Also, an internal purchase order may be 'canceled' as long as no 'expensing' has occurred against the purchase order. The IPO function is the avenue to use for this process.

1. Input IPO in the Command field; Tab to the Action field and type 'U'; Tab to the PO field and input the purchase order number. Press 'Enter'.
2. The cursor will be in the Status field.
3. Change the Status to an 'X' and press 'Enter' to validate.
4. You will receive a message which says: 'All entries are valid, press PF10 to save.'
5. Press PF10. The transaction will route to the service desk of the internal vendor for approval. Upon final approval of the transaction, the Status will be an 'X'. Any encumbrance will be removed from DART.

How do I find out why a PO was canceled?

Go to command LTPO (List Transactions for a Purchase Order) - enter the PO # and select the entry to see the comment provided at time of transaction.

Purchasing Authority

All types of purchases from University Company Cost Centers, regardless of source of funds, are subject to regulations and procedures as stipulated in Arkansas statutes. The Procurement Division is the sole purchasing authority for the University. Only purchases authorized by this authority are legal obligations of the University.

Purchasing Delegations

The Procurement Division has delegated limited purchasing authority to the University Libraries for purchasing library books, periodicals, on-line subscription services and similar materials for lending and reference purposes. For these purchases, orders may be issued directly from the Library to the vendor. All other purchases are to be processed through the Procurement Division.

Purchasing Thresholds

Purchasing Thresholds Effective August 1, 2017

Type of Contract	Total Projected Cost (=Cost * number of years)	Requirement
<u>Commodities</u>	<\$20,000.00 \$20,000.01 - \$75,000.00 \$75,000.01 +	Small Order Quote Bid Sealed Bid (RFP or RFB)
***** (A quantity of goods; articles for trade or commerce, <u>NOT A SERVICE</u>)		
<u>Professional/Consulting Services (PCS)</u>	<\$10,000.00 \$10,000.01 - \$50,000.00 \$50,000.01 +	Small Order *Quote Bid & Monthly Reporting *Sealed Bid (RFP or RFB) & Legislative Review *(May also be justified as Special Procurement or Sole Source)
***** (Expert/certified persons performing a job OUTCOME-DRIVEN, <u>A SERVICE</u>)		
<u>Technical/General Services (TGS)</u>	<\$20,000.00 \$20,000.01 - \$75,000.00 \$75,000.01 - \$99,999.99 \$100,000.01 + \$25,000 - \$99,999.99 \$100,000.01 +	Small Order *Quote Bid *Sealed Bid (RFP or RFB) *Sealed Bid (RFP or RFB) *(May also be justified as Special Procurement or Sole Source) Monthly Reporting Requires Legislative Review
***** (Skilled or unskilled labor performing a job DUTY-DRIVEN, <u>A SERVICE</u>)		
<u>Sole Source for Commodities</u>	\$20,000.01 +	Approved at Institutional Level
<u>Construction Contracts</u>	<\$35,000.00 \$35,000.01 +	Quote Bid Follow Process
<u>Minority vendors (19-11-204)</u> <i>Goal increased to 15%</i>	<\$40,000.00 \$40,000.01 +	Small Order Quote Bid
<u>ALL CONTRACT TYPES</u> <i>Commodities</i> <i>Services</i>	\$25,000.00 +	Vendor Performance Reporting within 15 days of final delivery every 3 months
<u>State & Cooperative (Contract Spend)</u>	Any dollar amount	Reporting at least quarterly
<u>Local Food Purchases</u> <i>Goal 10%</i>		Report on spend for local farm and food products.

On-Call contracts should be rebid every 4 years
Construction projects over \$100,000 do not qualify as on-call
Women-Owned Businesses have been added under the Minority Act.

Rental, Leases, Lease/Purchase

All rentals, leases and lease/purchase contracts or renewal of any such contract for commodities require prior approval of the Purchasing Division. Originals of the entire proposed written agreements should be submitted for execution along with a completed electronic requisition in BASIS. Faxed copies of agreements are not acceptable. In those instances where policy has not been established and reasons for rental are not obvious, a memorandum of justification should accompany the request. Meeting temporary needs is one of the prime reasons for renting without including an option to purchase.

All contracts for rental or lease of a commodity which exceed a cost of ten thousand dollars (\$10,000) during the initial period of the contract, and all contracts for the lease of a commodity which do not exceed ten thousand dollars (\$10,000) during the initial period of the contract but contain an option to purchase a commodity costing more than ten thousand dollars (\$10,000) must be awarded on the basis of competitive sealed bids with the following exceptions: Postage meter leases.

Motor vehicle leases for thirty (30) days or less may be procured by use of competitive bid procedures. However, all motor vehicle leases must be approved by the State Purchasing Director. (This policy does not apply to car rental covered under Travel Regulations). Agricultural equipment leases for one hundred twenty (120) days or less may be procured by use of competitive bid procedures. No lease or rental duration including renewals can extend beyond a five (5) year period. No contract greater than ninety (90) days for the rental or lease of commodities on State contract shall be approved unless the State Purchasing Director determines in writing that it is in the best interest of the State. Contracts for lease or rental of certain commodities where:

1. The cost does not exceed one thousand dollars (\$1,000) during the initial period of the contract.
2. No option to purchase exists.

However, such rentals/leases may not be renewed beyond accumulated expenditures of one thousand dollars (\$1,000). Most lease/rental of real estate (land, building, warehouses, parking lots, towers, etc.) requires the coordination and approval by Arkansas State Building Services. University needs should be identified and requested through the Associate Vice Chancellor for Business Affairs.

The Office of Business Affairs will submit requests for new leases to State Building Services (SBS). Such requests should be submitted ninety (90) days prior to the date the property is needed. SBS will review the request, locate or confirm appropriate property, and act as leasing agent for the University in negotiating the lease/rental of such property. Renewals on Lease/Rental Agreements are also coordinated by SBS through the Office of Business Affairs.

Requisitions

Does entertainment for official functions need to be entered into UPS as a requisition?

Yes. Entertainment for official functions (i.e. Bands, Vocal groups, etc.) must always be entered into UPS as a requisition prior to the event, to the vendor providing the entertainment. Entertainment should never be paid for by members of our faculty/staff and then request a reimbursement. This is a tax issue that requires the entertainment vendor to report to the IRS. Any contract or appearance agreement should be supplied, reviewed and signed by the Procurement Office.

Do departments need to print the requisition screen to send over with supporting documentation?

No. However, departments should be sure to include the requisition number on all supporting documentation.

What is the difference between Invoice Attached and Check & Form w/Order?

Invoice Attached (Req Type "IA") is used when paying for something that has already been received, and for which you have the invoice in hand. Check & Form w/Order (Req type "RE") is used to PREPAY for something being ordered, such as a subscription or membership. Note that many membership & subscription forms have the word "Invoice" on them; despite this, they are still to be processed as Check & Form w/Order. For Check & Form w/Order requisitions, be sure to include the "C" handling code on the REQH screen. Send supporting documentation, including the requisition number to the Procurement Office located at ADMN321.

I lost my requisition number in BASIS, where can I find it?

Requisition numbers can be found in BASIS by the following command: LORC (List Open Requisition lines by CCC) – enter your cost center number. The command LRQS (List Requisitions for Status) can also be used to find a requisition number.

Scientific Supplies

<https://procurement.uark.edu/e-procurement/scientific-supplies.php>

VWR is the primary scientific provider for the campus, with a customer service representative located on campus at Chemistry Building 37. VWR supplies chemicals, supplies, laboratory instruments & lab furniture. Stop by to see them.

I don't have a VWR account number. Can I still place an order over the internet?

No. You first need to establish a VWR account number by calling 1-800-932-5000. Once your account is established, you can then order over the internet.

I already have a VWR account number. When can I start ordering over the internet?

If you have a VWR account number & Purchase Order (PO), you can use the system immediately. Simply search the product catalog or browse the product listings and build your shopping basket of items. If it's your first time through when you "Place Order", you'll need to create an on-line profile. Otherwise, if your profile is already created, you'll be able to check out using your profile information.

Do I have to go through the catalog each time to "build" an order?

The first time you create an order through VWR on the internet, you have an order history. Our system retains your previously submitted orders for up to a year. Simply go to "On-Line Catalog" and select "View Your Order History". You'll be able to recall past orders that were placed over the internet. From there, you can either modify a previously submitted order and re-submit it, or use that order as a "base" for building other orders.

My department has many VWR requisitioners that will place orders. Can I order from the site for another individual? Does the "Ship-To" name have to be the same as the person who is logged in?

We purposely designed this system so that a person could order for someone else. You can either set up separate user profiles for each individual or simply change the "Ship to #" and/or "Attention" boxes (see graphic on right) on the checkout page for each order.

When I place my order, how is it tracked?

Once we verify the order a reference number is assigned to your internet order. The generated reference number passed to our order processing system.

Is there a way to receive a printed record of my order?

Yes. When the order number is generated, you can use your web browser "Print" function to print the screen as a record. It will include your name and purchasing information as well as the list of items ordered.

Does the delivery screen include information on when the product is needed?

No. Not at this point. If delivery information is critical to your order, please contact a VWR Customer Service Representative by calling 5-4650 or 1-800-932-5000.

Can I order any item over the internet?

No. Some items are restricted including most chemicals, needles, and syringes. You can still purchase these items by calling VWR Customer Service Representative at 5-4650 or 1-800-932-5000.

When I place an internet order, how does my order get shipped to the correct location?

An order will arrive at your location based on your VWR account number. The address is "hard coded" in our order processing system based on the information given when you established your account with VWR. The order, however, can be directed to the appropriate person or delivery dock by using the "Ship-to Attention" name.

Can I override my "Ship-To" location and direct my order to arrive at a different address?

No. You will not be able to override any "Ship-To" information other than the name of the person receiving the shipment. Contact your VWR Customer Representative at 5-4650 to arrive at a solution.

Is there anything in this process to stop an end user from logging in at home to place an order?

No. However, the order will ship to your authorized receiving location that you designated when you set-up your VWR account.

Are there packing slips and MSDS sheets that accompany products when delivered?

Yes. When your order arrives, it will be just the same as if you ordered your product from one of our call centers.

I have contract pricing with VWR. When will this be calculated on a transaction?

The prices in the on-line catalog are UA prices and are for reference information only.

Is there a phone number that I can call for more information?

For sales and product information, please call 5-4650 or 1-800-932-5000. For technical questions or problems, please call 5-4650 or 1-888-320-4357.

I really like this system, but I have some suggestions and feedback that I would improve the "ordering experience". Who do I contact?

For usability, suggestions, and feedback, as always, it's solution@wvrs.com.

Signatures

Can any department representative sign a contract/agreement with a vendor on behalf of the U of A?

No. All contracts/agreements that require signature on behalf of the U of A must be reviewed by the Procurement Office and the General Counsel Office before authorized signature takes place.

Software

For technical questions regarding hardware/software information and guidance, please navigate the [IT Services Website](#), or contact the IT Help Desk at 575-2905.

- [Adobe Software](#)
- [Microsoft Software](#)
- [Microsoft Campus Agreement](#)

Sole Source (Exceeding \$10,000.00)

Sole Source purchases can be made only after the ordering department submits a requisition with a completed on line RazorBuy sole source justification form. A signed statement from the vendor verifying their unique sole source stance MUST be provided and attached to the requisition. The Business Services Procurement office will review for approval of such purchase.

Sole source purchases can be justified in one of three ways:

1. Purchase of repairs involving hidden damage.
2. Purchase requiring performance compatibility with existing commodities and/or services.
3. Purchase based on performance specifications.

Where would I find information on a sole source request?

Visit the Procurement Policy and Procedures for sole sources. Please contact 4-help or your Procurement Coordinator for additional information.

On sole source requests, are departments required to contact other vendors?

Yes. You are still required to contact other vendors to try to get competition. You must list these vendors and how they did not specifically meet the department's needs.

Special Handling Purchases

Only those individuals who are knowledgeable about procedures for handling shortage and damage claims should have authority to receive freight shipments. It is very important that the individual receiving freight attempt to determine if damage has occurred prior to signing for receipt of the shipment. Undetected or concealed damage may result in the department having to assume partial responsibility for replacement cost. For this reason, it is important to note any carton or crate damage on the receipt/bill. When receiving freight the following items should be verified: 1) Ship To Address, 2) Purchase Order Number, 3) Condition of Shipment

Noting and Reporting Freight Damage: If damage is apparent, the freight receipt/bill should be so noted by the receiving party prior to signing the receipt/bill. Any dents, scratches, punctures, or damage of any nature to carton or crating should be noted on the receipt copy and consignee copies of the freight bill. Any shortages should be noted on the freight bill prior to signing for receipt. Concealed damage claims must be filed within fifteen (15) days of receipt of shipment.

NOTE: DO NOT DESTROY CARTONS OR OTHER MATERIALS USED IN PACKING. As soon as damage is discovered, a Department should immediately call the delivering carrier and request inspection. When the agent of the carrier comes, he must see the packing and merchandise. The agent must complete a concealed damage report and provide a copy to the department.

Sponsorships

Units shall submit requests for event sponsorships of any amount to the University Advancement/Development Office by sending email to spev@uark.edu, in a timely fashion (and ideally not less than 14 days before the sponsorship event) prior to making any commitments. Special circumstances will be considered.

State Purchasing Contract Items

If information is needed prior to requisitioning any contract item, contact your Departmental Buyer/Procurement Coordinator. To locate the Departmental Buyer/Procurement Coordinator assigned to you, see the [BU Assignments](#) list.

See our website for [statewide and University term contracts](#). Additional commodities may be added to this list at any time. These items must (if mandated) be purchased from the contract source or through a University source such as University IT Services. For further information visit the [Business Affairs Procurement Division](#) web site.

Surplus Property

Equipment for Inventory purposes is defined by the state as “tangible property with a unit cost of \$5,000.00 or more and a normal usage life of two (2) years or more, except land or buildings.”

Regardless of dollar value, property may not be traded, sold, salvaged, destroyed, transferred to other state agencies or cannibalized until the Surplus Manager and Marketing and Redistribution have given prior approval. A written request must be submitted to the Surplus Manager for each item to be traded, sold, salvaged, destroyed, transferred to other state agencies or cannibalized. Include the manufacturer, model, description, serial number, and University of Arkansas Tag Number (if one exists).

In instances where items have become surplus to a department: the departmental contact must enter each inventory or non-inventory item into the BASIS - AIMS via the Surplus process. Once the surplus batch has been approved, a “Request for Disposal of Surplus Property” report and surplus-inventory bar code labels will be sent via campus mail to the departmental contact. The surplus-inventory bar code labels should be affixed to the front of the appropriate item.

The Surplus Manager, in coordination with the departmental contact, will schedule a time for pick up of the items. When items are picked up, the departmental contact must sign a copy of the report verifying what items were picked up. The items are transported back to the surplus warehouse. After items have been received and moved to the Surplus Warehouse, the budgetary unit for all capital items will be changed from the department's BU to the surplus warehouse's BU.

These items will no longer be the responsibility of the surplus department. Items received at the [Surplus Warehouse](#) are either held for recycling back on campus, sold by sealed bid, scrapped, or sold through public auctions.

Motor Vehicles eligible to be registered for highway use, whether registered or not, may be cannibalized after obtaining authorization. These vehicles will not be removed from your inventory listing until the carcass of the vehicle has been disposed of by M&R. In no event shall more than ninety (90) days elapse between authorization of cannibalization and processing the carcass for disposal by Marketing and Redistribution.

Who do I contact about surplus property?

Contact Wenoah Goodson at 479.575.2325. If she is unavailable, contact Andy Fletcher at 479.575.6761.

Tax Rules

BUSINESS SERVICES – PROCUREMENT 2017 PROCUREMENT/PROPERTY TAX RULES {WHAT APPLIES TO US}

1. **HB 1595 / ACT 725** Construction Thresholds Increase:
 - ❖ Construction work threshold increased from \$20,000 to **\$35,000**;
 - ❖ Effective 8/1/17.
2. **HB 2096 / ACT 1004** – Amends AR Procurement Law; New Bid Limits:
 - ❖ Small Procurements purchase price increased from \$10,000 to **\$20,000**;
 - ❖ Competitive Sealed Bids contracts requirement increased from \$50,000 to **\$75,000**;
 - ❖ Contracts with purchase price **>\$20,000 - \$75,000** may be awarded by competitive bid procedures; (Increased from >\$10,000);
 - ❖ Effective 8/1/17.
3. **HB 2218 / ACT 1080** – Minority Act:
 - ❖ Women-Owned Businesses Added;
 - ❖ Minority Business Goal increased from 10% to **15%**:
 - 2% Service-Disabled Veteran-Owned Business
 - 5% Women-Owned Business
 - 8% all other Minority Business
 - ❖ Effective 8/1/17.
4. **SB448 / ACT 696** - Negotiate Contract:
 - ❖ Act to Amend AR Procurement Law; Expand the State's Ability to Negotiate Contracts;
 - ❖ Defines "Collusion";
 - ❖ Require Review of Contract Before it is Ratified or Affirmed;
 - ❖ Note-Very Little Impact on UAF due to our already expanded signature authority (APO);
 - ❖ Effective 8/1/17.
5. **SB601 / ACT 1068** – Prevailing Wage – Did Away with the Law (Emergency Clause):
 - ❖ Provides Flexibility to Cities and Counties for Capital Construction Projects;
 - ❖ Present law regarding prevailing wages for public work projects found to place a substantial burden on AR taxpayers; Emergency declared to exist as repealing the prevailing wage law will require substantial work by state agencies in revising contracts and RFP's;
 - ❖ Effective 8/1/17.
6. **SB449 / ACT 882** - Clarify Protested Solicitations under AR Procurement Law:
 - ❖ Clarifies that the AR State Claims Commission has Exclusive Jurisdiction over All claims against the State in connection with the solicitation or award of a Contract, including Protests;
 - ❖ Clarifies Administrative Protest Determinations regarding Protests are Final & Conclusive and are not orders subject to the AR Administrative Procedure Act;
 - ❖ Effective 8/1/17.
7. **HB2127 / ACT 1076** - Collection of Property Tax from Lessee of State owned Properties:
 - ❖ Provides for Taxation of State-Owned Property held under a Lease;
 - ❖ Allows for the Assessment & Collection of Property Tax from Lessee;
 - ❖ Notable exclusion for property used to house Student or Faculty of State Higher Ed Institution; and for property used to house Officials, Employees or Official Guests of State Entity;
 - ❖ Effective 8/1/17.

Technology Access Clause

The Vendor expressly acknowledges that state funds may not be expended in connection with the purchase of information technology unless that system meets certain statutory requirements, in accordance with State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.

Accordingly, the Vendor represents and warrants to University of Arkansas, Fayetteville that the technology provided to University of Arkansas for purchase is capable, either by virtue of features included within the technology or because it is readily adaptable by use with other technology, of:

1. providing equivalent access for effective use by both visual and non-visual means;
2. presenting information, including prompts used for interactive communications, in formats intended for non-visual use; and
3. being integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.

For purpose of this paragraph, the phrase "equivalent access" means a substantially similar ability to communicate with or make use of the technology, either directly by features incorporated within the technology or by other reasonable means such as assisting devices or services which would constitute reasonable accommodations under the American with Disabilities Act or similar state or federal laws.

Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands and other means of navigating graphical displays, and customizable display appearance.

If requested, the Vendor must provide a detailed plan for making this purchase accessible and/or a validation of concept demonstration.

Trade-In Procedures

Items not needed or being replaced can be listed as a trade-in on the bid request or requisition submitted for purchase of new equipment. The manufacturer, model, serial number, University of Arkansas property number, date of purchase, price paid, statement of present condition and location must be provided for the trade-in unit.

Since all equipment trade-ins must be approved by Marketing and Redistribution (M&R) in Little Rock, bids will be issued with the stipulation that the trade-in offered may or may not be accepted. Departments should contact the Purchasing Division for special training and assistance when needed.

Federal Surplus Property

Departments may procure needed commodities available at the State Agency for Federal Surplus Property located at 8700 Remount Road, North Little Rock, Arkansas. Authority to procure items at the agency is now administered through identification cards issued to the University. Departments sending individuals to shop at the surplus property agency must obtain temporary use of an identification card at the Office of Business Affairs.

The card is to be returned immediately upon return to campus. If any items are obtained, a "Confirmation" Requisition should be entered from the receipt copy furnished at the time of pick up. The receipt copy of the invoice should be retained as a file copy. The invoice copy mailed to the University should be processed by the regular invoice procedure. Do not use the receipt copy as the invoice.

Used Equipment

State procurement law does not exempt purchases of used equipment from bidding requirements. Used equipment must normally be bid in the same manner as new. Contact the Procurement Division regarding instructions for used equipment transactions.

Wireless Remote Data Access

The University may pay installation, initial data network equipment, and monthly service costs for remote data access off-campus for employees under the following conditions:

- The employee requires remote data access to meet work related responsibilities at the University as determined by the employee's supervisor.
- The employee is responsible for all installation and maintenance of any permanent network infrastructure (e.g., cabling, hubs, switches) installed in the home that is not considered to be part of the ISPs normal installation.
- The employee certifies that the services will not be used for either “for profit” business activities or for “political” purposes.
- Eligibility for such payment is approved by the cognizant department head, Dean, Vice Chancellor/Provost, or the Chancellor.
- Payment is approved by the budget unit head to be charged. Such approval is signified by approval of the requisition authorizing payment.
- The ISP providing the service is a reasonable cost provider of comparable remote data service in the service area at the time that service is initiated.
- The University of Arkansas assumes no support responsibility for the commercial remote access services. Support should be obtained through the normal channels provided by the ISP.
- The employee certifies that any personal use of the access service is either incidental in nature or the non-university use is monitored, logged, and paid for by the individual. Such shared-payment scenarios should be disclosed and justified as part of the eligibility approval process, or at the time any such shared use is begun.
- Eligibility ceases with separation from the University and is approved annually.
- To initiate payment for off-campus data access under this policy a department should submit an electronic Requisition in BASIS along with a justification that clearly describes the need and circumstances of the request to the Procurement Office. A [justification form](#) for this purpose is available on-line at www.uark.edu/purchasing, click on forms.

BUDGETARY UNIT ASSIGNMENTS

BU	Department Name	Procurement Coordinator	Payment Analyst	Travel Analyst	RazorBuy Dept. Contact
AAS	African American Studies	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Lana Aiken
ABOK	A-Book	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Marsha Norvell
ACCT	Accounting	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
ACDC	Architecture Community Design Ctr.	Whitney Smith	Vikki Necessary	Shavawn Smith	Marianne Hill
ACOM	Athletics Compliance	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
ACTT	Ark Center for Tech Transfer	Karen Walls	Becky Bowerman	Gina Swanson	Janet Walker
ADEV	ATHL Development	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
ADOF	AD Office	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
ADVR	Advertising Revenue	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
AEAB	Agricultural Economics & Agricultural Education	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
AECT	Communication & Tech	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
AERO	Air Force ROTC	Whitney Smith	Becky Bowerman	Gina Swanson	Cat Donnelly
AFLS	College of Agri. & Life Sciences	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Deena Coston
AGCS	Agricultural Communication	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
AGLW	Agri Law Center	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
AGRS	Center for Agri. & Rural	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
AGSL	Agri. Stat Lab	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
AITS	ATHL IT Support	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
ALUM	Alumni Center	Whitney Smith	Vikki Necessary	Shavawn Smith	Denise Reynolds
AMKT	Athletic Marketing	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
ANFD	Director of Development Annual	Ellen Ferguson	Becky Bowerman	Gina Swanson	Denise Reynolds
ANDL	Animal Diagnostic Lab	Andy Fletcher	Becky Bowerman	Gina Swanson	Jeffie Thomas
ANSC	Animal Sciences	Whitney Smith	Becky Bowerman	Gina Swanson	Jeffie Thomas
ANTH	Anthropology	Whitney Smith	Becky Bowerman	Gina Swanson	Todd Walters
ARAS	Ark Arch Survey	Whitney Smith	Becky Bowerman	Shavawn Smith	Rachel Whitman
ARCH	Architecture	Whitney Smith	Vikki Necessary	Shavawn Smith	Marianne Hill
ARDO	Architecture Deans Office	Whitney Smith	Vikki Necessary	Shavawn Smith	Marianne Hill
	Architecture Research & Extension Center	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Jeffie Thomas
AREC	Architecture Research & Extension Center	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Jeffie Thomas
ARGG	Architecture Garvan Gardens	Whitney Smith	Vikki Necessary	Shavawn Smith	Sandi Rostan
ARHM	ARAS - Humanities Program	Karen Walls	Bobbie Kennedy	Gina Swanson	Lana Aiken
ARKU	Arkansas Union	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Linda Ingels
ARLA	Landscape Architecture	Whitney Smith	Vikki Necessary	Shavawn Smith	Marianne Hill
ARME	Arch Media	Andy Fletcher	Vikki Necessary	Shavawn Smith	Marianne Hill
ARON	Areon	Whitney Smith	Vikki Necessary	Shavawn Smith	Elizabeth Mann
ARSC	Arts and Sciences	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Lana Aiken
ART	Art	Karen Walls	Becky Bowerman	Shavawn Smith	Beverly Odom
ASCH	Academic Scholarships	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Julie Craig
ASCR	Admissions/School	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Darlene Beeler
ATHL	Men's Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
AYCB	Assoc. VC for Business Affairs	Karen Walls	Becky Bowerman	Shavawn Smith	Tina Lester
AYCF	Assoc. VC for Financial Affairs	Whitney Smith	Becky Bowerman	Gina Swanson	Sandra Perrodin
AVID	Athletics Video	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
AWRC	Ark Water Resource Center	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
AWTC	VC University Advancement	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Denise Reynolds
BAEG	Biological Engineering	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
BAND	Band	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Connie Vick
BASI	BASIS	Whitney Smith	Becky Bowerman	Gina Swanson	Polly Parnell
BCSS	Boyer Center for Student Services	Ellen Ferguson	Becky Bowerman	Gina Swanson	Brandi Maples
BCST	Athletics Broadcast Svcs	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
BENG	Bio & Agri Engineering	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Janet Walker
BGMN	Building Grounds & Maintenance -	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
BIOD	Biomedical Engineering	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Janet Walker
BISC	Biological Sciences	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Becky Harris
BKST	UA Bookstore	Karen Walls	Becky Bowerman	Shavawn Smith	Barb Orsburne
BLGM	Building Grounds & Maintenance -	Whitney Smith	Vikki Necessary	Shavawn Smith	Clayton Hamilton

BMEG	Biomedical Engineering	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Kara Karstedt
BMRC	Bio Mass Research Center	Andy Fletcher	Vikki Necessary	Shavawn Smith	Amita Patel
BOGA	Academic Support	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
BSBL	Baseball - Men's Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
BSKB	Basketball - Men's Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
BSVC	Business Services	Karen Walls	Becky Bowerman	Shavawn Smith	Kim Williams
BTDF	Business & Ticket Office	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
CAMM	Cammack Campus Admin	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Sylvia White
CARS	Center for Arkansas & Regional	Karen Walls	Becky Bowerman	Shavawn Smith	Carrie Jackson
CAST	Center for Advanced and Spatial	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Mary Gail Reed
CBER	Center Bus & Econ Research	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
CEE	Center for Economic Education	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
CEMB	Cell & Molecular Biology	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Melissa Erwin
CESU	Central Supply	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Susan Boles
CHAN	Chancellor	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Marcia Overby
					Heidi Thigpen
CHBC	Chemistry & Biochemistry	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Thompson
CHEG	Chemical Engineering	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Janet Bowlin
CHPP	Cheerleading & Pom Pom Squad	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
CIED	Curriculum & Instruction	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Brandi Maples
CJI	Criminal Justice Institute	Ellen Ferguson	Becky Bowerman	Gina Swanson	Margaret Cotton
CLCE	Center for Community Engagement Center for Learning and Student	Karen Walls	Becky Bowerman	Gina Swanson	Jean Oden
CLSS	Success	Karen Walls	Becky Bowerman	Gina Swanson	Charlotte Lee
CMSE	Center for Math/Science Educ.	Ellen Ferguson	Becky Bowerman	Gina Swanson	Brandi Maples
CPNW	Computer Network	Whitney Smith	Vikki Necessary	Shavawn Smith	Staci Tyler
COMM	Communications	Karen Walls	Becky Bowerman	Shavawn Smith	Hershel Hartford
CONC	Concession	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
CONF	Conferences (Cont. Ed)	Karen Walls	Bobbie Kennedy	Shavawn Smith	Jamie Loftin
CONS	Contract Services	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Susan Boles
CPLP	Career Services	Karen Walls	Vikki Necessary	Shavawn Smith	Angela Williams
CRAD	Campus Radio	Karen Walls	Vikki Necessary	Gina Swanson	Marti Thomas
CRE	Center for Retailing Excellence	Karen Walls	Becky Bowerman	Gina Swanson	Angie Coleman
CREL	VC Academic Development	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Denise Reynolds
CSCE	Computer Science/Computer Engr.	Whitney Smith	Bobbie Kennedy	Shavawn Smith	Cindy Pickney
CSES	Crop, Soil and Environmental	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
CSPS	Clinton School	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Carol Kordsmeier
CSSE	Community Standards & Student	Karen Walls	Vikki Necessary	Shavawn Smith	Marilyn Smith
CTED	Continuing Education	Karen Walls	Becky Bowerman	Shavawn Smith	Jamie Loftin
CTST	Cotton Branch Station	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
CVEG	Civil Engineering	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Sandra Hancock
DCOP	Departmental Copiers	Karen Walls	Becky Bowerman	Shavawn Smith	Penny Bellard
DGTL	ATHL Digital Media	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
DINA	Dining Contract Admin	Karen Walls	Bobbie Kennedy	Gina Swanson	Linda Ingels
DIST	Distance Education	Karen Walls	Becky Bowerman	Gina Swanson	Jamie Loftin
DRAM	Drama	Ellen Ferguson	Vikki Necessary	Shavawn Smith	Barbara Springer
DREX	Agri. Director's Office	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
DSTU	ADA Center	Karen Walls	Bobbie Kennedy	Shavawn Smith	Elaine Belcher
DVMC	Multicultural Center	Karen Walls	Bobbie Kennedy	Shavawn Smith	Joshua Jones
ECON	Economics	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
EDUC	Education	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Brandi Maples
EDRE	Education Reform	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Brandi Maples
EGEC	Engineering Extension Center	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Janet Walker
EGUG	Engineering Undergrad	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Eric Specking
ELCF	Educ Leadership Council	Whitney Smith	Becky Bowerman	Shavawn Smith	Brandi Maples
ELEG	Electrical Engineering	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Sharon Brasko
EMSP	Enrollment Services	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Darlene Beeler
ENDY	Environmental Dynamics	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Melissa Erwin
ENEN	Environmental Engineering	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Janet Walker
ENGL	English	Karen Walls	Becky Bowerman	Shavawn Smith	Sara Beth Spencer
ENGF	Engineering Freshman Program	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Janet Walker
ENGR	Engineering	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Janet Walker
ENHS	Environmental Health and Safety	Linda Fast	Bobbie Kennedy	Shavawn Smith	Susan Boles
ENRC	Engineering Research Center	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Janet Walker
ENTO	Entomology	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas

ENTR	Office of Entrepreneurship	Karen Walls	Vikki Necessary	Shavawn Smith	Amita Patel
EQRM	Equipment Room - Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
EVMT	Athletics Event Management	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
EXAF	ATHL External Affairs	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
EXMG	PHPL Executive Mgmt	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Susan Boles
FACT	Fixed Asset Construction	Ellen Ferguson	Vikki Necessary	Shavawn Smith	Sandra Perrodin
FAMA	Physical Plant	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Susan Boles
FBPR	Football Programs	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
FCAC	Fulbright College Advancement	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Laura Stacy
FDSC	Food Science	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
FINN	Finance	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
FIPS	Fulbright Int Discp Supp	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	
FJAD	Fay Jones Architecture Design	Whitney Smith	Vikki Necessary	Shavawn Smith	Marianne Hill
FLBI	Fulbright Institute	Karen Walls	Becky Bowerman	Shavawn Smith	Carrie Jackson
FLMAN	Financial & Management Analysis	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Sandra Perridon
FMHR	FM Human Resources	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Susan Boles
FPAC	Faulkner Performing Arts Center	Karen Walls	Bobbie Kennedy	Shavawn Smith	Nicole Cotton
FRSS	Fruit Substation	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
FTBL	Football	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
FYEX	First Year Experience	Ellen Ferguson	Bobbie Kennedy	Gina Swanson	Tamie Vaughn
GADM	Graduate & International	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Melissa Erwin
GENI	Genesis Project	Karen Walls	Becky Bowerman	Shavawn Smith	Janet Walker
GEOS	Geosciences	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Teresa Center
GFI	Garrison Financial Institute	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
GOLF	Golf - Men's Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
GOVR	Government Relations	Whitney Smith	Becky Bowerman	Shavawn Smith	Tina Lester
GRAD	Graduate	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Melissa Erwin
GRAS	Grass Fields - Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
GREC	Graduate Recruitment	Ellen Ferguson	Bobbie Kennedy	Gina Swanson	Melissa Erwin
GREK	Greek Life	Karen Walls	Bobbie Kennedy	Gina Swanson	Helene Wommack
GRPH	ATHL Graphic Design/Fab	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
GRRT	Graduation and Retention	Ellen Ferguson	Becky Bowerman	Gina Swanson	
GSPR	GRAD Special Spon Progs	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Melissa Erwin
GSRL	ATHL Guest Relations	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
GSSP	Graduate Sponcered Student	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Melissa Erwin
HES	Home Economics	Ellen Ferguson	Vikki Necessary	Gina Swanson	Kim Neyman
HIST	History	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Brenda Foster
	Health Human Performance & Recreation	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Brandi Maples
HHPR	Recreation	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Brandi Maples
HLTH	Health Center	Karen Walls	Vikki Necessary	Shavawn Smith	Melissa Bratton
HMRS	Human Resources	Karen Walls	Becky Bowerman	Shavawn Smith	Eva Cordero
HNRC	Honors College	Whitney Smith	Becky Bowerman	Shavawn Smith	Corey Coston
HNRS	Honors Studies	Whitney Smith	Becky Bowerman	Shavawn Smith	Jeffy Ellen Hartford
HORT	Horticulture	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
HOUS	Housing	Ellen Ferguson	Becky Bowerman	Gina Swanson	Susan Wagler
HPCC	Higher Performance Computing	Whitney Smith	Bobbie Kennedy	Shavawn Smith	David Chaffin
HPL	Human Performance Lab	Ellen Ferguson	Becky Bowerman	Shavawn Smith	
HUMN	Humanities	Karen Walls	Becky Bowerman	Shavawn Smith	Lana Aiken
HVAC	Heat/Vent/Air Shop in Athletics	Whitney Smith	Vikki Necessary	Shavawn Smith	Susan Boles
IAPS	International Agri. Programs	Ellen Ferguson	Vikki Necessary	Gina Swanson	Jeffie Thomas
IDES	Interior Design	Whitney Smith	Vikki Necessary	Shavawn Smith	Marianne Hill
INAD	Internal Audit	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Jacob Flournoy
INEG	Industrial Engineering	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Sandy Sehon
INRS	Institutional Research	Whitney Smith	Vikki Necessary	Shavawn Smith	Marilyn Wilson
INTG	Academic Integrity	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Hannah Johnson
IREC	International Recruitment	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Melissa Erwin
ISS	International Students and Scholars	Karen Walls	Vikki Necessary	Shavawn Smith	Melissa Erwin
ISTD	Independent Study	Karen Walls	Becky Bowerman	Gina Swanson	Jamie Loftin
ISYS	Information Systems	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
ITEC	Information Technology	Whitney Smith	Becky Bowerman	Shavawn Smith	Sandra Perrodin
ITRI	Information Technology Research	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
JTCD	J T Child Development Center	Andy Fletcher	Becky Bowerman	Shavawn Smith	Jeffie Thomas
JOUR	Journalism	Karen Walls	Vikki Necessary	Shavawn Smith	Marti Thomas
LAKE	Lake Wedington	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Melissa Erwin
LAw	Law	Whitney Smith	Becky Bowerman	Shavawn Smith	Lynn Stewart
LAwD	Law Dean	Whitney Smith	Becky Bowerman	Shavawn Smith	Lynn Stewart
LFST	Livestock and Forestry	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
LGED	Legal Education	Whitney Smith	Becky Bowerman	Shavawn Smith	Lynne Stewart

LLIB	Law Library	Whitney Smith	Becky Bowerman	Shavawn Smith	Randy Thompson
LSCM	Department of Supply Chain Management	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
MAIL	Mailing Services	Ellen Ferguson	Vikki Necessary	Gina Swanson	Penny Bellard
MASC	Mathematical Sciences	Ellen Ferguson	Becky Bowerman	Gina Swanson	Mary Lawyer Powers
MDIA	Media Services (Cont. Ed)	Karen Walls	Becky Bowerman	Shavawn Smith	Jamie Loftin
MEEG	Mechanical Engineering	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Melinda Hart
MEPH	Microelect - Phototronics	Andy Fletcher	Becky Bowerman	Shavawn Smith	Melissa Erwin
MEST	Middle East Studies Program	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Mahfuza Akhtar
MGMT	Management	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
MILS	Military (Army ROTC)	Whitney Smith	Vikki Necessary	Gina Swanson	Diane Smith
MKTT	Marketing and Logistics	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
MNTB	Maintenance of Bldgs	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Susan Boles
MULN	Mullins Library	Ellen Ferguson	Vikki Necessary	Shavawn Smith	Debra Cheval
MUSC	Music	Karen Walls	Becky Bowerman	Gina Swanson	
NANO	NanoScience & Engr. Inst.	Andy Fletcher	Vikki Necessary	Shavawn Smith	Phyllis Shaw
NDSF	Network and Data Systems	Whitney Smith	Becky Bowerman	Shavawn Smith	Paula Johnson
NERE	Northeast Research & Extension	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
NTCS	Non - Traditional Students	Karen Walls	Bobbie Kennedy	Gina Swanson	Robin Dorf
NURS	Nursing	Ellen Ferguson	Becky Bowerman	Gina Swanson	Brandi Maples
OECC	Office of Equal Opportunity & Compliance	Ellen Ferguson	Becky Bowerman	Gina Swanson	Tiffany Wimberly
OFCC	Off Campus Centers	Karen Walls	Becky Bowerman	Gina Swanson	Jamie Loftin
OFCS	Off Campus Summer	Karen Walls	Becky Bowerman	Gina Swanson	Jamie Loftin
ONCA	Office of National Comp Award	Ellen Ferguson	Becky Bowerman	Shavawn Smith	
ORGS	Office of Res. & Grad Studies	Ellen Ferguson	Bobbie Kennedy	Gina Swanson	Brandi Maples
OSIL	Office of Student Services	Karen Walls	Bobbie Kennedy	Shavawn Smith	Jean Oden
OTFA	Other Fin & Admin	Whitney Smith	Becky Bowerman	Shavawn Smith	Jim Hashbarger
OTHE	Other expenses - Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
PARK	Parking	Ellen Ferguson	Vikki Necessary	Gina Swanson	Debbie Wood
PART	Partners for Inclusive Communities	Ellen Ferguson	Becky Bowerman	Gina Swanson	Janice Cranford
PASS	Program Assessment	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Marilyn Wilson
PBSF	Public Safety	Whitney Smith	Vikki Necessary	Gina Swanson	Bernadine Vanderlip
PDEV	Professional Development - Division of Continuing Education	Karen Walls	Becky Bowerman	Shavawn Smith	Jamie Loftin
PHIL	Philosophy	Whitney Smith	Becky Bowerman	Gina Swanson	Sherry Sparks
PHPL	Physical Plant	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Susan Boles
PHYS	Physics	Andy Fletcher	Vikki Necessary	Shavawn Smith	Katrina Anderson
PLPA	Plant Pathology	Andy Fletcher	Becky Bowerman	Gina Swanson	Jeffie Thomas
PLSC	Political Science	Whitney Smith	Vikki Necessary	Gina Swanson	Kathy Rice
POSC	Poultry Science	Andy Fletcher	Becky Bowerman	Gina Swanson	Jeffie Thomas
POST	Post Office	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Penny Bellard
PPAC	PHPL - Accounting	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Susan Boles
PRSV	Printing Services	Karen Walls	Becky Bowerman	Gina Swanson	Melissa Couch
PSYC	Psychology	Ellen Ferguson	Vikki Necessary	Gina Swanson	Mary Simmons
PTST	Pine Tree Station	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
PUBL	Publicity - Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
PUBP	Public Policy	Ellen Ferguson	Bobbie Kennedy	Gina Swanson	Melissa Erwin
PYCT	Pryor Center	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Marcia Overby
RAZT	RazorTemp Program	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Davis
RCEC	Reg. Cont. Ed Center	Karen Walls	Becky Bowerman	Shavawn Smith	Jeanne Miller
RDHI	Research for Deaf & Hearing	Karen Walls	Becky Bowerman	Shavawn Smith	Brandi Maples
REGR	Registrar	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Mitzi Williams
RFID	Radio Frequency ID Ctr	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
RHRC	Rehab, Human Resources, & Comm. Diso.	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Brandi Maples
RITL	Retail Innovation and Tech	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
RIRE	Rice Research & Ext. Center	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
RPCP	Res Pre College Programs	Karen Walls	Becky Bowerman	Shavawn Smith	Marilyn Smith
RPRO	Risk and Property Mgmt	Karen Walls	Becky Bowerman	Shavawn Smith	James Ezell
RSCP	Research Compliance	Andy Fletcher	Vikki Necessary	Shavawn Smith	Amita Patel
RSOS	Student Organizations	Karen Walls	Bobbie Kennedy	Shavawn Smith	Jody Preece
RSSP	Research & Sponsored Programs	Andy Fletcher	Vikki Necessary	Shavawn Smith	Amita Patel
RSSV	Research & Service Units/Education	Ellen Ferguson	Vikki Necessary	Shavawn Smith	Brandi Maples

	Student Affairs Development and				
SADC	Communication	Karen Walls	Bobbie Kennedy	Shavawn Smith	Marsha Norvell
SADE	Dean of Students	Karen Walls	Bobbie Kennedy	Shavawn Smith	Marilyn Smith
SAGC	Legal Services	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Gwen Johnson
SAPD	AVC-SA-Program Development	Karen Walls	Bobbie Kennedy	Shavawn Smith	Marsha Norvell
SASD	AVC-SA-Student Development	Karen Walls	Bobbie Kennedy	Shavawn Smith	Marsha Norvell
SAVP	Academic & Fiscal Affairs	Ellen Ferguson	Becky Bowerman	Shavawn Smith	
SBDC	Small Business Development	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
SBRD	Systems Office - Board	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Sylvia White
SCAC	SEC Academic Consortium	Ellen Ferguson	Vikki Necessary	Gina Swanson	Kathie Biondi
SCMR	Supply Chain Management	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
SCSW	School of Social Work	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Carrie Byron
SCTR	Center for Space & Planetary	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Larry Roe
SDEV	Student Development	Karen Walls	Becky Bowerman	Shavawn Smith	Susan Pennington
SERE	Southeast Research & Extension	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
SEST	Southeast Branch Center	Andy Fletcher	Vikki Necessary	Shavawn Smith	Jeffie Thomas
SEVT	ATHL Special Events	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
SGAT	Arkansas Traveler	Karen Walls	Vikki Necessary	Gina Swanson	Cheri Freeland
SGLC	General Council	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Tina Lester
SGRZ	Razorback	Karen Walls	Bobbie Kennedy	Gina Swanson	Cheri Freeland
SGVR	University Relations & Public	Karen Walls	Bobbie Kennedy	Shavawn Smith	Sylvia White
SOCI	Sociology	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Barbara Fitzpatrick
SOIL	Soil Testing	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
SPCL	Speech Clinic	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Brandi Maples
SPEV	Special Events for V.P.	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Denise Reynolds
SPIN	Sports Information	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
SPRS	President's Office	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Sylvia White
SSS	Student Support Services	Karen Walls	Bobbie Kennedy	Shavawn Smith	Ella Donnell Lambey
STAB	Office of Study Abroad &	Karen Walls	Becky Bowerman	Shavawn Smith	Melissa Erwin
STFA	Student Financial Aid	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Julie Craig
STID	Student ID Cards	Karen Walls	Bobbie Kennedy	Gina Swanson	Kelley Line
STUM	Student Media	Karen Walls	Vikki Necessary	Gina Swanson	Cheri Freeland
SUMM	Summer School	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Tina Lester
SUS	Sustainability-Interdisciplinary	Ellen Ferguson	Bobbie Kennedy	Gina Swanson	Kathie Biondi
SUST	Sustainability	Andy Fletcher	Becky Bowerman	Gina Swanson	Susan Boles
	Southwest Research & Extension				
SWRE	Center	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
TAEA	Agriculture Economics & Agri	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
TAEC>	rAFLS - Agri Ed Comm and Tech	Andy Fletcher	Bobbie Kennedy	Gina Swanson	Deena Coston
TCO	Tech Commercialization	Andy Fletcher	Bobbie Kennedy	Gina Swanson	
TENN	Tennis - Men's Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
TENT	AFLS - Entomology	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
TEST	Testing Services	Karen Walls	Becky Bowerman	Gina Swanson	Melissa Erwin
TFSC	Teacher & Faculty Support	Whitney Smith	Becky Bowerman	Gina Swanson	Lori Libbert
TFSW	Tyson Center Faith & Spirituality	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
THES	AFLS Human Environmental	Ellen Ferguson	Bobbie Kennedy	Gina Swanson	Kim Neyman
THTR	Theatre	Ellen Ferguson	Vikki Necessary	Gina Swanson	Lana Aiken
TKOF	Razorback Ticket Office	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
TLSV	Telephone Service	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Cody Villar
TLTR	Tech Lic Transfer	Ellen Ferguson	Vikki Necessary	Shavawn Smith	Susie Engle
TRCK	Track - Men's Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
TREA	Treasurer's Office	Whitney Smith	Becky Bowerman	Shavawn Smith	Sandra Perrodin
TRLI	Trademark Licensing	Ellen Ferguson	Vikki Necessary	Shavawn Smith	Clayton Hamilton
TRRM	Training Room - Women - Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
TRSM	Training Room - Men - Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
TRSN	ATHL Sport Nutrition	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
TRSP	ATHL Sport Psychology	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
TRST	Transit	Ellen Ferguson	Vikki Necessary	Gina Swanson	Adam Waddell
TSC	Sustainability Consortium	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
UACS	UA Conference Services	Karen Walls	Bobbie Kennedy	Shavawn Smith	Angie Coleman
UACM	UA Connect Management	Whitney Smith	Becky Bowerman	Shavawn Smith	Karen Jennings
UAIR	University Plane - Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
UAMF	UAM Forest Resources	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
UAPR	University Press	Whitney Smith	Vikki Necessary	Gina Swanson	Sam Douglas Ridge
UATD	UA Tech. Development Foundation	Karen Walls	Bobbie Kennedy	Shavawn Smith	Dave Whitmire
UATV	UA TV	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Cheri Freeland
UCMS	Community Music School	Karen Walls	Bobbie Kennedy	Gina Swanson	Kim Jones
UDEV	University Development	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Denise Reynolds

UED	UA Economic Development	Karen Walls	Bobbie Kennedy	Shavawn Smith	Janet Walker
UITS	University Information Technology	Whitney Smith	Vikki Necessary	Shavawn Smith	Staci Tyler
UREC	University Recreation	Karen Walls	Bobbie Kennedy	Gina Swanson	Brandi Maples
UREL	University Relations	Ellen Ferguson	Vikki Necessary	Shavawn Smith	Denise Reynolds
UOO	University Ombuds Office	Karen Walls	Bobbie Kennedy	Shavawn Smith	Marilyn Smith
UTIL	Utilities - Athletics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
UTCH	UTeach	Andy Fletcher	Bobbie Kennedy	Shavawn Smith	Janet Walker
VAED	Vocational & Adult Education	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Brandi Maples
VCAC	VC Academic Affairs	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Kathie Biondi
VCAD	VC Academic Development	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Denise Reynolds
VCDV	Vice Chancellor for Diversity	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Ella Donnell Lambey
VCFA	VC Finance & Administration	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Carie Kovach
VCSA	Vice Chancellor for Student Affairs	Karen Walls	Becky Bowerman	Shavawn Smith	Marsha Norvell
VGSS	Veg. Substation	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
VPAC	VP - Academic Affairs	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Sylvia White
VPAG	VP - Agriculture	Ellen Ferguson	Bobbie Kennedy	Gina Swanson	Jeffie Thomas
VPDV	Vice Provost for Diversity	Ellen Ferguson	Bobbie Kennedy	Shavawn Smith	Ella Donnell Lambey
VPFI	VP for Finance	Ellen Ferguson	Becky Bowerman	Shavawn Smith	Carol Kordsmeier
VPLT	VP for Learning Technologies	Karen Walls	Vikki Necessary	Shavawn Smith	Sylvia White
VPRS	Vice Provost - Research	Karen Walls	Bobbie Kennedy	Shavawn Smith	Amita Patel
Veterans Resource & Information Center					
VRIC	Center	Karen Walls	Bobbie Kennedy	Gina Swanson	Erika Gamboa
VUB	Veterans Upward Bound	Karen Walls	Becky Bowerman	Shavawn Smith	Marilyn Smith
WAAD	Women's Athletics - Academics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WABB	Women's Athletics - Basketball	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WABS	Women's Athletics Business Office	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WAGL	Women's Athletics - Golf	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WAGM	Women's Athletics - Gymnastics	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WASB	Women's Athletics - Softball	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WASC	Women's Athletics - Soccer	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WASW	Women's Athletics - Swimming	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WATK	Women's Athletics - Track	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WATN	Women's Athletics - Tennis	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WATR	Athletics - Water	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WAVB	Women's Athletics - Volleyball	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WCOB	Walton College of Business	Karen Walls	Becky Bowerman	Shavawn Smith	Angie Coleman
WDEV	Division of Continuing Education	Karen Walls	Becky Bowerman	Gina Swanson	Jamie Loftin
WGRM	Men's Athletics - Weight Room	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WICS	Women's Intercollegiate Sports	Whitney Smith	Vikki Necessary	Gina Swanson	Clayton Hamilton
WLLC	World Language	Karen Walls	Becky Bowerman	Gina Swanson	Diane Ogden
WREC	Watershed Research & Education	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas
XASU	Arkansas State University	Andy Fletcher	Vikki Necessary	Gina Swanson	Jeffie Thomas

Function Keys in BASIS

Functions Keys: (these keys may have multiple functions depending on the window you are working in)

F1 Key – ‘help’ key can be used in any field of any screen. Simply place your cursor on the field in question and press the F1 key for a description of the purpose and/or requirement of that field.

F2 Key – ‘suspend’ key will take you to a new screen of information that is tied to your current screen, different commands may be required.

F3 Key – ‘quit’ key will back you out of any screen. If you get in a bind press F3 to get out and start over.

F4 Key – ‘decode’ key will provide detail and/or extended information about abbreviations in your requisition.

F5 Key – ‘restart’ key will refresh your screen or take you back to the beginning of a list of entries.

F6 Key – ‘propose vendor’ key will allow you to propose a new vendor during your creation of a requisition on command REQH.

F7 Key – ‘back’ key will reverse your steps and take you back to the previous screen you were viewing.

F8 Key – ‘forward’ key will move you forward in a list of entries.

F9 Key – ‘text’ key will allow you to enter or view additional text tied to a requisition.

F10 Key – ‘save’ key will allow you to save all your entries and transactions.

F11 Key – ‘option’ key will allow you to view the options you have on certain screens.

F12 Key – ‘CCC’ key will allow you to view the cost center numbers for expense distribution on a requisition.

How to Create and Submit a Requisition in BASIS

A requisition is a request to purchase goods or services. The REQH (REquisition Header) function provides the facilities for creating (building) the header portion of the requisition. This includes all information associated with a requisition with the exception of line-item information. Once the requisition header has been created and saved, the REQL (REquisition Line) function is accessed in order to create the requisition line items. Once the header and line information has been created and saved, you will use the REQT (REquisition TARGET) function to submit the requisition for approval.

Step by Step Process

Creation and submission of a requisition is a three-step process.

Step 1: Create the requisition header (REQH)

Step 2: Create the requisition lines (REQL)

Step 3: Submit the requisition for approval via TARGET. (REQT)

STEP 1: Create the requisition header (REQH)

Requisition headers can be viewed, added, updated, deleted, and copied. (VAUDC)

To create a requisition header:

1. Input *Action* A and *Req Type* and press **Enter**.
2. Press the **PF1** key while the cursor is in the *Req Type* field to access the Help list of selections:

RE Regular
TQ (Dept.) Telephone Quote
BR Bids Requested
PC Purchase from Contract
BL Blanket
SS Sole Source Purchase
PR Personal Reimbursement
SA Professional/Maint Serv Agreement
EP Emergency Purchase.
IA Invoice Attached.
3. Press **Enter**. At this point you can get as detailed as you wish. Most requisition types will only require you to enter information in the following fields:
 - *CCC* (Company Cost Center)
 - *Category* (DART Category associated with Cost Center)
 - *Requestor* (Person requesting the items)
 - *Telephone* (Phone number for the person requesting)
 - *Ship To* (Ship-to address where goods are to be shipped)
 - *Bill To* (Bill-to address where invoice is sent)
 - *Vendor ID* (Is not a required entry field for most requisition types, but the only time you won't use it is when you are processing a bid request or telephone quote, or when you want Purchasing to decide from whom to order the items.)

The other fields are also available for entry; depending on what you are processing and how detailed, you want to get in order to find more information when accessing the list facilities.

4. The **Advance PO No** field is used to input the Advance PO number if one has been given to you by Purchasing. An Advance PO is only distributed for emergency-related purposes.
5. Input the cost centers that will be used for the requisition in the **CCC** field. If the requisition is going to be created using more than one cost center, press the **PF12 (CCC)** key to enter additional cost centers.
Note: Only cost centers entered at the header may be used when you begin creating your requisition lines.
6. Input a **Category** for each cost center listed. Press the **PF1** key while the cursor is in the **Category** field to see a help window which lists the appropriate categories for the cost center. **Please Note:** You can add up to four (4) additional categories for each cost center when you are creating your requisition lines.
7. The **Pr** (Project) field is an optional field available if you want to further categorize a cost center distribution by project.
8. The **Estimated Req Amt** field is an optional field in which you can enter an estimate of the total value of the requisition. It becomes a required field if you enter an amount in the **Est Freight** field.
Note: In the instance of a **Req Type** of TQ, you must enter the actual requisition amount.
9. The **Est Freight** field enables estimated freight for a requisition to be distributed across the lines of the requisition as they are entered in order to establish a commitment amount per line for the estimated freight.
Note: No freight will be paid on an invoice unless a minimum amount of \$1.00 is entered in this field or on the requisition line.
IMPORTANT: Depending on the **Req Type** selected, the system will default \$1.00 in this field. It is modifiable if you choose to remove the freight or change it to a more realistic amount. In the instance of a **Req Type** of TQ, you must enter the actual freight amount for the vendor you are suggesting be awarded the quote.
10. The **Tolerance %** field is the percentage by which payment may exceed the total requisition amount, including freight but not tax. The system will default to 10% for most requisition types. Purchasing may impose a lower **Tolerance %** in the instance of a bid, when the item quoted is a firm price, or to ensure that thresholds which dictate applicable purchasing regulations are not exceeded.
Note: When creating a **Req Type** of BL (Blanket), if you have chosen not to encumber any funds, you must put "999" in the **Tolerance** field. Use of the **Tolerance** can eliminate the need to supplement (update) the PO in most cases.
11. The **Requestor** is a required field in which you enter the name of the person for whom the purchase is being made. The name entered here appears on the printed purchase order.
12. The **Telephone** field is also a required field in which you enter the phone number of the requestor. It appears on the printed purchase order.
13. The **Ship To** address is the address you select for shipment of your items. This is a required field. Address codes are stored in the system, most commonly by 4-letter budgetary unit. (Example: AVCB-001). This example designates the first address for AVCB. You may simply enter your code, if known, or press **PF1** to access the list of ship-to addresses.
Note: If your ship-to address is not in the system, you must contact the Office of Business Affairs, at 575-2551, in order to have the address added. Ship-to addresses do

not contain an individual's name. When the purchase order is printed, the **Requestor** name entered on the requisition appears within the ship-to address.

14. Press the PF1 key while cursor is in the **Handling Codes** field to access a Help list of the following selections:

F Form with Order
C Check and Form with Order at time of PO
H Hold check for pick-up by the authorized person
P Print PO in Purchasing (overrides faxing rules)
S Suppress both print & fax
D Confirming PO, do not duplicate order
I Invoice Attached

15. **Please Note:** Unless you specify "P," the purchase order is auto-faxed to the vendor as long as the vendor has a fax number in the vendor file. Otherwise the PO by default prints in Purchasing. When a Req Type of "PR" (Personal Reimbursement) or "IA" (Invoice Attached) is selected, a Handling Code of "I" will be displayed in the Handling Code field and will not be allowed to be removed. A Handling code of "I" is the only allowable entry for Req Types "PR" and "IA".
16. If the C or H (produce check and hold) **Handling Codes** are selected, the **Hold for** field becomes a required field for the name and phone number of the person to contact to pick up the check. The **Bill To** address defaults to the address for the Accounts Payable division. No department code is available for entry in this field unless Accounts Payable gives approval and enters the departmental code for possible selection.
17. In the **Vendor ID** field you may enter the number of the vendor from whom you want to purchase your items, or use the vendor search facility to locate the vendor and return their vendor number to the field. For instructions on using the vendor search facility, refer to the Help topic, "Finding a Vendor in UPS Using the Vendor Search Facility." If the vendor or the vendor name or address is not correct, or is not in the search facility, you must propose a new vendor or propose a new address or name for an existing vendor by pressing the PF6 (PropV) key. To propose a new vendor, refer to the Help topic, "Proposing a Vendor."
- Note:** When you create a **Req Type** of TQ (dept. telephone quote), no vendor is entered on Screen 1.
18. The **PO Effective Date** field is an optional field that may be used in those instances when you request that a purchase order be effective on a certain date. This field is required when you create a **Req Type** of BL (Blanket). If the field is left blank, the purchase order will become effective on the date issued. When creating **Req Type** PR or IA, this field is labelled as Vendor Invoice Date and is a required field.
19. The **PO Expiration Date** field is only used when creating a **Req Type** of BL (Blanket). When initially creating a blanket, the system defaults the date of 12/30/2099, but it is modifiable. This is the date on which the purchase order is no longer valid.
20. The **Expected PO Close Date** field is the date by which a purchase order should be closed and all receiving and invoicing activity should be completed. This date is used to identify orders which remain open longer than you anticipated. This field is optional when creating a requisition. If not specified, the system will default a date on the purchase order of 30 days after the PO effective date. The list facility LPOS (List POs for a Status and BU) may be used to find orders that are still open after the date specified.

Note: This date does not close purchase orders that are still open after the specified date. This is only a date field that enables you to find those orders still open and on which you may want to check.

21. If the requisition is construction-related, tab to the **Construction Cd** field and input "Y." If you have a method of finance number, tab to the **MOF** field and input the appropriate value. The system will default to N since most requisitions created are not construction-related, but the value is modifiable.
22. The **Delivery Cd** field is available for your use if you have a situation in which you have one of the following statements you wish to print on your purchase order. Press the **PF1** key while in this field to access the following selections:
 - D** Desired (delivery by this date is desired)
 - E** Expected (there are strong reasons to believe that delivery will be made by this date)
 - P** Promised (the vendor has committed to this date)
 - R** Required (delivery by this date is a condition of acceptance for the order)
 - _** blank (no delivery date has been specified).
23. If a **Delivery Cd** is selected, you are required to enter the delivery date in the **Date** field.
24. The **Univ Logo Item** field identifies whether or not the requisition contains items that fall under the University Licensing Program. (Example: shirts with Razorback logos, pictures, printing, etc.) The system defaults to N (no) since most requisitions created are not University Logo related, but the field is modifiable.
25. The **Reference ID** field is an optional field which allows you to find requisitions with a particular Reference ID. **Example:** You may want to know all the orders you have created for a particular person. You can enter their name in this field and use the LRBU (List Requisitions for a BU and dept reference id by date) function to locate all orders for that person.
26. The **Supporting Doc** field is used in those instances when you have supporting documentation for your requisition which is going to be sent to Purchasing by conventional means. (Example: form, letter, additional bid specs, etc.).

Note: All supporting documentation must have the requisition number on it so that it can be matched up with the appropriate requisition once received in Purchasing.
27. The **Customer ID No** field is used in those instances when you create an order in which your particular department has an ID number that is unique to the vendor to whom you are issuing your order. This field is printed on the purchase order when used.
28. The **Sales Tax ID** field is only used when your department has a valid Sales Tax ID and is tax exempt or when purchasing items on a particular requisition that are to be used as Purchase for Resale. This field is used in conjunction with the **Type** field. To access a Help list of possible values, press the **PF1** key while the cursor is in this field:
 - R** Resale
 - E** Exempt
29. **Note:** When purchasing items that are for resale, or if your department is tax exempt, the whole requisition must fall into one of these categories.
30. Your user ID appears in the **Dept Rep ID** field. This field is used to indicate who created the requisition. You should change this field to another user ID only if you are entering the requisition on behalf of someone normally responsible and who also has access to the application.

31. Your budgetary unit code is automatically placed in the **BU** field. This field identifies your department and is used when accessing certain lists to find information as well as for accounting purposes. You should change this field only if some BU other than the one identified is responsible for the requisition.
32. Press **PF10** to save the requisition header.

Once you save the header, the system assigns a requisition number in the **Req** field in the banner. You are now ready for Step 2, Create the Requisition Lines.

To update a requisition header

A requisition header may be updated as long as it has a **Status** of P (in process). Use an **Action** U (update). All fields originally entered (under **Action** A) are modifiable.

Note: If you remove a cost center from the header you are required to update those requisition lines which contained the removed cost center prior to submitting it via TARGET using the REQT (REquisition TARGET) function.

To delete a requisition header

A requisition header may be deleted as long as it has a **Status** of P (in process).

Use an **Action** D (delete). **Please Note:** If you have created any requisition lines associated with the header, you must delete the lines before you can delete the header.

To copy a requisition header

A requisition header may be copied from an existing requisition, which results in an **Action** of A (add) after pressing **PF10**.

Use an **Action** C (copy). All fields are modifiable. **Please Note:** You must view the requisition header you want to copy prior to changing the **Action** to C. Once you press **PF10**, the system assigns a new requisition number which is displayed in the **Req** field in the banner.

STEP 2: Create the requisition lines (REQL)

The REQL (REquisition Line) function allows you to create (build) the associated line(s) of the requisition. Although suggested, line numbers are not required to be sequential. Requisition lines can be viewed, added, updated, deleted, and copied (VAUDC).

To create a requisition line(s):

1. Input **Action** A and the **Req** (number and line no.) and press **Enter**.
2. Input a description of up to forty (40) characters in the **Desc** field. This description can be entered in mixed, upper, or lower case, provided at least one character is in upper case. If additional text is required press the **PF9** (EltmD) key. A window will be displayed that will enable you to continue typing the line item description. Once the extended item description has been entered, press **Enter** to validate and **PF10** to save the extended item description. The last item line is a good place to enter a memo to the vendor. For example, Attn. John, please rush, etc.
Note: The 40 character description line will be used on various list functions. You should get in the habit of using this field as an overall description of the item you are purchasing and of using the **PF9** key to add the extended item description.
3. The **Vendor Item No** field is an optional field that may be used to type a vendor's item number for a particular item.
4. The **Commodity** is a required field in which you will select the appropriate commodity class item for the item you are requesting. For more information on commodity class codes, refer to Help topic, "Commodity Class Item Search Facility."

IMPORTANT: The selection of the appropriate commodity class code also assigns the expenditure code, thus determining the financial accounting. If in doubt as to the correct commodity class code to select, contact the Purchasing Office for assistance. The following screen is displayed when PF1 is pressed.

Figure 1. Help Screen for Commodity Class Item Selection

```
Enter values and press ENTER to validate
UPOREQL 1                      REquisition Line - REQL
09/05/96 10:30
Commodity Class/Item Keyword

Please enter a starting value and press ENTER

User should start the keyword search with specific keywords. If the
class/item is not found, then enter more general keywords.

CLASS/ITEM Keywords are system maintained keywords parsed automatically
from the CLASS-ITEM-DESC. Words considered insignificant
eg. (of, an, the, ...) are removed and not used. These keywords are
converted, stored in upper case and used as search criteria in locating
specific commodity class items. The list is built from the first
keywords parsed from the description, up to the maximum allowed.

PF3=Quit                      Starting Keyword:
```

Input the keyword you are searching for and press **Enter**. The following screen is an example of what is displayed if you searched using the keyword "subscription."

Figure 2. Commodity Class Item Search

```
Enter values and press ENTER to validate
UPOREQL 1                      REquisition Line - REQL
09/05/96 10:35
Commodity Class/Item Code
Select an entry or press enter to scroll to next screen
- Keyword Found for CCI -----Description-----
-----
SUBSCRIPTIONS 71350
MAGAZINES (NOT SUBSCRIPTIONS - SEE CLASS 827-52)

SUBSCRIPTIONS 82701
SUBSCRIPTIONS

SUBSCRIPTIONS 82730
INFORMATION DISKETTE SUBSCRIPTIONS

PF3=Quit                      Keyword Starting From: SUBSCRIPTIONS
```

Tab to the commodity class you want to select and press **Enter**. The code for the commodity will be displayed in the *Commodity* field.

5. The **Qty** field is a required field in which you will enter the quantity of the items you are requesting.
6. The **UM** field is a required field in which you enter the appropriate unit of measure for the item(s) you are ordering. Press the **PF1** key while in this field to access a Help facility which lists valid unit of measure codes. Select the appropriate unit of measure for your purchase.
IMPORTANT: The selection of the \$ in the **UM** field designates that receiving is performed by dollar amount rather than by quantity. For more information on dollar receiving, refer to Help topic, "How to Acknowledge Receipt of an Order Utilizing Dollar Receiving".
7. The **Unit Price** field is the field in which you enter the unit price of the item you are ordering.
Note: The system does allow you to leave this field blank if the item you are requesting is at no charge. The system also allows for a negative amount to be entered for instances involving discounts or trade-ins.
8. The **Item Freight** field is available for entry of freight for a line item.
Note: If you entered an estimated freight amount on REQH, when you press **Enter** the pro-rated freight amount for the line you are creating is displayed and can be modified.
9. The **Tax** field will display tax, if applicable, when you press **Enter**.
Note: The system will calculate tax at 6.5%. If you know exactly the amount of tax to be charged, you can enter that amount in this field. Any amount you enter in this field will override the system calculation.
10. The two (2) **Keyword** fields allow you the option of entering two keywords for the item you are requesting. When you use one or both of these fields, you can retrieve requisition lines by the entered keyword on the LRLK (List Req Lines by Keyword) function.
11. The **Dept Stock No** field is an optional field in which you may enter a stock number if you are an area that uses stock numbers in your daily operation.
12. The **Packed By** field is an optional field you may use in order to note how the items will be packaged. For example: you order 1 case, but the items are shipped in a case that consists of 24 bottles.
13. Press **PF10** to save the line.
14. Repeat the above steps if you are entering additional lines.

Once you have examined the requisition and are ready to submit the requisition for approval, follow Step 3, Submit the Requisition for approval via TARGET.

To update a requisition line

A requisition line may be updated as long as the entire requisition has not been submitted for approval via TARGET (REQT). Using an **Action** of U (update), all fields originally input can be modified.

To delete a requisition line

A requisition line may be deleted using an **Action** D as long as the entire Req. has not been submitted for approval via TARGET (REQT).

To copy a requisition line

You may choose to copy a requisition line for one of the following reasons:

- Copy a requisition line for the same requisition you are creating
- Copy a requisition line from a different requisition to include on the requisition you are creating.

To copy a requisition line for the same requisition:

1. View the line you want to copy.
2. Use an **Action C**; tab to the **Req** line number field in the banner and input the new line number you want to use; press **Enter**.
3. At this point all fields are modifiable.
4. Press **PF10** to save the new line.

To copy a requisition line from another requisition:

1. Before you begin the copy process, write down the **Req No** you are currently creating on a piece of paper along with the **Req No** you want to copy from.
2. Input **Action V** and the **Req** (number and line no.) you want to copy from and press **Enter**.
3. The requisition line number you want to copy will be displayed on the screen.
4. Input **Action C**, **Req** number you want to copy to and the **Req** line number you want to create and press **Enter**.
5. At this point all fields are modifiable.
6. Press **PF10** to save.

STEP 3: Submit the requisition via TARGET (REQT)

The REQT (REquisition TARGET) function allows you to submit your requisition for approval. This is also the command reviewers access in order to review your requisition transaction. Reviewers can approve, hold or disapprove the requisition transaction. The TARGET transaction may be viewed, updated, submitted and withdrawn (VUSW).

To submit a requisition via TARGET for approval:

1. Input **Action S** (Submit) and the **Req** number and press **Enter**.
Note: If you have several requisitions to submit you can access the list function LRQS (List Requisitions for a Status, BU, & Type). More information on this list facility can be found later in this manual.
2. You will notice that the screen displays certain pieces of information from the header of the requisition, along with the first 40 characters of each requisition line.
3. Prior to submitting the requisition for approvals you are able to modify the **Tolerance %** if you failed to do so on the requisition header. You will also have another opportunity to state whether or not the request is construction-related (the **Construction Cd** field).
4. To view the cost center distribution for a line, mark it and press the **PF4** (DeCode) key.
5. To view the total for each **Category** you entered on the requisition, press the **PF12** (CCC) key, then select each cost center and press **Enter**.
6. By viewing the proposed status of the requisition, you will also know whether or not your requisition will qualify as an 'Auto PO' upon final approval. Requisition statuses are defined as follows:

P In Process

S Submitted for Approval

A Approved by Management

R Re-Submitted for additional approval (i.e.: SS, etc)

G Awaiting Generation of a completed Auto PO

H Awaiting Generation of an In Process PO

C Completed, all necessary and possible POs have been generated

X Cancelled

7. Once you are satisfied that the requisition is correct, press **PF10** to submit it via **TARGET** for approval.

To update an approved requisition via TARGET.: With an *Action* U a requisition may be updated from this function as long as it has a *Status* of A (approved). Only the *Tolerance* may be modified.

To withdraw a requisition

A requisition may be withdrawn with an *Action* W as long as it has a *Status* of S (submitted). A requisition may only be withdrawn by the initiator of the transaction. Once the requisition has been withdrawn, its *Status* will become P (in process) so that it can then be updated and re-submitted, or deleted.

Helpful Tips:

REQT Submittal Stage – be sure to double check your steps (command REQT, action S). Once you have completed this final stage, check yourself be viewing (action V) this step. Be sure the ‘Status’ references an ‘S’ (submitted for approval). If your requisition is not submitted then it goes nowhere.

Requisition Descriptions – descriptions on requisitions should be complete and informative of what the order and/or payment is for. Events, dates, individuals/group names, locations, etc. should be included where applicable. Leave no room for questions. This will help to avoid delays in your orders and/or payments.

Requisition Description Paragraph Options – when creating a requisition on REQH (in your F9 extended text window) you can separate your descriptive information by starting new paragraphs. To do this, make sure you are in your extended text window. Press the F4 key and a new window will open titled Paragraph Options. Select the ‘Start a new paragraph’ option and press the F10 key.

How to Enter an IREQ Requisition to Computer Store

- 1) After obtaining quote from computer store web-site log in to BASIS.
- 2) Under "Enter an application ID:" enter "UPS".
- 3) At the command line, enter command "IREQ", action "A", Req. type "IR" and hit enter.
- 4) Under requisition amount, enter the total dollar amount of all items to be purchased.
- 5) Tolerance will default to 30%; this is for the tax to be charged and a small tolerance.
- 6) Tab to "Vendor ID" and hit F1, hit enter, then select "U of A Computer Store", mark with an "X" and hit enter.
- 7) Leave customer ID number blank.
- 8) Enter requestor's name.
- 9) Enter requestor's phone number.
- 10) Tab to "Ship To", hit F1, type in your Budgetary Unit and hit enter, a list of your potential ship-to addresses will appear, select the correct address by marking with an "X" and hit enter.
- 11) Enter your cost center number(s), % or amount breakdown, and category.
- 12) Hit F9 and enter your text entry. This should include a description of items being purchased (Brand, Model and Quote Name or Number, and Quantity). (Helpful Tip: To start a new paragraph when entering description, hit F4, Mark "Start a new paragraph" with an "X" and hit F10).
- 13) When finished with description, hit F10 to save, this will send you back to the IREQ screen, hit enter to validate.
- 14) You will then be asked to "go to screen 2 to validate data there", hit F8 to go to screen 2, enter your total dollar amount in the appropriate category.
- 15) Hit enter, F10 to save.
- 16) You will be kicked back to a blank IREQ screen, your IREQ requisition number will be listed above the "Req." field at the top of the screen (command line), write this number down.
- 17) Enter command "REQT" action "S", enter IREQ requisition number, press enter and F10 to save.

Your requisition is now submitted and proceeding through the approval chain, it will be turned into a purchase order and faxed to the Computer Store for processing.

How to Cancel/Close Purchase Orders in BASIS

PO's with no expense can be canceled by the following command: POIT (Purchase Order Item change TARGET) – in the appropriate banner fields, enter 'U' as the action and enter the PO #. Delete the quantity if the unit measure is quantity receiving (i.e. "EA"), OR delete the unit price if the unit measure is dollar receiving (i.e. "\$"). Use same steps for multiple lines on a PO. Be sure to include a comment on F11 regarding each of your transactions and then press F10 to save.

PO's with expense can be closed by the following command: POIT (Purchase Order Item change TARGET) – in the appropriate banner fields, enter 'U' as the action and enter the PO #. The unit price should be changed to match the received, invoiced and expensed amounts shown in the bottom right hand corner of the screen (these 3 amounts should match in order to make the change to the unit price). Be sure to include a comment on F11 regarding each of your transactions and then press F10 to save.

Internal PO's can be closed by the following command: IPO (Internal Purchase Orders). Tab to the action field and type 'U'; Tab to the PO field and input the purchase order number. Press Enter. The cursor will be in the status field.

1. Change the status to a 'C' Press Enter to validate.
2. You will receive a message which says, 'All entries are valid, press PF10 to save.'
3. Press PF10

Also, an internal purchase order may be 'canceled' as long as no 'expensing' has occurred against the purchase order. The IPO function is the avenue to use for this process.

1. Input IPO in the Command field; Tab to the Action field and type 'U'; Tab to the PO field and input the purchase order number. Press 'Enter'.
2. The cursor will be in the Status field.
3. Change the Status to an 'X' and press 'Enter' to validate.
4. You will receive a message that says: 'All entries are valid, press PF10 to save.'

Press PF10. The transaction will route to the service desk of the internal vendor for approval.

Upon final approval of the transaction, the Status will be an 'X'. Any encumbrance will be removed from DART.

How to find out why a PO was canceled in the system:

Go to command LTPO (List Transactions for a Purchase Order) - enter the PO # and select the entry displayed in the body of the window to see the comment provided at time of transaction.

How to find out where a transaction is pending in the system:

Go to command REQ T (Requisition Target Processing), Action V (view) – enter the requisition number and press enter. Press the F11 key and a small window will open title REQ T Options. Select the first option in that window (View txn reviewers' activity) and press enter. A new window will open titled Transaction Review Activity and this will display the list of reviewers for the transaction. The asterisk (*) designates whose desk the transaction is currently on.

MANAGER OF PROCUREMENT SERVICES

RESPONSIBILITIES

The Manager of Procurement Services at the University of Arkansas directs all University procurement efforts to efficiently and effectively maximize the value received from suppliers to meet University objectives and obligations. The position is responsible for all university procurement efforts for the institution and is accountable for managing and/or approving all University procurements, regardless of the nature of the operating or influence model being used (i.e., who performs the strategy vs. execution of sourcing, buying, paying and managing of suppliers).

The Manager of Procurement Services works with each college, department and business unit, to lead centralized direct and indirect sourcing and procurement efforts. This includes working with the internal stakeholder from initial need identification to final goods or service delivery to meet stakeholder needs. The process starts with demand management (via stakeholder management) that then drives supply analysis/strategy, supplier identification, sourcing execution (i.e., “tendering”), contract negotiation, delivery planning and monitoring, purchase execution, and then ongoing performance management and improvement.

The Manager of Procurement Services accomplishes tasks through a team of senior Procurement Coordinators professionals, both local and remote, who work for the University and the suppliers selected to meet their needs. The Manager of Procurement Services establishes relationships with senior administration to ensure procurement is aligned with their particular objectives, and to enlist their support (and some level of their resources) in participating in supply base improvement efforts.

Finally, the Manager of Procurement Services is part of a team responsible for overall procurement strategy, for increasing spend under management, identifying and evolving best practices, and transforming the organization to one that is led by a center of excellence. In rural locations, where local requirements need to dominate for practical reasons, the Manager of Procurement Services applies knowledge and expertise to assist local business units in strategy development, tender execution, supplier evaluation and final procurement of goods and services.

PROFESSIONAL CERTIFICATION

In addition to a college degree, it is desirable the Manager of Procurement Services possess Purchasing Certification. The preferred certification(s) are from the National Institute of Governmental Procurement (NIGP) of a Certified Public Procurement Officer (CPPO) and/or a Certified Professional Public Buyer (CPPB) or a near equivalent from firms such as the American Purchasing Society, Chartered Institute of Purchasing and Supply, International Purchasing and Supply Chain Management Institute, The International Federation of Purchasing and Supply Management and others.

EXPERIENCE

At least 10 years of senior procurement management experience (or 15 years depending on the job requirements and the skills/education of the candidate). In addition, experience in operational management, or experience in a position of primary service delivery in an organization is essential. The most important requirement is a proven track record of delivering large savings and other value to a strong team of employees that the Manager of Procurement Services manages and develops. The more spend and employees you manage (and savings you generate), the better your chances to be a Manager of Procurement Services, but these are just the “table stakes.”

KNOWLEDGE

The Manager of Procurement Services possess extensive procurement knowledge at the state and national level and is able to explain and demonstrate essential functions of the job requirements listed below:

- Purchasing methods, processes, and applicable federal, state and institution laws, policies and procedures.
- Warehouse operations and surplus disposition.
- Complex bid processes.
- Contract negotiation and pricing agreements.
- Budget development and implementation.
- Supervisory principles, practices, and methods.

DUTIES AND TASKS

- Directs and oversees the management of university procurement activities, warehouse operations, and campus feet management.
- Is designated as the Agency Procurement Official (APO) and represents the institution in this capacity at university functions, state meetings and events, and national conferences.
- As the designated Agency Procurement Official (APO), reviews, approves and signs contracts, agreements, quotes and other obligations and legal documents on behalf of the institution.
- Directs the automation of core functions university-wide with particular emphasis on eProcurement in the purchasing of supplies, equipment and services at the institution.
- Oversees staff development and training including updated required certifications.
- Plans, coordinates, and manages the operational, financial, administrative, and technical responsibilities of the purchasing function.
- Develops, implements, and interprets appropriate college-wide procedures and policies in relation to the purchase of all goods and services; ensures compliance with state laws relative to the purchasing function.
- Designs, develops, and coordinates with Procurement Coordinators training presentations on purchasing procedures for purchasing staff, university departments and other relevant parties.
- Manages complex bid processes including vendors to be solicited, requests for proposals, evaluation of returned proposals, selection of vendors, and award of contracts; ensures fair and open competition.
- Writes and analyzes complex requests for proposals and prepares recommendations that are legal, ethical, and demonstrate best value to the institution.
- Negotiates contracts, pricing discounts, and pricing agreements with vendors with an emphasis on maximizing value for all institutional funds expended; oversees the processing of purchase orders and other procurement instruments.
- Prepares informational and operational reports
- Coordinates institutional minority purchases with emphasis on meeting the 15% goal of minority spend and other diversity/outreach programs.
- Hires, supervises, trains and evaluates the Purchasing Manager, Procurement Coordinators, Procurement staff, Warehouse Supervisor and other staff as necessary and required.

SKILLS

The Manager of Procurement Services possess extensive management and social skills to explain and demonstrate, with or without reasonable accommodations, the many essential functions of the job requirements listed below:

- Solid leadership, operational management and general business skills.
- The ability to collaborate with university business units and functional partners like IT, finance, HR, legal, etc.
- Working knowledge of finance and/or accounting in terms of budgeting, cost management, financial accounting, treasury, risk management, etc.
- Industry knowledge in terms of broad industry dynamics on the buy-side (and the sell-side), but also the internal knowledge and “language of the business”
- Excellent communication skills and even better listening skills that allows the Manager of Procurement Services to hear the “voice of the internal customer” and understand company culture and how to best communicate the value of the Procurement Department to it.
- Ability to “sell” procurement’s value and to run procurement as a services business like any other well-run professional services business.
- In-depth knowledge of sourcing and procurement principles and best practices.
- Strong negotiation skills.
- Experience with modern sourcing and procurement systems.
- Familiarity with relevant legislative and regulatory requirements, as well as understanding of standard contractual terms and conditions to mitigate legal risk.
- Strategic mindset and problem-solving skills.
- Change management skills and self-awareness to take varying approaches with a dynamic set of stakeholders (e.g., expert model vs. facilitative model).
- Knowledge of enterprise risk management and business continuity planning.
- Analytical mindset, but also creativity to seek, encourage and find non-traditional solutions to issues.
- Effectively use interpersonal and communications skills including tact and diplomacy.
- Effectively use organizational and planning skills with attention to detail.
- Write and analyze complex requests for proposals.
- Manage bid processes and negotiating contracts.
- Develop and implement purchasing policies and procedures.
- Effectively supervise, lead, and delegate tasks and authority.
- Maintain confidentiality of work related information and materials.
- Establish and maintain effective working relationships.
- Maintain an established work schedule as needed by the institution.

SAFETY

Supervise safe operation of department and functions. Facilitate safety inspections when necessary. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.

PROCUREMENT MANAGER & PROJECT SPECIALIST FOR SCIENCE AND RESEARCH

OVERVIEW OF DUTIES

Managerial and supervisory skills to facilitate positive feedback from subordinates to allow staff growth and development.

Extensive experience serving university Deans, Directors, Faculty, Staff and Students.

Comprehensive knowledge and interface with State agencies, including; the Office of State Procurement, the Department of Marketing & Redistribution, the Office of Administrative Services, the Office of Accounting, the Arkansas Highway and Transportation Department, the Arkansas Department of Health, the Arkansas Department of Environmental Quality and the Department of Higher Education.

Science and Research Instrumentation Procured: Electron & Scanning Microscopes, Yttrium-Argon Lasers, Molecular Beam Epitaxy Systems, High Pressure & Liquid Chromatography Instruments, Mass Spectrometers, Spectrographs, High Pressure Deposition Systems, Centrifuges, Autoclaves, Carbon-Oxygen Analyzers, Diastolic and Peristaltic Pumps, Deionized & Reverse Osmosis Water Treatment Systems, Incubators, Environment Chambers, etc.

1. **Alternate Agency Purchasing Official (APO).** Contract Signature Authority as alternate APO. Supervise subordinate procurement staff as needed. Interaction with Procurement staff/prospective staff includes; interviewing, hiring, training, making work assignments and evaluating job performance. Provides consultation regarding acquisition of equipment, assists departments in coordinating and preparing specifications for major projects, advises departments on purchasing procedures and solves complex purchasing problems. Meet with vendors concerning new products, evaluate vendor performance and notifies vendors of complaints to resolve or terminate contractual obligations. Procurement contracts, Cooperative-Purchasing Agreements and Research & Sponsored Programs Grant Sub-award management. Responsible for following areas: College of Engineering, Dale Bumpers College of Agriculture, Food and Life Sciences, J. William Fulbright College of Arts and Sciences, Vice Provost for Research and Economic Development, Research and Sponsored Programs and Facilities Management. Requires full understanding and knowledge of federal, state and university laws, regulations and policies that relate to university operations. Requires in depth knowledge of the State of Arkansas Procurement Laws and Rules (Section 2).
2. **Science and Research Project Specialist.** Develop and oversee university procurement strategies for Principal Investigators (PI)/Faculty members to support their research needs. Manage “New-Hire Initiative”; work with the Office of the Vice Provost for Research to target new research faculty with start-up funds to expedite PI’s procurement needs. Coordinate acquisition and vendor contract negotiations of multi-million dollar scientific instrumentation through “Invitation for Bid” and “Request for Proposal.” Serve on campus committees that shall develop and manage campus-wide strategies and policies as they relate to: 1.) federal, state and university compliance with Export Control and Transfer of Technology, 2.) Provost’s Toxic Substance Control Sub-committee for the improved health and safety of students, faculty, staff and the general public.

3. **Procurement Team Leader – Southwest Experimental Fast Oxide Reactor (SEFOR) Decommissioning and Green Fielding of Nuclear Reactor.** Thorough understanding of state and federal radiological laws and regulations as it pertains to the deconstruction of the university SEFOR nuclear reactor. Manage existing contract and bid documents that include: Historical Site Assessment and Characterization of facility and grounds. SEFOR is located on 620 acres near Strickler, Arkansas, 18 miles southwest of Fayetteville, Arkansas. The actual site to be decommissioned is approximately three (3) acres that are contained within the perimeter fence. Buildings on the three acres include the reactor core facility, the administration/workshop building, a small storage building, and the associated utilities that served the site. The characterization included the evaluation of possible hazards including; residual sodium coolant, radioactive materials, lead in paint, PCBs in light ballasts and transformers, and asbestos. Work with the university Facilities Management department and the United States Department of Energy to obtain grant awards for the decommissioning and deconstruction (D&D). Estimated D&D total \$26.5 million.
4. **Management of Surplus Warehouse Facility and Supervision of Surplus Warehouse Manager.** Requires full knowledge of state and university law, regulations and policies that pertain to the disposal of State of Arkansas agencies property. The Surplus Warehouse is an 8000 square foot storage facility at 300 Eastern Ave on campus that also houses the office of the Surplus Manager. Work closely with the Arkansas Department of Finance and Administration: Office of State Procurement and Office of Marketing and Redistribution. Must have working knowledge of the BASIS/AIMS computer application, which is the university inventory management system.
5. **Revenue Generating Contract Administrator – Science and Research.** Manage the VWR Scientific International (VWR) contract. The contract is a multi-million dollar scientific equipment and chemicals procurement agreement that supplies the university with most of its research needs. The agreement also includes a VWR store located on campus which supplies the immediate requirements of academic and research laboratories. The VWR store is located in the Chemistry Building, Room 38. Manage the Airgas-USA LLC contract. This contract supplies cylinders of compress gases for the hundreds of laboratories throughout campus. These gases are the fuel or carrier gases for scientific instrumentation in our academic and research facilities. VWR and Airgas can also be found on the Razorbuy procurement mall. These two contracts generate approximately \$85,000.00 annually for the university.
6. **Procurement Project Specialist for International Shipping – INCOTERMS 2010.** Training and consultation with university students, faculty and staff on federal and state Import/Export regulations. Import procedures often have hidden costs associated with them, which may not be known to the end-user at the time of acquiring quotes from vendors. The fees include U.S. Customs and Duty fees (this can be as much as 5% of the total cost of the merchandise). If the university is procuring a \$500,000.00 spectrophotometric instrument from Germany, the import fees can make a substantial increase in the cost of the merchandise. There are also Customs Brokerage firms that add fees for clearance, storage and require the university to assign them Power of Attorney for the shipment. To advise and train the university requires in depth knowledge of the International Commerce shipping terms and conditions - INCOTERMS 2010.
7. **Required Reading & Training:** Reading: Arkansas Procurement Law, U of A Policies and Procedures and INCOTERMS 2010. Training: UPS/BASIS, AIMS/BASIS, DBR/BASIS, DART/BASIS and Razorbuy Training. BASIS Training is utilized for Procurement/Formal Bids **Only** (UPS), Inventory Control (AIMS), Departmental Budgetary Report's (DBR) and Accounting (DART). Razorbuy Training is utilized for all

Procurements; Three quote bids, Payment With Orders, Sole Source Procurements, Trade-In Procurements, Personnel Reimbursements and General Procurement needs.

8. **Additional Duties:** General Procurement, Surplus Management, Supervision of Personnel, Contract Development & Administration, Grant Protocol/Sub-award contract review, Inter-governmental Cooperative Purchasing Agreements, Export Compliance/Technology Transfer Committee, Zero Waste Committee and U of A Environmental, Health and Safety Committee.

INTENT TO AWARD LETTER FOR A REQUEST FOR PROPOSAL

October 12, 2009

Energy Solutions, LLC
Mr. Greg McGinnis
Vice President
1009 Commerce Park Drive
Oak Ridge, TN 37830

RE: RFP071409 SEFOR PROJECT

Mr. McGinnis:

Congratulations! The selection committee for the University of Arkansas RFP071409 SEFOR PROJECT has selected Energy Solutions, LLC to provide services specified within the RFP to the University of Arkansas. It is our intent to enter into final contract negotiations with your firm.

A representative of your organization should contact me at 479-575-6761 at their earliest convenience to begin work on the necessary contract documents for this project. It is our intent to award a contract for your services once a fourteen (14) day waiting period has passed.

We appreciate the interest shown by your firm in providing these services to the U of A and look forward to working with you.

Sincerely,

Andy Fletcher, NAOSMM
University of Arkansas
321 Administration Bldg.
Fayetteville, AR 72701

CONTRACT AND GRANT DISCLOSURE CERTIFICATION FORM

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

☐ Yes ☐ No

SUBCONTRACTOR NAME:

IS THIS FOR:

☐ Goods?

☐ Services? ☐ Both?

TAXPAYER ID NAME:

YOUR LAST NAME:

FIRST NAME:

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held (senator, representative, name of board/commission, data entry, etc.)	For How Long?		What is the person(s) name and how are they related to you? (i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.)	Relation
	Current	Former		From MM/YY	To MM/YY		
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>					
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>					
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>					
State Employee	<input type="checkbox"/>	<input type="checkbox"/>					

☐ None of the above applies

FOR A VENDOR (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held (senator, representative, name of board/commission, data entry, etc.)	For How Long?		What is the person(s) name and what is his/her position of control?	Ownership Interest (%)	Position of Control
	Current	Former		From MM/YY	To MM/YY			
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>						
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>						
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>						
State Employee	<input type="checkbox"/>	<input type="checkbox"/>						

☐ None of the above applies

Rev. 08/20/07

SERVICES & PRODUCT CONTRACT

SERVICES & PRODUCT CONTRACT

This contract is made and entered into on the ____1st____ day of __July____ 2011, by and between the Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas, Fayetteville ("University"), a public institution of higher education, with offices located at the Office of Business Affairs, Room 321 Administration Building, Fayetteville, AR 72701, and Airgas MidSouth ("Airgas") with offices located at 31 North Peoria, Tulsa, Oklahoma, 74120.

WITNESSETH

WHEREAS, the University desires that Airgas provide and set 6000 gallon liquid nitrogen bulk tank at the University of Arkansas Nano-Building, Dickson Street, according to U of A Facilities Management Specifications and architectural design. The tank install will not involve interior or exterior construction to the Nano-Building. Airgas shall also provide bulk nitrogen services to the University of Arkansas campus.

WHEREAS, Airgas is aware of and familiar with the required scope of services, and desires to provide these services to the University, and

WHEREAS, the University and Airgas wish to document their agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the adequacy and sufficiency of which are hereby stipulated, the parties agree to be bound according to the below described terms and conditions.

I. ACCEPTANCE; ORDER OF PRECEDENCE

This contract and its Exhibits constitute the complete and final expression of the Contract and understanding of Airgas and University concerning the subject matter hereof, and merge and supersede any and all prior or contemporaneous agreements, understandings, negotiations or other communications, whether written or verbal, between Airgas and University concerning the subject matter hereof. No waiver of, nor amendment or addition to, any of these terms and conditions shall be binding against Airgas or University unless in writing and signed by an authorized representative of Airgas and University.

Any conflict or inconsistency between the various documents shall be resolved by giving precedence in the following order:

This contract, including the attachments hereto;

Exhibit A: PSA E & I Agreement

Exhibit B: Bulk Gas Rider – Liquid Nitrogen Price

Exhibit C: 6000 Nitrogen Tank Quote

Exhibit D: Airgas Certificate of Insurance naming the University of Arkansas as a certificate holder.

II. SCOPE OF SERVICES

Subject to this contract, Airgas shall provide personnel, equipment, products and services, in accordance with Exhibits A, B and C and all valid and applicable Federal State or local laws, rules, regulations, ordinances and government actions. Additional services and products shall be added to this contract by addenda to this contract as deemed necessary by the University.

III. SCHEDULE OF CHARGES; FEES/PRICES

- A. For the services to be performed for Exhibit C by Airgas under this contract, the University shall pay Airgas a Firm-Fixed Price not to exceed \$121,920.79 (including local, county and state taxes).
- B. The fees/prices set forth in Exhibit B and C are due and payable to Airgas upon completion of all contracted services and products; including any additional services or products as listed on addenda signed by both parties, after final acceptance of said services and products by the University. All payments to Airgas will be made by credit card through the U.S. Bank "Payment Plus Program" for the University.
- C. Additional services and products shall be added to this contract by addenda as deemed necessary by the University, and upon signed agreement by both parties.

IV. **CHANGES**

University may request changes within the scope of the Contract and, if accepted by Airgas, the price, performance schedule and other pertinent provisions of the Contract will be adjusted by mutual agreement of the parties prior to implementation of the changes. Any such changes must be approved in writing by authorized representatives of the parties.

V. **QUALITY ASSURANCE**

Airgas shall maintain a quality assurance program for Services in accordance with applicable industry standards.

VI. **INSURANCE**

Airgas shall maintain, at its sole expense throughout the term of this contract the following minimum levels of insurance:

The contractor shall maintain liability insurance and shall file certificates of insurance with the University prior to commencement of work. Airgas shall name University as an additional insured. *Insurance* policies shall be written by a company or companies authorized to do business in the State of Arkansas. The limits of liability of such insurance shall be written for not less than the following:

A. Workers Compensation

Workers Compensation as required by the state of Arkansas

B. Comprehensive General Liability (Including Premises-Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage):

1. Bodily Injury - \$1,000,000.00 each occurrence, \$1,000,000.00 aggregate.
2. Property Damage - \$1,000,000.00 each occurrence, \$1,000,000.00 aggregate.
 - a. Products and Completed Operations Insurance shall be maintained for a minimum of ONE (1) year after final payment of \$1,000,000.00 aggregate.
 - b. Property Damage Liability shall provide X, C and U coverage
 - c. Broad Form Property Damage coverage shall include Completed Operations.

C. Contractual Liability – only as provided for in Gen. Liability form CG 00 01 12 07

1. Bodily Injury - \$1,000,000.00 each occurrence, \$1,000,000.00 aggregate.
2. Property Damage - \$1,000,000.00 each occurrence, \$1,000,000.00 aggregate.

D. Personal Injury (coverage is included in General liability policy)

1. Comprehensive Business Automobile Liability (including Owned, Non-Owned and Hired Vehicles) Bodily Injury and Property Damage – combined single limit of \$500,000.00 per occurrence.

VII. **EXCUSABLE DELAY**

In the event that the performance of any terms or provisions of this Agreement shall be delayed or prevented because of compliance with any law, decree, or order of any governmental agency or authority, either local, state, or federal, or because of riots, war, acts of terrorism, public disturbances, unavailability of materials meeting the required standards, strikes, lockouts, differences with workmen, fire, floods, Acts of God, or any other reason whatsoever which is not within the control of the party whose performance is interfered with and which, by the exercise of due diligence, such party is unable to prevent (the foregoing collectively referred to as "excusable delay"), the party so interfered with may at its option suspend, without liability, the performance of its obligations during

the period such cause continues, and extend any due date or deadline for performance by the period of such delay, but in no event shall such delay exceed six (6) months. In the event of an excusable delay as defined in this Article, the party affected by such excusable delay shall provide written notice to the other party as soon as practicable after the delay is discovered, and shall exert all reasonable efforts to mitigate the effects of the delay.

VIII. CONTRACTING AUTHORITY

The relationship of the parties to this Agreement is that of independent contractors, and nothing in this Agreement shall be construed to create any agency, joint venture, or partnership relationship between the parties. As such, Airgas shall have and maintain sole control over its employees, agents, operations, and/or the work to be performed under such order. Neither Airgas nor any representative, employee or agent thereof, will be, represent, act, purport, or deemed to be a representative, employee, or agent of University.

IX. ASSIGNMENT

This Contract may not be assigned, conveyed, or transferred without the prior written consent of the other party, such consent not to be unreasonably withheld, conditioned or delayed; provided, however, that University shall have the absolute right to require any information it deems necessary in order to evaluate the qualifications of any proposed assignee, recipient, or transferee to carry out the requirements of the Contract in a safe and effective manner, and provided further, Airgas shall have the right to assign such Contract, in whole or in part, to its parent corporation, any other controlled subsidiary thereof, or any purchaser of the capital stock or all or substantially all of the assets of Airgas. Any attempted assignment, conveyance or transfer without the required consent shall be null and void. In the event that the University agrees to an assignment, conveyance, or transfer, the respective rights and obligations of the parties under the Contract shall inure to the benefit of, and be binding upon, the parties' permitted successors and assign, and the assignee, recipient or transferee shall assume and be deemed to have assumed all obligations and duties of the Contract.

X. WAIVER

The failure of either party to insist, in any one or more instances, upon the strict performance of any provision of this Contract shall not be construed as a waiver or other relinquishment of such party's right to insist upon such strict performance of said provision or any other provision hereof or any other provision of this contract. Any waiver by either party of any provision hereof or any other provision of this Contract shall be in writing signed by an authorized representative of the party to be bound and shall not be construed or deemed to be a waiver of any subsequent breach of the same provision or of any other provision unless such a waiver is expressed in writing as aforesaid.

XI. WARRANTY

- A. **GENERAL.** Airgas warrants that it possesses, and will maintain, all permits, licenses, certificates and approvals necessary for the performance of the service hereunder.
- B. **SERVICES.** Airgas warrants to University that the services to be performed hereunder will: (a) be performed by qualified and competent personnel in accordance with industry practice appropriate to the nature of the services rendered at the time performed; (b) comply with all applicable laws, rules, regulations and ordinances; (c) be performed in a safe and workmanlike manner. This warranty of the services to be performed shall expire with respect to a given service twelve (12) months after such service was performed. For the avoidance of doubt, the twelve months shall be calculated from the University's final acceptance of the plan to be developed and submitted by Airgas pursuant to the Contract. In the event any portion of the services to be performed hereunder fails to comply with this warranty obligation and Airgas is promptly notified in writing of such failure, and in no event later than thirty (30) days after the expiration of the applicable warranty period, Airgas shall promptly re-perform such portion of the services without additional compensation from University or, if re-performance is impracticable in the mutual judgment of the parties, then Airgas shall refund the amount of the compensation paid to Airgas for such portion of the services.

- C. **MATERIALS & EQUIPMENT.** Airgas warrants to University that the materials and equipment to be furnished hereunder shall be free from defects in workmanship and material upon delivery or upon use by Airgas incident to performing the services, as applicable. This warranty of materials and equipment shall expire one (1) year after the date of delivery or use by Airgas, as applicable. In the event any of the materials or equipment fails to conform to this warranty and Airgas is promptly notified in writing of such failure, in no event later than thirty (30) days after delivery to University or thirty days after expiration of the warranty period, whichever is later, Airgas shall correct such nonconformity by, at its election and at no additional cost to University, either repairing any defective part(s) or installing replacement part(s).
- D. **WARRANTY CONDITIONS.** Without limiting the rights or obligations of Airgas under this Article, Airgas will reasonably consult University as to the election, timing and manner of any re-performance, repair, replacement or adjustment to be made by Airgas, giving consideration to such factors as University's operating and maintenance requirements and costs, conditions of federal funds received by University, as well as the respective costs to Airgas of the various alternatives. After Airgas has reached a tentative corrective action; provided such alternative corrective action does not enlarge the warranty obligations of Airgas under this Article, Airgas will take such alternative corrective action. In the event that the proposed action entails an enlargement of Airgas' warranty obligations, the parties shall agree on any necessary fee/price adjustments as a result.
- E. **THE WARRANTIES AND REMEDIES SET FORTH IN THIS ARTICLE ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES WHETHER STATUTORY, EXPRESS, OR IMPLIED (INCLUDING ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OF TRADE).**

XII. INDEMNIFICATION

Airgas covenants and agrees, at its sole cost and expense, to indemnify and hold harmless the University, and its current or former Board members, officers, agents, and employees from any claim, damage, judgment, liability, injury, expense, or loss, including, without limitation, any and all claims for injury or death to persons or damage to property, and further including, without limitation, defense costs and attorney's fees, arising out of or pertaining to Airgas' performance or lack of performance under this Contract. In case any action or proceeding related to the foregoing is brought against the University, its current or former Board members, officers, agents or employees, by reason of any such claim, upon notice from University, Airgas shall, at its sole cost and expense, resist and defend such action or proceedings by qualified personnel. The foregoing obligations shall survive the expiration or termination of this contract.

With respect to loss, expense, damage, liability, claims or demands, either at law or inequity, for actual or alleged personal injuries or property damage arising from work performed under this Contract by Airgas and its employees, agents, or subcontractors, University agrees with Airgas that: (a) it will cooperate with Airgas in the defense of any action or claim brought against Airgas seeking the foregoing damage of relief; (b) it will in good faith cooperate with Airgas should Airgas present any claims of the foregoing nature against University to the Claims Commission of the State of Arkansas; (c) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the said Claims Commission and will make reasonable efforts to expedite said hearing,, provided, however, University reserves its right to assert in good faith all claims and defenses available to it in any proceeding in said Claims Commission or other appropriate forum. The obligations of this paragraph shall survive the expiration or termination of this Contract.

XIII. LIMITATION OF LIABILITY

Subject to Airgas' warranty obligations under Section XI of this Contract, under no circumstance shall either party be liable to the other party, whether in contract, tort (including negligence and strict liability) or otherwise, for any incidental, indirect, special or consequential damages of any kind, nature or amount whatsoever, including but not limited to loss of profits or revenue, even if advised of the possibility of such damages.

XIV. TERM

Unless Airgas and University expressly otherwise agree in writing, the term of this Contract shall commence on the date listed on Page 1 of this contract and shall continue in full force for a period of twelve (12) months. The contract at that time shall be reviewed University and shall be extended on an annual basis, if mutually agreed by both parties, for an period not to exceed an aggregate of seventy-two (72) months.

XV. PROPRIETARY INFORMATION

- A. Either party may have a proprietary interest (which may include a safety or security interest) in information that may be furnished pursuant to this Contract. Both parties will keep in confidence and will not disclose any such information which is specifically designated as being proprietary to the other without the prior written permission of the disclosing party or use any such information for other than the purpose for which it is supplied. The provisions of this paragraph shall not apply to information, notwithstanding any confidential designation thereof, which is known to receiving party without any restrictions to disclosure or use at the time it is furnished, which is or becomes generally available to the public without breach of any agreement, or which is received from a third party without limitation or restriction on said third party or the receiving party at the time of disclosure. The disclosure of Confidential Information required by law shall not be deemed a violation of this paragraph. During the period of confidentiality, the receiving party shall provide the disclosing party prior notice of any disclosure of information received from the other which is required by law.
- B. Only the Proprietary Information disclosed in written form and identified by a marking thereon as proprietary, or Proprietary Information first disclosed in verbal, visual or other intangible form which is identified as proprietary by the Disclosing Party at the time of disclosure and confirmed in writing within fifteen (15) days after such disclosure, shall be considered Proprietary Information subject to Clause. Each Party shall use not less than the degree of care used to prevent unauthorized use or disclosure of its proprietary information, but in no event less than reasonable care.
- C. All Proprietary Information received and identified in accordance with this Clause shall remain the absolute property of the Disclosing Party and shall be returned or destroyed upon request of the Disclosing Party. Nothing contained in this Clause, nor any disclosure hereunder, shall be construed as a right or license, express or implied, under any patent, copyright, or other intellectual property right, or application therefore, by one Party to the other Party.

XVI. DISPUTES AND GOVERNING LAW

- A. Any and all claims, disputes or controversies arising under, out of, or in connection with the Agreement which the parties shall be unable to resolve through consultation within thirty (30) days shall be mediated in good faith. The party raising such dispute shall promptly advise the other party of such claim, dispute or controversy in a writing which describes in reasonable detail the nature of such dispute. By not later than fifteen (15) business days after recipient has received such notice of dispute, each party shall have selected for itself a representative who shall have the authority to bind such party, and shall additionally have advised the other party in writing of the name and title of such representative. By no later than thirty (30) business days after such notice of dispute, the party against whom the dispute shall be raised shall select a mediation firm and such representatives shall schedule a date with such firm for a mediation hearing. The parties shall enter into good faith mediation and shall share the costs equally. All such mediation shall be confidential and shall be deemed as compromise and settlement negotiations for purposes of the federal Rules of Evidence and any applicable State rules of evidence. If the representatives of the parties have not been able to resolve the dispute within thirty (30) business days after such mediation hearing, the parties shall have the right to pursue any other remedies legally available to resolve such dispute.
- B. The parties agree that the exclusive value for any legal action, suit or proceeding (collectively, "suit") regarding any claim, controversy or dispute arising out of or relating to this Contract, or the breach thereof, shall be the State of Arkansas, and any such suit shall be instituted in Washington County, Arkansas.

- C. This Contract shall be governed by and construed in accordance with the laws of the State of Arkansas, except its rules regarding choice of laws.
- D. If any clause or portion of this Contract is declared illegal, void or otherwise unenforceable, by a court of competent jurisdiction the remaining portions of this Contract shall continue in full force and effect.

XVII. TERMINATION/DEFAULT

In the event that Airgas fails to carry out, comply, maintain or keep in force any of the terms and conditions of the Contract, the University shall notify the vendor in writing of such failure and demand that the same be remedied within fifteen (15) days. Should Airgas fail to remedy the same within said period, the University shall then have the right to terminate the Contract by giving Airgas Thirty (30) days written notice. In the event of termination and presentation of a proper invoice to University, all amounts then due for services conforming with the Contract provided to University and accepted by University shall be paid to Airgas.

XVIII. RIGHT TO AUDIT

At any time during the term of the contract and for a period of four (4) years thereafter, the University's duly authorized audit representative, and at the University's expense and at reasonable times, reserves the right to incrementally audit Respondents' records relevant to pricing provided under any resulting contract. In the event such an audit by the University reveals any error/overpayment, the Respondent shall refund the University the full amount of any such overpayments within Thirty (30) days of audit findings, or the University at its option, reserves the right to deduct such amount plus interest owing the University from any payments due to the Respondent. The foregoing right to audit applies to direct costs only.

XIX. NON-WAIVER OF DEFAULTS

Any failure of the University at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of the resulting contract from this RFP shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of the University at any time to avail itself of the same.

XX. PUBLICITY

News releases by a vendor pertaining to this RFP or any portion of the project will not be made without prior written approval of the University Procurement Official. Failure to comply with this requirement is deemed to be a valid reason for disqualification of the respondent's RFP. The University Procurement Official will not initiate any publicity relating to this procurement action before the contract award is completed.

XXI. CAPTIONS AND HEADINGS

Captions and headings used throughout this Contract are for the convenience and reference only and shall in no way be deemed to define, limit, describe or modify, or add to the interpretation, construction or meaning of, any provision of this Contract or the scope or intent hereof.

XXII. SURVIVAL

The following provisions shall survive the expiration or termination of this Contract: I – Acceptance; Order of Precedence; VIII – Contracting Authority; IX – Assignment; X – Waiver; XI – Warranty; XII – Indemnification; XIII – Limitation of Liability; XIV – Term; XV – Proprietary Information; XVI – Disputes and Governing Law; XVII – Termination/Default; XVIII – Right to Audit; XIX – Non-Waiver of Defaults; XX – Publicity; XXI – Captions and Headings; XXII – Survival; XXVI – Immunity; XXVII – Independent Judgment; XXVIII – Severability; XXIX – Mutual Drafting; XXX – Section Headings; XXXI – Counterparts; XXXII – Agreement Via Fax; XXXIII – Appropriations;

XXIII. PERMITS/LICENSES & COMPLIANCE

Airgas covenants and agrees that it shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance under this Contract, and shall post or display in a prominent place such permits and/or notices as required by law. Airgas is responsible for compliance with all applicable laws and regulations, including but not limited to, OSHA requirements, environmental health and safety requirements (including but not limited to radiation safety) as well as any Fair Labor Standards Act requirements pertaining to compensation, of Airgas employees or subcontractors (if any) working on the project; further upon request, Airgas shall provide copies of all such permits or licenses to the University.

XXIV. FEDERAL COMPLIANCE

Airgas hereby certifies and assures that it will comply with all applicable federal regulations as they pertain to all aspects that govern the liquid/compressed gas industry.

XXV. FURTHER ASSURANCE; TERMINATION FOR CAUSE

If at any time Airgas fails any requirements of this contract, or the University reasonably determines that Airgas or its successors or assigns may be unable to fulfill any requirement of this Contract, with respect to (a) protections of public health or safety, (b) obtaining or providing copies of all pertinent permits, licenses, or proof of insurance as required under this Agreement, or (c) conducting Airgas work consistent with all applicable policies of the University and all applicable state and federal laws and regulations, at the sole discretion of the University, or if so directed by competent state or federal authority, the University shall have the right to immediately suspend performance of this Contract until Airgas either (1) fulfills the applicable requirements or (2) provides further assurances of its ability to fulfill the Contract, such that performance or assurances are acceptable in the University's sole discretion. Airgas shall be notified in writing immediately of the specific reasons for any such suspension. If Airgas does not fulfill the identified requirement(s) within ten (10) business days (excluding federal holidays) of the written notice from the University, the University has the right to immediately terminate this agreement and incur no further obligations.

XXVI. IMMUNITY

Notwithstanding any terms or conditions within this contract or any Exhibits to the contrary, nothing in this Contract shall constitute a waiver of any immunities legally available to the University or any current or former Board member, officer, agent, or employees of the University, including, but not limited to the sovereign immunity of the State of Arkansas.

XXVII. INDEPENDENT JUDGEMENT

The parties represent and warrant to one another that this contract is entered into based on each party's independent analysis and with advice of counsel of the facts and legal principles relevant to the terms and conditions of the Contract.

XXVIII. SEVERABILITY

In the event that any provision of the Contract or the application of this Contract to any circumstances should be held by any court of competent jurisdiction to be invalid, the application of such provision to order circumstance shall not be affected thereby, and the remainder of the Contract shall remain in full force and effect.

XXIX. MUTUAL DRAFTING

This Contract has been drafted mutually by the parties with the assistance of their respective counsel. Accordingly, the rule of construction that ambiguity is construed against drafting party shall have no application in any dispute over the interpretation of this Contract.

XXX. SECTION HEADINGS

In case of any conflict between a section heading set forth in this Agreement and the terms of this Agreement, the latter shall prevail, the former being for ease of reference only. The Recitals set forth at the beginning of this Agreement, however, shall be given full weight and construed as substantive provisions of this Agreement.

XXXI. COUNTERPARTS

This Agreement may be executed and delivered in any number of counterparts, each of which when executed and delivered shall be deemed to be original, but all such counterparts shall together constitute one and the same Agreement.

XXXII. AGREEMENT VIA FAX

The parties may execute the Contract via facsimile, provided that executed original are exchanged within a reasonable time thereafter.

XXXIII. APPROPRIATIONS

The University may cancel this contract to the extent the funds are no longer legally available for expenditures under this Contract. Upon cancellation by the University, Airgas shall be paid for all services rendered to date and accepted by the University and for documented, non-cancelable travel costs attributed to the Contract and incurred by Airgas.

XXXIV. PRICE ESCALATION

Quoted prices shall remain firm for the initial period of the contract. At the time of contract renewal, Airgas may request a price adjustment provided that Airgas submits proof of increase in cost prior to the contract renewal. Acceptable proof includes, but is not limited to, dated price lists or invoices from both before and after increase, and letters from manufacturer confirming increase in cost. Only increased percentage, up to a maximum of three percent (3%), shall be allowed and will become effective only after the approval of the University Office of Procurement. In the event of a general price schedule decrease, the University shall be guaranteed full benefit of the price reduction at the time of the contract renewal.

XXXV. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Airgas certifies by acceptance of this Contract that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department agency or the State of Arkansas.

IN WITNESS WHEREOF, and intending to be legally bound as of the date set forth above, Airgas and The University have caused this Contract to be signed by their duly authorized representatives on the date(s) shown below.

Airgas-Midsouth

Board of Trustees of the University of
Arkansas acting for and on behalf of the
University of Arkansas, Fayetteville

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

TECHNICAL SERVICES CONTRACT

HAZARDOUS WASTE DISPOSAL TECHNICAL SERVICES CONTRACT

This Contract is made and entered into on the 1st day of May 2017, by and between the Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas, Fayetteville ("University"), and Clean Harbors Environmental Services, Inc., ("Clean Harbors"). A company with principal offices located at 42 Longwater Drive, Norwell, Massachusetts, 02061.

WITNESSETH

WHEREAS, the University desires that Clean Harbors provide technical services with respect to Planning and Best Environmental Solutions for Disposal of Hazardous Materials from the University; and

WHEREAS, Clean Harbors qualified and familiar with the required scope of service to perform Hazardous Waste Disposal and desires to provide these services to the University; and

WHEREAS, the University and Clean Harbors wish to document their agreement;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the adequacy and sufficiency of which are hereby stipulated, the parties agree to be bound according to the below described terms and conditions, together with Exhibit A - Clean Harbors response to University of Arkansas Invitation For Bid (IFB) #R631614 and Addenda, Bid Opening Date: March 7, 2017; Exhibit B - Clean Harbors executive summary, company overview, background, qualifications and experience, value added services, key personnel, disposal and recycling facilities, transportation, bid forms and pricing proposal; Exhibit C - Clean Harbors clarifications to Rick Williams, University Environmental, Health and Safety (EH&S) Officer, of which, all Exhibits, documents and communications attached hereto are hereby incorporated within by reference.

I. ACCEPTANCE; ORDER OF PRECEDENCE

This Contract and its Exhibits and documents attached hereto constitute the complete and final expression of the Contract and understanding of Clean Harbors and University concerning the subject matter hereof, and merge and supersede any and all prior or contemporaneous agreements, understandings, negotiations or other communications, whether written or verbal, between Clean Harbors and University concerning the subject matter hereof. No waiver of, nor amendment or addition to, any of these terms and conditions shall be binding against Clean Harbors or University unless in writing and signed by an authorized representative of Clean Harbors and University.

Any conflict or inconsistency between the various documents shall be resolved by giving precedence in the following order:

This Contract dated May 1, 2017, including the attachments hereto;
Exhibit A and attached Addenda;
Exhibits B and C.

SCOPE OF SERVICES

Subject to this Contract, Clean Harbors will provide personnel, equipment, and services, in accordance with Exhibit A - Clean Harbors response to University of Arkansas Invitation For Bid (IFB) #R631614 and Addenda, as well as Exhibit B, Exhibit C, and all valid and applicable Federal, State or local laws, rules, regulations, ordinances and government actions.

II. SCHEDULE OF CHARGES; FEES/PRICES

For the services to be performed by Clean Harbors under this Contract, University shall pay according to the pricing schedule listed in Exhibit A of University Invitation For Bid #R631614.

The fees/prices set forth in Invitation For Bid #R63161, Exhibit A attached hereto are due and payable to Clean Harbors upon completion of services as needed/requested/accepted by University EH&S; (Rick Williams or any such other University employee designated by University). Payment terms are 100% net thirty (30) days of the date of a properly submitted Clean Harbors' invoices, upon completion of scheduled work and final acceptance by the University.

III. CHANGES

University may request changes within the scope of the Contract and, if accepted by Clean Harbors, the price, performance schedule and other pertinent provisions of the Contract will be adjusted by mutual agreement of the parties prior to implementation of the changes. Any such changes must be approved in writing by authorized representatives of the parties.

IV. QUALITY ASSURANCE

Clean Harbors shall maintain a quality assurance program for Services in accordance with the applicable industry standards.

V. INSURANCE

Clean Harbors shall maintain, at its sole expense throughout the term of this Contract, the following minimum levels of insurance:

The contractor shall maintain liability insurance and shall file certificates of insurance with the University prior to commencement of work. Clean Harbors shall name University as an additional insured. Insurance policies shall be written by a company or companies authorized to do business in the State of Arkansas. The limits of liability of such insurance shall be written for not less than the following:

Workers' Compensation and Employers Liability Required Coverage:

A.	State	Statutory
B.	Applicable Federal:	Statutory
C.	Employer's Liability	\$1,000,000 per Accident
		\$1,000,000 Disease, Policy Limit
		\$1,000,000 Disease, each Employee

Comprehensive General Liability Required Coverage:

General Aggregate:	\$5,000,000.00
Completed Operation to be maintained for one year after final payment:	\$5,000,000.00 Aggregate
Personal Injury:	\$3,000,000.00 Each Occurrence
Each Occurrence Limit:	\$3,000,000.00 Each Occurrence
Automobile Liability (including owned, non-owned, and hired vehicles):	Combined Single Limit \$2,000,000.00
Umbrella Excess Liability:	\$10,000,000.00
Environmental 3 rd Party	\$4,000,000 Each Incident
Bear Creek Location	\$8,000,000 Aggregate Limit

VI. EXCUSABLE DELAY

In the event that the performance of any terms or provisions of this Agreement shall be delayed or prevented because of compliance with any law, decree, or order of any governmental agency or authority, either local, state, or federal, or because of riots, war, acts of terrorism, public disturbance, unavailability of materials meeting the required standards, strikes, lockouts, differences with workmen, fires, floods, Acts of God, or any reason whatsoever which is not within the control of the party whose performance is interfered with and which, by exercise of reasonable diligence, such party is unable to prevent (the foregoing collectively referred to as "excusable delay"), the party so interfered with may at its option suspend, without liability, the performance of its obligations during the period such cause continues, and extend any due date or deadline for performance by the period of such delay, but in no event shall such delay exceed six (6) months. In the event of an excusable delay as defined in this Article, the party affected by such excusable delay shall provide written notice to the other party as soon as practicable after the delay is discovered, and shall exert all reasonable efforts to mitigate the effects of the delay.

VII. CONTRACTING AUTHORITY

The relationship of the parties to this Agreement is that of independent contractors, and nothing in this Agreement shall be construed to create any agency, joint venture, or partnership relationship between the parties. As such, Clean Harbors shall have and maintain sole control over its employees, agents, operations, and/or the work to be performed under such order. Neither Clean Harbors nor any representative, employee or agent thereof, will be, represent, act, purport or deemed to be a representative, employee, or agent of University.

VIII. ASSIGNMENT

This Contract may not be assigned, conveyed, or transferred without the prior written consent of the other party, such consent not to be unreasonably withheld, conditioned or delayed; provided, however, that University shall have the absolute right to require any information it deems necessary in order to evaluate the qualifications of any proposed assignee, recipient, or transferee to carry out the requirements of the Contract in a safe and effective manner, and provided further, Clean Harbors shall

have the right to assign such Contract, in whole or in part, to its parent corporation, any other controlled subsidiary thereof, or and purchaser of the capital stock or all or substantially all of the assets of Clean Harbors *assign* such order, in whole or in part, to its parent corporation, any other controlled subsidiary thereof, or any purchaser of the capital stock or all or substantially all of the assets of Clean Harbors. Any attempted assignment, conveyance or transfer without the required consent will be null and void. In the event that the University agrees to an assignment, conveyance, or transfer, the respective rights and obligations of the parties under the Contract shall inure to the benefit of, and be binding upon, the parties permitted successors and assign, and the assignee, recipient or transferee shall assume and be deemed to have assumed all obligations and duties of this Contract.

IX. WAIVER

The failure of either party to insist, in any one or more instances, upon the strict performance of any provision of this Contract shall not be construed as a waiver or other relinquishment of such party's right to insist upon such strict performance of said provision or any other provision hereof or any other provision of this Contract. Any waiver by either party of any provision hereof or any other provision of this Contract shall be in writing signed by an authorized representative of the party to be bound and shall not be construed or deemed to be a waiver of any subsequent breach of the same provision or of any other provision unless such a waiver is expressed in writing as aforesaid.

X. WARRANTY

A. GENERAL. Clean Harbors warrants that it possesses, and will maintain, all permits, licenses, certificates and approvals necessary for the performance of the services hereunder.

B. SERVICES. Clean Harbors warrants to University that the services to be performed hereunder will: (a) be performed by qualified and competent personnel in accordance with industry practice appropriate to the nature of the services rendered at the time performed; (b) comply with all applicable laws, rules, regulations and ordinances; (c) be performed in a safe and workmanlike manner. This warranty of the services to be performed shall expire with respect to a given service twelve (12) months after such service was performed. For the avoidance of doubt, the twelve months shall be calculated from the University's final acceptance of all work to be conducted under the plan to be developed and submitted by Clean Harbors pursuant to the Contract. In the event any portion of the services to be performed hereunder fails to comply with this warranty obligation and Clean Harbors is promptly notified in writing of such failure, and in no event later than thirty (30) days after the expiration of the applicable warranty period, Clean Harbors shall promptly re-perform such portion of the services without additional compensation from University or, if re-performance is impracticable in the mutual judgment of the parties, then Clean Harbors shall refund the amount of the compensation paid to Clean Harbors for such portion of the services.

MATERIALS & EQUIPMENT. Clean Harbors warrants to University that the materials and equipment to be furnished hereunder shall be free from defects in workmanship and material upon delivery or upon use by Clean Harbors *incident* to performing the services, as applicable. This warranty of materials and equipment shall expire one (1) year after the date of delivery or use by Clean Harbors, as applicable. In the event any of the materials or equipment fails to conform to this warranty and Clean Harbors is promptly notified in writing of such failure, in no event later than thirty (30) days after delivery to University or thirty days after expiration of the warranty period, whichever is later, Clean Harbors shall correct such nonconformity by, at its election and at no additional cost to University, either repairing any defective part(s) or installing replacement part(s).

WARRANTY CONDITIONS. Without limiting the rights or obligations of Clean Harbors under this Article, Clean Harbors will reasonably consult with University as to the election, timing and manner of any re-performance, repair, replacement or adjustment to be made by Clean Harbors, giving consideration to such factors as University's operating and maintenance requirements and costs,

conditions of federal funds received by University as well as the respective costs to Clean Harbors of the various alternatives. After Clean Harbors has reached a tentative determination, it will notify the University, who shall have the opportunity to request an alternative corrective action; provided such alternative corrective action does not enlarge the warranty obligations of Clean Harbors under this Article, Clean Harbors will take such alternative corrective action. In the event that the proposed action entails an enlargement of Clean Harbors' warranty obligations, the parties shall agree on any necessary fee/price adjustments as a result.

C. THE WARRANTIES AND REMEDIES SET FORTH IN THIS ARTICLE ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES WHETHER STATUTORY, EXPRESS, OR IMPLIED (INCLUDING ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OF TRADE).

XI. INDEMNIFICATION

Clean Harbors covenants and agrees, at its sole cost and expense, to indemnify and hold harmless the University, and its current or former Board members, officers, agents, and employees from any claim, damage, judgement, liability, injury, expense, or loss, including, without limitation, any and all claims for injury or death or to persons or damage to property, and further including, without limitation, defense costs and attorney's fees arising out of or pertaining to Clean Harbors' performance or lack of performance under this Contract. In case any action or proceeding related to the foregoing is brought against the University, its current or former Board members, officers, agents or employees, by reason of any such claim, upon notice from University, Clean Harbors shall, at its sole expense, resist and defend such action or proceeding by qualified counsel. The foregoing obligations shall survive the expiration or termination of this Contract.

With respect to loss, expense, damage, liability, claims or demands, either at law or inequity, for actual or alleged personal injuries or property damage arising from work performed under this Contract by Clean Harbors and its employees, agents, or subcontractors, University agrees with Clean Harbors that: (a) it will cooperate with Clean Harbors in the defense of any action or claim brought against Clean Harbors seeking the foregoing damage of relief; (b) it will in good faith cooperate with Clean Harbors should Clean Harbors present any claims of the foregoing nature against University to the Claims Commission of the State of Arkansas; (c) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the said Claims Commission and will make reasonable efforts to expedite said hearing, provided, however, University reserves its right to assert in good faith all claims and defenses available to it in any proceeding in said Claims Commission or other appropriate forum. The obligations of this paragraph shall survive the expiration of termination of this Contract.

XII. LIMITATION OF LIABILITY

Subject to Clean Harbors' warranty obligations under Section X of this Contract, under no circumstance shall either party be liable to the other party, whether in contract, tort (including negligence and strict liability) or otherwise, for any incidental, indirect, special, or consequential damages of any kind, nature or amount whatsoever, including but not limited to loss of profits or revenue, even if advised of possibility of such damages.

XIII. TERM

Unless Clean Harbors and University expressly otherwise agree in writing, the term of this Contract shall commence on the date of Contract execution by the University of Arkansas Purchasing Official and continue in full force through April 30, 2018, provided, however, that the term may be extended by

mutual written agreement by authorized representatives of both parties.

XIV. PROPRIETARY INFORMATION:

A. Either party may have a proprietary interest (which may include a safety or security interest) in information that may be furnished pursuant to this Contract. Both parties will keep in confidence and will not disclose any such information which is specifically designated as being proprietary to the other without the prior written permission of the disclosing party or use any such information for other than the purpose for which it is supplied. The provisions of this paragraph shall not apply to information, notwithstanding any confidential designation thereof, which is known to receiving party without any restrictions to disclosure or use at the time it is furnished, which is or becomes generally available to the public without breach of any agreement, or which is received from a third party without limitation or restriction on said third party or the receiving party at the time of disclosure. The disclosure of Confidential Information required by law shall not be deemed a violation of this paragraph. During the period of confidentiality, to the extent permitted by law, the receiving party shall provide the disclosing party prior notice of any disclosure of information received from the other which is required by law.

B. Only that Proprietary Information disclosed in written form and identified by a marking thereon as proprietary, or Proprietary Information first disclosed in verbal, visual or other intangible form which is identified as proprietary by the Disclosing Party at the time of disclosure and confirmed in writing within fifteen (15) days after such disclosure, shall be considered Proprietary Information subject to this Clause. Each Party shall use not less than the degree of care used to prevent unauthorized use or disclosure of its own proprietary information, but in no event less than reasonable care.

C. All Proprietary Information received and identified in accordance with this Clause shall remain the absolute property of the Disclosing Party and shall be returned or destroyed upon request of the Disclosing Party. Nothing contained in this Clause, nor any disclosure hereunder, shall be construed as a right or license, express or implied, under any patent, copyright, or other intellectual property right, or application therefore, by one Party to the other Party.

XV. DISPUTES AND GOVERNING LAW

A. Any and all claims, disputes or controversies arising under, out of, or in connection with the Agreement which the parties shall be unable to resolve through consultation within thirty (30) days shall be mediated in good faith. The party raising such dispute shall promptly advise the other party of such claim, dispute or controversy in writing which describes in reasonable detail the nature of such dispute. By not later than fifteen (15) business days after recipient has received such notice of dispute, each party shall have selected for itself a representative who shall have the authority to bind such party, and shall additionally have advised the other party in writing of the name and title of such representative. By no later than thirty (30) business days after such dispute, the party against whom the dispute shall be raised shall select a mediation firm and such representative shall schedule a date with such firm for a mediation hearing. The parties shall enter into good faith mediations and shall share the costs equally. All such mediation shall be confidential and shall be deemed as compromise and settlement negotiations for purposes of the Federal Rules of Evidence and any applicable State rules of evidence. If the representatives of the parties have not been able to resolve the dispute within thirty (30) business days after such mediation hearing, the parties shall have the right to pursue any other remedies legally available to resolve such dispute.

B. The parties agree that any legal action or proceeding arising out of or relating to this Agreement must be instituted and conducted exclusively within the State of Arkansas and in no other jurisdiction.

C. This Contract shall be governed by and construed in accordance with the laws of the State of Arkansas, notwithstanding its rules regarding choice of laws.

D. If any clause or portion of this Contract is declared illegal, void or otherwise unenforceable, by a court of competent jurisdiction the remaining portions of this Contract shall continue in full force and effect.

XVI. TERMINATION/DEFAULT

In the event that Clean Harbors fails to carry out, comply, maintain or keep in force any of the terms and conditions of the Contract, the University shall notify the vendor in writing of such failure and demand that the same be remedied within fifteen (15) days. Should Clean Harbors fail to remedy the same within said period, the University shall then have the right to terminate the Contract by giving Clean Harbors thirty (30) days written notice. In the event of termination and presentation of a proper invoice to University, all amounts then due for services conforming with the Contract provided University and accepted by University shall be paid to Clean Harbors, provided, further, that any amounts paid under this provision shall not exceed the costs listed on the pricing schedule of Exhibit A.

XVII. RIGHT TO AUDIT

At any time during the term of the Contract and for a period of four (4) years thereafter, the University reserves the right for its duly authorized audit representative, at the University's expense and at reasonable times, to incrementally audit Clean Harbors records relevant to the cost of services provided to University and pricing provided under this Contract. In the event such an audit by the University reveals any error/overpayment, Clean Harbors shall refund the University the full amount of any such overpayments within thirty (30) days of audit findings, or the University at its option, reserves the right to deduct such amount plus interest owing the University from any payments due Clean Harbors. The foregoing right to audit applies to direct costs only.

XVIII. NON-WAIVER OF DEFAULTS

Any failure of the University at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of this Contract shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of the University at any time to avail itself of the same.

XIX. PUBLICITY

News release(s) by a vendor pertaining to this RFP or any portion of the project will not be made without prior written approval of the University Procurement Official. Failure to comply with this requirement is deemed to be a valid reason for disqualification of the respondent's RFP. The University Procurement Official will not initiate any publicity relating to this procurement action before the contract award is completed.

XX. CAPTIONS AND HEADINGS

Captions and headings used throughout this Contract are for convenience and reference only and shall in no way be deemed to define, limit, describe or modify, or add to the interpretation, construction or meaning of, any provision of this Contract or the scope or intent hereof.

XXI. SURVIVAL

The following shall survive the expiration or termination of the Contract: I – Acceptance; Order of Precedence; VII – Contracting Authority; VIII – Assignment; IX – Waiver; X – Warranty; XI – Indemnification; XII – Limitation of Liability; XIII– Term; XIV – Proprietary Information; XV – Disputes and Governing Law; XVI – Termination/Default; XVII – Right to Audit; XVIII – Non-Waiver of Defaults; XIX – Publicity; XX – Captions and Heading; XXI – Survival; XXV – Sovereign Immunity; XXVI – Independent Judgement; XXVII – Severability; XXVIII – Mutual Drafting; XXIX – Section Headings; XXX – Counterparts; Agreement Via Fax or Email; XXXI – Appropriations; XXXII – Radiation Safety Plan; XXXIII – Disbarment, Suspension, and other Responsibility Matters.

XXII. PERMITS/LICENSES AND COMPLIANCE

Clean Harbors covenants and agrees that it shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance under this Contract, and shall post or display in a prominent place such permits and/or notices as required by law. Clean Harbors is responsible for compliance with all applicable laws and regulations, including but not limited to, OSHA requirements as well as any Fair Labor Standards Act requirements pertaining to compensation of Clean Harbors' employees or subcontractor (if any) working on the project; further, upon request, Clean Harbors shall provide copies of all such permits or licenses to the University.

XXIII. FEDERAL COMPLIANCE

Clean Harbors hereby certifies and assures that it will comply with all applicable terms and conditions of Section 3 – National Policy Assurances page 8 through 10 of the Assistance Agreement DE-EM0000089 which are attached hereto as Exhibit C, and incorporated herein by reference.

XXIV. FURTHER ASSURANCE; TERMINATION OF CAUSE

If at any time Clean Harbors fails to fulfill any requirements of this Contract, or the University reasonably determines that Clean Harbors or its successors or assignees may be unable to fulfill any requirement of this Contract, with respect to (a) protections of public health or safety, (b) obtaining or providing copies of all pertinent permits, licenses or proof of insurance as required under this Agreement, or (c) conducting Clean Harbors work consistent with all applicable policies of the University and all applicable State and Federal laws and regulations, at the sole discretion of the University, or if so directed by competent State or Federal authority, the University shall have the right to immediately suspend performance of this Contract until Clean Harbors either (1) fulfills the applicable requirements or (2) provides further assurances of its ability to fulfill the Contract, such that performance or assurances are acceptable in the University's sole discretion. Clean Harbors shall be notified in writing immediately of the specific reasons for any such suspension. If Clean Harbors does not fulfill the identified requirement(s) within ten (10) business days (excluding federal holidays) of the written notice from the University, the University has the right to immediately terminate this agreement and incur no further obligations.

XXV. SOVEREIGN IMMUNITY

Notwithstanding any terms or conditions to the contrary, nothing within this Contract shall constitute a waiver of any immunities to suit legally available to the University, its officers, agents and employees, including, but not limited to the Sovereign Immunity of the State of Arkansas.

XXVI. INDEPENDENT JUDGEMENT

The parties represent and warrant to one another that this Contract is entered into based on each party's independent analysis and with advice of counsel of the facts and legal principles relevant to the terms and conditions of the Contract.

XXVII. SEVERABILITY

In the event that any provision of the Contract or the application of this Contract to any circumstances should be held by any court of competent jurisdiction to be invalid, the application of such provision to order circumstance shall not be affected thereby, and the remainder of the Contract shall remain in full force and effect.

XXVIII. MUTUAL DRAFTING

This Contract has been drafted mutually by the parties with the assistance of their respective counsel. Accordingly, the rule of construction that ambiguity is construed against the drafting party shall have no application in any dispute over the interpretation of this Contract.

XXIX. SECTION HEADINGS

In case of any conflict between a section heading set forth in this Agreement and the terms of this Agreement, the latter shall prevail, the former being for ease of reference only. The Recitals set forth at the beginning of this Agreement, however, shall be given full weight and construed as substantive provisions of this Agreement.

XXX. COUNTERPARTS; AGREEMENT VIA FAX OR E-MAIL

This Agreement may be executed and delivered in any number of counterparts, each of which when executed and delivered shall be deemed to be an original, but all such counterparts shall together constitute one and the same Agreement. To facilitate the execution of this Agreement, the parties may execute the Agreement via facsimile or e-mail attachment.

XXXI. APPROPRIATIONS

The University may cancel this Contract to the extent the funds are no longer legally available for expenditures under this Contract. Upon cancellation by the University, Clean Harbors shall be paid for all services rendered to date and accepted by the University and for documented, non-cancelable travel cost attributed to the Contract and incurred by Clean Harbors.

XXXII. RADIATION SAFETY PROCEDURES

Clean Harbors shall provide the University with Radiation Safety Procedures for radiological activities conducted under this for review by the University and the Arkansas Department of Health. Throughout the term of this Contract, Clean Harbors shall conduct its activities consistent with these procedures.

XXXIII. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Clean Harbors certifies by acceptance of this Contract that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

XXXIV. TIME IS OF THE ESSENCE

Clean Harbors and University agree that time is of the essence in all respects concerning this contract and performance hereunder.

IN WITNESS WHEREOF, and intending to be legally bound as of the date first set forth above, Clean Harbors and the University have caused this Contract to be signed by their duly authorized representatives on the date(s) shown below.

Clean Harbors, LLC

By: _____

Name: _____

Title: _____

Date: _____

University

By: _____

Name: _____

Title: _____

Date: _____

Femtosecond Laser Processing Chamber Agreement & Transfer of Title

This Agreement and Transfer of Title ("Agreement") is made and entered into on this day _____ by and among the Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas, at Fayetteville, (the "Buyer") and Bhide Mohan, for himself and for TECHNOVAC CORPORATION, Sr. No. 49/8, Gujarwadi Road, Katraj, Pune, India, collectively (the "Seller").

A. A payment of Seven-Thousand-nine hundred and sixty dollars (\$7960.00 U.S.-Dollars) has been paid in advance for the construction of a Femtosecond Laser Processing Chamber to TECHNOVAC CORPORATION, invoice #109. This payment represented 80 (%) percent of the total cost of Nine-Thousand-nine hundred and fifty dollars (\$9950.00-U.S. Dollars) which was issued on University of Arkansas purchase order 6155690.

B. Upon testing of functional capabilities of the chamber by Dr. Ajay Malshe, which shall include holding a base vacuum of better than 10^{-6} Torr, adequate temperature ranges and X-Y scan lengths, the final sum of One-Thousand-nine hundred and ninety dollars (\$1990.00-U.S. Dollars) will be exchanged for the chamber in Pune, India. This payment shall represent the final payment from Buyer to Seller and no other amounts shall be due and owing for any reason whatsoever.

C. Seller covenants and agrees that it has good merchantable title to the chamber, which is free and clear of all liens and encumbrances of any nature whatsoever. Upon receipt of the final payment of One-Thousand-nine hundred and ninety dollars (\$1990.00-U.S. Dollars) for the chamber, Seller, relinquishes and transfers all title and interest in the femtosecond laser processing chamber to the Buyer.

D. This Agreement is governed by the laws of the State of Arkansas, United States of America, without regard to its choice of law principles.

E. The Buyer's Purchase Order and all standard terms and conditions are incorporated herein by reference and made part of this Agreement as if set forth word for word herein.

Board of Trustees of the University
Arkansas acting for and on behalf of
the University of Arkansas, Fayetteville

By: _____

Title

Date

Bhide Mohan

By: _____

Date

TECHNOVAC CORPORATION
Pune, India

By: _____

Title

Date

EQUIPMENT PURCHASE AGREEMENT

EQUIPMENT PURCHASE AGREEMENT

This EQUIPMENT PURCHASE AGREEMENT ("**Agreement**") is made as of Date _____, 2003, between NORTHBAY NETWORKS, INC., a California corporation ("**Seller**") and the BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS, acting for the University of Arkansas, Fayetteville's College of Engineering, a public institution of higher education ("**Buyer**").

Buyer shall pay Seller the sum of ONE HUNDRED THOUSAND DOLLARS (\$100,000) by wire payment on or before 5:00 p.m. on a mutually agreed upon date pursuant to the wiring instructions attached hereto as **Exhibit B**.

In exchange for the wire payment of said ONE HUNDRED THOUSAND DOLLARS (\$100,000) ("**Purchase Price**"), Seller shall immediately convey all rights, title, and interests to the items set forth in **Exhibit A – Selected Assets for The University of Arkansas**, which is attached hereto and incorporated herein by reference, and shall make all items available for pick-up by Buyer at Seller's offices during regular business hours, Monday through Friday. Buyer agrees to pick-up the **Exhibit A** items from Seller on or before July 15, 2003. Seller shall not charge Buyer any rent or storage fees to hold any purchased items prior to pick-up by the Buyer, and Seller shall exercise reasonable commercial care to safeguard any items purchased by Buyer.

Buyer shall be solely responsible for the pick-up and any delivery of said **Exhibit A** items and shall assume the risk of loss or damage of any kind to the **Exhibit A** items upon pick-up and any delivery. Prior to pick-up by the Buyer, Seller shall assume all risk of loss and refund the Purchase Price in full to the Buyer in the event any or all items on Exhibit A are damaged or destroyed prior to pick-up and delivery.

Recitals

- A. Buyer desires to purchase from Seller subject to the terms of this Agreement, certain "**Assets**", as defined in **Exhibit A – Selected Assets for The University of Arkansas Genesis Research** to this Agreement.
- B. Seller wishes to sell the Assets to Buyer.

NOW, THEREFORE, for the mutual promises, representations and warranties contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of are hereby acknowledged, the parties agree as follows:

ARTICLE 1 PURCHASE AND SALE OF ASSETS

1.1 Purchase and Sale Transaction. Subject to the terms of this Agreement, Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, all of Seller's right, title and interest in and to the Assets.

ARTICLE II THE CLOSING

2.1 Place and Date. The closing of the purchase and sale of the Assets ("**Closing**") shall take place no later than three (3) business days following the execution

date of this Agreement or such other time and place upon which the parties may agree. The date on which the Closing actually occurs is referred to as the “**Closing Date**”.

2.2 Purchase Price. The total Purchase Price for the Assets is One Hundred Thousand Dollars and No Cents (\$100,000.00), not including tax, payable to Seller in cash.

2.3 Closing Costs. Seller and Buyer agree to the following prorations and allocation of costs relating to this Agreement:

(a) Buyer shall pay all sales, use and transfer taxes, fees and assessments applicable to Buyer arising out of or in connection with the transfer of the Assets. Seller shall not be responsible for any of the same, including any business, occupation, withholding, ad valorem or similar tax or any taxes of any kind related to any period before the Closing Date. Buyer shall be responsible for the timely payment of all sales (including bulk sales), use, value added, documentary, stamp, gross receipts, registration, transfer, conveyance, excise, recording, license and other similar taxes and fees arising out of, or in connection with or attributable to the transactions effected pursuant to this Agreement, as the same are applicable to Buyer, within California, Arkansas, or elsewhere. Seller shall be similarly responsible for all taxes, fees, or charges of any nature imposed by any governmental authority which are applicable to Seller.

(b) Notwithstanding any other provision of this Agreement, each of the parties shall pay their respective professional fees and costs.

(c) The cost of transporting, packaging and shipping the Assets to the Destinations shall be paid by Buyer.

(d) All other costs of Closing, if any, shall be shared equally between Seller and Buyer.

ARTICLE III REPRESENTATIONS AND WARRANTIES

3.1 Seller’s Representations and Warranties. OTHER THAN AS LISTED IN THIS SECTION 3.1, THE SELLER MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE ASSETS. BUYER AND SELLER ACKNOWLEDGE AND AGREE THAT EXCEPT AS SET FORTH IN THIS SECTION 3.1, THE ASSETS ARE BEING SOLD AND PURCHASED ON AN “AS IS” BASIS, WITHOUT REPRESENTATIONS OR WARRANTIES OF ANY KIND EXCEPT AS TO TITLE. SELLER DISCLAIMS ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR QUALITY. Moreover, Seller does not possess the rights and/or title to the intellectual property, software, trade-secrets, data and/or information contained on and within the Assets and hence makes no warranty, including those as to title and ownership, whatsoever as to such contents. The Buyer assumes the responsibility for the condition of the Equipment.

3.1.1 Organization, Standing and Qualification. Seller is a corporation, duly organized, validly existing and in good standing under the laws

of the State of California and has all necessary corporate powers to own and transfer the Assets.

3.1.2 Authorization. Seller has the unrestricted and requisite power and authority to enter into and perform in accordance with the terms and conditions of this Agreement to which it will be a party, to perform fully its obligations thereunder, and to consummate the transactions contemplated thereby.

3.1.3 Assets. Seller has good and marketable title to the Assets, free and clear of all liens whatsoever, security interests, or encumbrances of any nature whatsoever.

3.1.4 Brokers, Finders. No broker, agent, finder, investment banker or other similar type of person has been retained by Seller in connection with this Agreement and no commission or fee is otherwise payable to any such person in connection with this Agreement.

3.1.5 No Conflicts. Seller's execution, delivery and performance of this Agreement does not conflict with or result in a breach under any law applicable to Seller, the organization documents of Seller, or any agreement to which Seller is a party.

3.1.6 Binding Obligations. This Agreement is the legal, valid and binding obligations of Seller, and is enforceable against Seller in accordance with these terms.

3.2 Buyer's Representations and Warranties. As of the date hereof and as of the Closing Date, Buyer represents and warrants to Seller as follows (collectively, "Buyer's Warranties"):

3.2.1 Organization, Standing and Qualification. Buyer is a public institution of higher education with authority to purchase the Assets.

3.2.2 Authorization. Buyer has the unrestricted and requisite power and authority to enter into and perform in accordance with the terms and conditions of this Agreement, to perform fully its obligations thereunder, and to consummate the transaction contemplated thereby.

3.2.3 No Conflicts. Buyer's execution, delivery and performance of this Agreement does not conflict with or result in a breach under any law applicable to Buyer, the organization documents of Buyer, or any agreement to which Buyer is a party.

3.2.4 Binding Obligations. This Agreement is the legal, valid and binding obligations of Buyer, and is enforceable against Buyer in accordance with these terms provided, however, that Buyer does not waive its sovereign immunity and nothing in this Agreement shall be deemed or construed as waiver of its sovereign immunity.

3.2.5 Brokers, Finders. No broker, agent, finder, investment banker or other similar type of person has been retained by Buyer in connection with this Agreement and no commission or fee is otherwise payable to any such person in connection with this Agreement.

ARTICLE IV CLOSING MECHANICS

4.1 Closing. The Closing will take place in Fayetteville, Arkansas. Closing will consist of Buyer's wiring One Hundred Thousand Dollars and No Cents (\$100,000.00) into Seller's bank information listed below:

**Wells Fargo Bank, NA,
Emeryville Office
5801 Christie Avenue
Emeryville, CA 94608
Voice: 510-520-6601**

**Account #9386904628
Wires #: 121000248**

ARTICLE V INDEMNITIES

5.1 Indemnification

5.1.1 Seller agrees to indemnify, protect, defend and hold harmless Buyer and its directors, officers, employees, agents, successors and assigns, from and against any and all claims, losses, liens, liabilities, suits (including negligence, tort and strict liabilities), judgments, costs, expenses and damages, including reasonable attorneys fees and costs (collectively "Claims"), arising out of, connected with, or resulting from (a) the breach of any warranty or representation set forth in Article III of this Agreement, or (b) any other Claims arising or accruing prior to and during the time of ownership of the Assets by Seller including, without limitations, any claims from a third party with respect to infringement of intellectual property, data, and/or trade-secrets rights and/or the unlicensed use of any software on the Assets that is attributable to, arises or accrues out of events occurring prior to the Closing.

5.1.2 Buyer shall give Seller prompt and reasonable written notice of any Claim of which it becomes aware. Seller shall bear all expenses of defending against any Claim as described in this section. Seller, as the indemnifying party, shall retain legal counsel, provided that Buyer's in-house counsel shall be permitted to participate in any action at Buyer's expense for its in-house counsel. Any settlement, resolution or compromise of any Claim must be approved in writing by both the indemnified and indemnifying parties, such approval not to be unreasonably withheld, and include an unconditional and complete release of Seller and Buyer for any liability arising out of such Claim.

5.1.3 IN FURTHER LIMITATION, IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING WITHOUT LIMITATION LOST PROFITS, HOWEVER ARISING, EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

ARTICLE VI GENERAL PROVISIONS

6.1 Notice. All notices and other communications required or given under this Agreement shall be in writing and shall be considered given or transmitted as follows: three (3) days following the date when sent by certified mail, postage prepaid, addressed to the party for whom it is intended at its address set forth below; or on the date given or transmitted when the same is sent by facsimile, confirmation of receipt required; or on the date of receipt when the same is sent by overnight mail, courier or messenger service, confirmation of receipt required. All notices shall be sent to the parties at the addresses set forth below, or such other addresses as may be specified in writing to the other parties pursuant to this section.

If to Buyer: Robert Friedman
 University of Arkansas
 Engineering Research Center
 ENRC 1003A
 Fayetteville, AR 72701

With copy to: Office of the General Counsel
 421 Administration Building
 Fayetteville, AR 72701

If to Seller: R. Douglas Cain
 NorthBay Networks, Inc.
 1501 Park Avenue
 Emeryville, CA 94608
 Facsimile: 510-903-8994

With copy to: Brian B. Miles
 Chipman Miles & Associates
 1407 Oakland Blvd., Suite 107
 Walnut Creek, CA 94596

6.2 Headings. The headings contained in this Agreement are for convenience only and shall not affect the meaning or interpretation of this Agreement.

6.3 Survival. All of the terms of this Agreement shall not merge with transfer of right, title and interest in and to the Assets, but rather survive the Closing and still be enforceable after the Closing.

6.4 Time. Time is of the essence in this Agreement.

6.5 Expenses. Except as expressly provided otherwise under this Agreement, the parties shall bear their respective expenses, costs and fees (including professional fees) in connection with the transactions contemplated by this Agreement, including the preparation, execution and delivery of this Agreement, whether or not the transactions contemplated under this Agreement shall be consummated.

6.6 Severability. The unenforceability or invalidity of any provision in this Agreement shall not render any other provision under this Agreement unenforceable or invalid.

6.7 Entire Agreement. This Agreement (including the exhibits attached hereto) constitutes the entire agreement between the parties regarding the subject matter herein, and supersedes all prior oral or written agreements and understandings between the parties with respect to the subject matter. There are no oral agreements that change this Agreement and no waiver of any of its terms shall be effective unless in a writing executed by the parties. This Agreement shall not be modified or amended except in a written document signed by the parties.

6.8 Binding Effect. This Agreement shall bind and benefit the parties and their respective successors and assigns.

6.9 Assignment. This Agreement shall not be assignable or otherwise transferable by any party, without the prior written consent, of the other party.

6.10 Law. This Agreement takes effect upon its acceptance and execution by both the Seller and Buyer. This Agreement shall be interpreted and construed under the laws of the State of Arkansas.

6.11 Good Faith Resolution of Disputes. The Parties agree to work cooperatively and in good faith to resolve any conflicts which may arise under this Agreement.

6.12 Miscellaneous. Unless the context clearly requires otherwise, (i) the plural and singular numbers are each deemed to include the other, (ii) the masculine, feminine and neuter genders are each deemed to include the others, (iii) "shall", "will" and "agrees" are mandatory and "may" is permissive, (iv) "or" is not exclusive, and (v) "includes" and "including" are not limiting.

6.13 Counterparts. This Agreement may be executed in one or more counterparts, via facsimile or hard copy, each of which shall be deemed an original and all of which shall together constitute one and the same instrument.

6.14 Third Party Beneficiary. The provisions of this Agreement are not intended to benefit any third parties.

THIS AGREEMENT has been executed by the parties as of the date first above written.

BUYER

BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS,
ACTING FOR THE UNIVERSITY OF ARKANSAS FAYETTEVILLE'S
COLLEGE OF ENGINEERING

Donald O. Pederson
Vice-Chancellor Finance & Administration

Date: _____

SELLER

NORTHBAY NETWORKS, INC.

Doug Cain
President and Secretary

Date: _____

NORTHBAY NETWORKS, INC.
RESOLUTION OF THE BOARD OF DIRECTORS

Northbay-Networks is an S Corporation, duly organized, validly existing, and in good standing under the laws of the State of California, and has all necessary corporate powers to own and transfer the Assets identified in its Equipment Purchase Agreement with the Board of Trustees of the University of Arkansas.

Northbay-Networks is a bona fide purchaser for value of the above-referenced Assets. It has good and marketable title to the Assets, free and clear of all liens, security interests, or encumbrances of any nature whatsoever.

The Board has reviewed and approved Northbay-Networks' Equipment Purchase Agreement with the Board of Trustees of the University of Arkansas, and intends for the University to rely upon these representations in entering the Equipment Purchase Agreement.

Northbay-Networks further warrants and represents, intending to induce the University's reliance on such representations, that the equipment subject to the Equipment Purchase Agreement and the attached Bill of Sale, which are incorporated herein by reference, may be sold to the University free and clear of any claims, liens, security interests, or encumbrances of any nature whatsoever.

IT IS HEREBY CERTIFIED.

June 27th, 2003

Mike Panico
CEO

R. Doug Cain
President and Secretary

NorthBay Networks, Inc.

State of California

County of _____

Sworn to and subscribed to before me, a Notary Public, on this ____ July, 2003.

Notary Public

My Commission Expires: _____

EXHIBIT A

Selected Assets for The University of Arkansas June 16, 2003

Hub Equipment:

1. 1 each Andrew 4.6 Meter Ku-Band Earth Station Antenna with Feed and, Kingpost
2. 1 each Andrew Removable Az/EI Adjustment Screw Assembly
3. 1 each MCL/Miteq Redundant Ku-Band 80 Watt TWT Amplifier consisting of these four items:
 - a. One Redundant Outdoor Dual Amplifier and Waveguide Switch Assembly
 - b. One Redundant Indoor Power Supply and Control Units
 - c. Two sets of High Voltage DC Power Cables
4. 1 each Andrew Waveguide Pressurization/Dehydration system
5. 2 each Raydyne Comstream SFC 1450 Ku-Band Upconverters
6. 1 each LNR Redundant RF Switch Assembly (for upconverters)
7. 1 each IF Attenuator Panel (for upconverters)
8. 2 each Mentat SkyX XH-45 Protocol Accelerator
9. 4 each Comstream CM701 IF Modem equipped with DVB-S Codec
10. 2 Norsat External Reference Phase Locked Ku-Band to-L Band Block Downconverters
11. 2 each Satellite Systems Corp L-Band to 70 MHz Downconverters equipped with either external 10 MHz reference or adjustable internal 10 MHz reference capabilities
12. 1 each 70 MHz Redundant Downconverter Switch Assembly
13. 2 each 10 MHz Reference Assemblies for SSC Downconverters
14. 2 each 10 MHz Reference assemblies with integral Bias Tee for insertion of 10 MHz LNB Reference Signals into downlink IFL cables
15. 5 each Cisco 2501 Routers (for hub uplink/downlink interface)
16. 1 each Venelated 84" Cabinet with door for Outdoor RF Equipment
17. 1 each Venelated 84" Cabinet with door for Indoor RF Equipment and Monitoring Test Equipment
18. 1 each Venelated 84" Cabinet for Network Servers, Access Control System, etc)
19. 2 Network Servers – Dell PowerEdge 2400

VSAT Equipment:

20. 20 each Venelated Cabinet with Door, Mounting Rails, Exhaust Fan
21. 20 each Comstream DT8000 Indoor Unit
22. 20 each Comstream DT8000 Outdoor Unit, each consisting of:
23. 20 each APC UPS System and Power Outlet/Distribution Panel
24. 20 each Cisco 2501 Router
25. 20 each Cisco 1900 Series Switch
26. 20 each Cobalt Networks Server with 60 GB Storage
27. 20 each Mentat SkyX XR-10 Protocol Accelerator

28. 20 each 150' RF Cables (Transmit, Receive, Transmitter Control Cables)

Test Equipment

29. 1 each HP 8567A 1.5 GHz Spectrum Analyzer
30. 1 each HP 7470 Plotter with HP-IB/IEEE 488 Interface and power supply
31. Manuals for the HP 8567A Spectrum Analyzer

Exhibit B

WIRING INSTRUCTION

Bank Information:

Wells Fargo Bank, N.A.
Emeryville Office
5801 Christie Avenue
Emeryville, CA 94608
Voice: 510-420-6601

Account # 9386904628
Wires ABA #121000248

ASSET TRANSFER-DONATION AGREEMENT

ASSET TRANSFER/DONATION AGREEMENT

THIS ASSET TRANSFER AGREEMENT (this "Agreement") is made and entered into as of January 26, 2017, (the "Effective Date") by and between **Board of Trustees of the University of Arkansas** acting for and on behalf of the **University of Arkansas, Fayetteville** ("Donor"), and **Ozark Regional Transit** ("Donee").

WITNESSETH:

WHEREAS, Donor desires to transfer/donate and Donee desires to accept title and ownership certain assets of Donor pursuant to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual representations, promises and covenants herein contained Donor and Donee (individually a "Party" and collectively, the "Parties") hereto agree as follows:

ARTICLE I

TRANSFER OF ASSETS

1. Transfer/Donation of Assets. Subject to the terms and conditions of this Agreement, Donor agrees to transfer/donate and deliver to Donee, and Donee agrees to accept from Donee, the personal property of Donor identified on Exhibit A (the "Transfer/Donation of Assets"). Transfer/Donation of assets shall consist of, all as specified in Exhibit A, which is attached hereto and incorporated herein by reference.

2. No Encumbrances. The Transfer/Donation of Assets shall be conveyed by Donor to Donee free and clear of any all security interests, liens, pledges, liabilities, claims, charges, escrows, encumbrances, encroachments, rights of first refusal or other third party rights or interests, subleases, conditional sales agreements, options, mortgages, indentures, easements, licenses, restrictions, assessments or other covenants, agreements, understandings, obligations, defects or irregularities affecting title to or rights in any of the Transfer/Donation of Assets (collectively, "Encumbrances").

3. Delivery of Transferred/Donated Assets. Donor shall deliver vehicles in Exhibit A to Donee within thirty (30) days upon the signed execution of this contract.

4. Transfer of Title and Risk of Loss. Transfer to Donee of title and risk of loss with regard to the Transferred/Donated Assets shall occur when the vehicles are delivered to the Donee along with Arkansas Transfer of Vehicle Title.

5. Indemnification. Donee covenants and agrees, at its sole cost and expense, to indemnify and hold harmless the University, and its current or former Board members, officers, agents, and employees from any claim, damage, judgement, liability, injury, expense, or loss, including, without limitation, any and all claims for injury or death or to person or damage to property, and further including, without limitation, defense costs and attorney's fees arising out of or pertaining to Donee. In case any action or proceeding related to the foregoing is brought against the Donor, its current or former Board members, officers, agents or employees, by reason of any such claim, upon notice from Donor, Donee shall, at its sole expense, resist and defend such action or proceeding by qualified counsel. The foregoing obligations shall survive the expiration or termination of this Agreement.

6. EXCLUSION OF WARRANTIES. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, THE TRANSFERRED/DONATED ASSETS PURSUANT TO THIS AGREEMENT ARE BE TRANSFERRED/DONATED "AS-IS AND WHERE-FOUND." NO OTHER WARRANTY TO DONEE OR ANY OTHER PERSON, WHETHER EXPRESS, IMPLIED OR STATUTORY, IS MADE AS TO THE DESIGN, DESCRIPTION, QUALITY, MERCHANTABILITY, COMPLETENESS, USEFUL LIFE, CONDITION, WORKING ORDER, FUTURE ECONOMIC VIABILITY, OR FITNESS FOR ANY PARTICULAR PURPOSE OF THE TRANSFERRED/DONATED ASSETS. UNDER NO CIRCUMSTANCES WILL DONOR BE LIABLE TO DONEE OR ANY THIRD PARTY FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE TRANSFERRED/DONATED ASSETS.

ARTICLE II

REPRESENTATIONS, WARRANTIES AND COVENANTS OF DONOR

Donor represents and warrants to Donee that the statements contained in this Agreement are correct and complete as of the Effective Date.

1. Statutory Existence and Power. Donor has all statutory power and all material governmental licenses, authorizations, permits, consents and approvals required to sell, transfer/donate and assign the Exhibit Transferred/Donated Assets to Donee.

2. Authorization. The execution, delivery and performance of this Agreement by Donor are within Donor's power and have been duly authorized by all necessary action on the part of Donor.

3. Governmental Authorization. The execution, delivery and performance by Donor of this Agreement require or will require no action by or in respect of, or filing with, any Governmental Authority.

4. **Litigation.** There is no action, order, writ, judgment or decree outstanding or suit, claim, litigation or proceeding pending or, to the knowledge of Donor, threatened, with respect to the Transferred/Donated Assets against Donor and there is no action, suit, litigation, claim or proceeding pending or, to the knowledge of Donor, against any party by Donor relating to the Transferred/Donated Assets. .

5. **Compliance with Laws.** Donor is in compliance with, and not in violation of, and, to Donor's knowledge, is not under investigation with respect to any suspected or alleged violation of, any laws applicable to the Transferred/Donated Assets.

6. **Title.** Donor has good and marketable title to all of the Transferred/Donated Assets, free and clear of any Encumbrances. Donor is not a party as lessee or lessor with respect to any of the Transferred/Donated Assets.

7. **Broker's Fees.** There is no broker, finder or other intermediary that has been retained by or is authorized to act on behalf of Donor who would be entitled to any fee or commission in connection with this Agreement or the transactions contemplated hereby.

ARTICLE III

REPRESENTATIONS AND WARRANTIES OF DONEE

1. **Representations and Warranties of Donee.** Donee represents and warrants to Donor that the statements contained in this Article are correct and complete as of the Effective Date.

2. **Statutory Existence and Power.** Donee has been duly organized and is a validly existing transit system, in good standing under the laws of the State of Arkansas. Donee has all statutory power and all material governmental licenses, authorizations, permits, consents and approvals required to purchase and receive the Transferred/Donated Assets.

3. **Authorization of Transaction.** The execution, delivery and performance of this Agreement by Donee are within Donee's power and have been duly authorized by all necessary action on the part of Donee.

4. **Brokers' Fees.** Donee has no liability or obligation to pay any fees or commissions to any broker, finder or agent with respect to the transactions contemplated by this Agreement for which Donor could become liable or obligated.

ARTICLE IV

MISCELLANEOUS

1. **Survival.** The representations, warranties and covenants of the Parties contained in this Agreement shall survive the expiration of the applicable statute of limitation.

2. **Notices.** All notices, requests and other communications to either party hereunder shall be in writing (including facsimile transmission) and shall be given by registered or certified mail (postage prepaid, return receipt requested) or personally delivered to the address provided below or sent by facsimile transmission (with verification thereof by the sender) to the facsimile number provided below:

If to Donor: University of Arkansas
Office of Business Affairs
Admin Bldg. Rm 321
1125 West Maple Street
Fayetteville, AR 72701

If to Donee:

OZARK REGIONAL TRANSIT
2423 E. ROBINSON AVE
SPRINGDALE, AR 72764
Email: JGARNER@OZARK.ORG
JOEL GARNER

Unless otherwise specified herein, such notices or other communications shall be deemed received (a) on the date delivered, if delivered personally, (b) two business days after being sent by Federal Express or other overnight courier of national reputation, (c) the date delivered, if delivered by facsimile or electronic mail and (d) five business days after being sent, if sent by registered or certified mail. Each of the parties hereto shall be entitled to specify a different address by giving notice as aforesaid to each of the other parties hereto.

3. Amendments and Waivers. Any provision of this Agreement may be amended or waived if, but only if, such amendment or waiver is in writing and is signed, in the case of an amendment, by each party to this Agreement, or in the case of a waiver by the party against whom the waiver is to be effective. No failure or delay by any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege.

4. Successors and Assigns. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, provided that no party may assign, delegate or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of each other party hereto. Any purported assignment or delegation in contravention of the foregoing shall be null and void.

5. Governing Law. This Agreement shall be governed by and construed in accordance with the law of the State of Arkansas applicable to contracts made and to be performed entirely within such state.

6. Construction of Agreement. The captions or headings in this Agreement are for convenience of reference only and in no way define, limit or describe the scope or intent of any provisions or Sections of this Agreement. All references in this Agreement to particular Articles or Sections are references to the Articles or Sections of this Agreement, unless some other references are clearly indicated. All accounting terms not specifically defined in this Agreement shall be construed in accordance with the generally accepted accounting principles as in effect on the date hereof. In this Agreement, unless the context otherwise requires, (a) words describing the singular number shall include the plural and vice versa, (b) words denoting any gender shall include all genders and (c) the word "including" shall mean "including, without limitation." This Agreement and the other instruments and documents to be delivered pursuant hereto shall not be construed more favorably against one party than the other based on who drafted the same, it being acknowledged that all parties hereto contributed meaningfully to the drafting of this Agreement.

7. Counterparts; Effectiveness. This Agreement may be executed and delivered in any number of counterparts, each of which shall be an original but all of which together shall constitute one and the same instrument. The Agreement shall become effective when each party hereto shall have received a counterpart hereof signed by the other party hereto.

8. Entire Agreement; Third-Party Beneficiaries. This Agreement and the other agreements contemplated hereby constitute the entire agreement between the parties with respect to the subject matter hereof and supersede all prior agreements and understandings, both written and oral, between the parties with respect to the subject matter of this Agreement. The Exhibits and Schedules


hereto are an integral part hereof and are incorporated by reference herein for all purposes. Where required by context, a reference to a Schedule shall be deemed to refer to such Schedule as amended or updated. Neither this Agreement nor any provision hereof shall confer upon any Person other than the parties hereto any rights or remedies hereunder.

9. Severability. If any provision of this Agreement or the application of any such provision to any person or circumstance shall be held invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect any other provision hereof. Under such circumstances, the Parties shall revise the Agreement, as necessary, to preserve the originally intended balance of benefits and burdens under the Agreement.

**IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS
AGREEMENT TO BE DULY EXECUTED AS OF THE DAY AND YEAR FIRST
ABOVE WRITTEN.**

DONEE:

Ozark Regional Transit

By 
Name JOEL K. GARDNER
Title EXECUTIVE DIRECTOR

DONOR:

University of Arkansas
Board of Trustees of the University of Arkansas
acting for and on behalf of the University of Arkansas

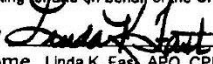
By 
Name Linda K. Faso, APO, CPPO, CPPB
Title Manager of Procurement Services
January 26, 2017

EXHIBIT A

UA Tag # 261587, Gillig 40' Transit Bus, VIN 15GCD2010V1088502, Fleet 25TP

UA Tag # 261591, Gillig 40' Transit Bus, VIN 15GCD2011V1088511, Fleet 30TP



STATE OF ARKANSAS
**Department of Finance
and Administration**

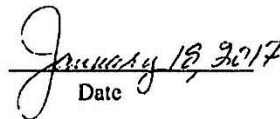
OFFICE OF STATE PROCUREMENT
Marketing and Redistribution
6620 Young Road
Little Rock, Arkansas 72209
Phone: (501) 565-8645
Fax: (501) 565-5059
<http://www.arkstatesurplus.com>

TO: Adam Waddle
Associate Director of Razorback Transit
RE: Donation

This is your Agency's authorization to donate the two 1997 Gillig 40' Transit busses identified in your request dated January 11, 2017, to Ozark Regional Transit. Marketing & Redistribution is not responsible for processing property to an individual or organization. However, if requested to assist by either agency or organization, the M&R Manager will provide whatever assistance is appropriate.

In keeping with one of the purposes of participation by M&R and under cooperative purchasing procedures, we consider a written agreement between your agency and Ozark Regional Transit, necessary to provide an audit trail of the disposition of the equipment and/or property.


David W. Justice, Manager


Date

David Justice

From: Adam Waddell <awaddell@uark.edu>
Sent: Wednesday, January 11, 2017 4:47 PM
To: Andy Fletcher
Cc: Melissa Trostel-Hall; John Leverett; David Justice; Gary K. Smith
Subject: RE: Bus Transfer

Importance: High

Good Evening Everyone,

Early Monday morning Ozark Regional Transit, a non-profit 5307 public transit agency based out of Springdale, Arkansas, suffered a fire that completely destroyed 20 of their 24 route buses. <http://www.4029tv.com/article/fire-crews-on-scene-of-a-bus-explosion-at-ozark-regional-transit/8580779> We have been asked to provide any assistance possible. One option is to transfer two end of life transit buses to them for use in fixed route service. We recently received our new replacement buses and these buses are due to be turned over to M&R because the Federal interest has been met and they are well beyond useful life. However, these buses would be a tremendous help to Ozark Regional Transit and Northwest Arkansas while they start to rebuild their fleet. The transfer process from the perspective of the Federal Transit Administration is very simple. We send notice to our Region VI Office in Fort Worth notifying them of the transfer to another transit/governmental agency and then ORT will add the buses to their assets. The vehicle information is provided below.

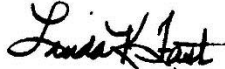
Unit #	VIN	Year	Make	Model
25	15GCD2010V1088502	1997	Gillig	40 FT
30	15GCD2011V1088511	1997	Gillig	40 FT

This is a community emergency for Northwest Arkansas. Ozark Regional Transit provides transit services throughout the region and there are thousands of citizens with little to no transportation until ORT is able to replace or supplement the loss of their fleet.

We are requesting approval to transfer these federal/state assets to Ozark Regional Transit immediately to assist in reestablishing this vital service to Northwest Arkansas. Any and all assistance would be greatly appreciated.

Sincerely,

E. Adam Waddell
Associate Director of Razorback Transit



I approve this donation request.
Linda K. Fast, APO, CPPD, CPPB
Manager of Procurement Services
University of Arkansas
January 26, 2017



BLUSB - University of Arkansas
Fayetteville, Arkansas 72701
(479) 575-6292 - Office
(479) 575-7128 - Fax
ewaddell@uark.edu

From: Andy Fletcher

Sent: Wednesday, January 11, 2017 8:14 AM

To: Adam Waddell <ewaddell@uark.edu>

Cc: Melissa Trostel-Hall <Melissa.Trostel-Hall@dfa.arkansas.gov>; John Leverett (John.Leverett@dfa.arkansas.gov) <John.Leverett@dfa.arkansas.gov>; David Justice <David.Justice@dfa.arkansas.gov>

Subject: Bus Transfer

Adam,

I have copied the individuals that you need to contact concerning your request for transit bus transfers.


Thanks, Andy

*Andy Fletcher
Procurement & Fleet Manager
Business Services
University of Arkansas
479-575-6761*

**UNIVERSITY OF ARKANSAS
LEGAL REVIEW FORM****

The following information is submitted to the General Counsel's office for contract review pursuant to Administrative Memorandum 300.I:

1. Campus, Division or Unit: Transit
2. Other Contracting Party or Parties: Ozark Regional Transit
3. Brief Description of Subject Matter of Contract: Donation of Two Transit Buses
4. Amount: \$ N/A
5. Deadlines or Time Considerations: ASAP
6. Research or Sponsored Program: x (Yes) (No)
7. Contact Person: Andy Fletcher Phone: 5-6761

 1/18/17
Signature of Contact Person Date

The above contract has received legal review and is ready for signature (), or (X) is returned with comments and suggested revisions. Comments:

Please note the attached redlined suggestions and let us know if we may be of further assistance.

Michael Martz Digitally signed by Michael Martz
Date: 2017.01.25 12:45:10 -06'00'

General Counsel's Office

01/25/2017
Date

**The written revisions and comments set forth below and as reflected on the attachment are made solely for the benefit of the University and its institutions and are not intended to be provided directly to the vendor or relied upon as a statement of the law with regard to other matters or by anyone outside of the University and its institutions. Such revisions and comments are provided to assist you in negotiating the terms of the agreement and to comply with Board policies requiring legal review. Based on the limited information provided, no opinion is rendered regarding the economic feasibility of the terms of the contract, compliance with state ethics laws or the advisability of the venture as a whole.

ASSIGNMENT ASSUMPTION AGREEMENT

ASSIGNMENT & ASSUMPTION AGREEMENT

THIS ASSIGNMENT & ASSUMPTION AGREEMENT (this "Agreement") is made and entered into on this 20 day of July, 2016, by and among Airgas USA, LLC ("Assignor"), Matheson Tri-Gas, Inc. ("Assignee"), and the Board of Trustees of the University of Arkansas, acting for and on behalf of the University of Arkansas, Fayetteville ("Customer").

WHEREAS, Assignor and Customer are parties to and bound by that certain Services & Product Contract, dated February 25, 2014, together with all Exhibits and Riders thereto, each as amended to date, collectively, referred to hereinafter as the "Product Agreement";

WHEREAS, the Product Agreement concerns the supply and purchase of products at Customer's facilities identified on Exhibit A to this Agreement. The facilities identified on Exhibit A to this Agreement are collectively referred to as the "Assigned Facilities" and each, an "Assigned Facility," and the products identified in respect of each such Assigned Facility, the "Assigned Products";

WHEREAS, effective as of the closing (the "Closing") of the transactions contemplated by that certain Asset Purchase Agreement, dated as of June 23, 2016 by and between Assignee, Air Liquide Industrial U.S. LP, and Airgas Merchant Gases, LLC, and Taiyo Nippon Sanso Corporation (the "Asset Purchase Agreement"), Assignor shall assign its business in respect of the Assigned Products at the Assigned Facilities to Assignee;

WHEREAS, in connection with the foregoing, Assignor desires to assign to Assignee its rights and obligations under the Product Agreement to the extent that the Product Agreement relates to the Assigned Products at the Assigned Facilities and Assignee desires to accept such assignment and assume such rights and obligations of Assignor under the Product Agreement in respect of the Assigned Products at the Assigned Facilities; and

WHEREAS, Customer desires to consent to such assignment and assumption.

NOW, THEREFORE, for and in consideration of the terms and covenants hereinafter contained, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

1. Assignor hereby assigns, transfers and conveys to Assignee, effective as of the Closing, all of Assignor's rights, title, obligations and interest in, to and under the Product Agreement to the extent related to the Assigned Products at the Assigned Facilities. Assignee unconditionally hereby assumes and agrees, effective as of the Closing, to completely perform and discharge when due each and every covenant and obligation of Assignor under the Product Agreement to the extent related to the Assigned Products at the Assigned Facilities to the extent arising on or after the Closing. Assignee hereby agrees, effective as of the Closing, to be bound by all of the terms and conditions of the Product Agreement to the extent related to the Assigned Products at the Assigned Facilities in every manner as if Assignee were originally a party thereto.
2. Customer hereby consents to (i) the assignment of the Assignor's rights and obligations under the Product Agreement in respect of the Assigned Products at the Assigned Facilities to Assignee, and (ii) Assignee's assumption of Assignor's rights and obligations under the Product Agreement in respect of the Assigned Products at the Assigned Facilities, in each case effective as of the Closing.
3. This Agreement may be executed and delivered (including by facsimile transmission) in any number of counterparts, each of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument. The validity of this Agreement shall be governed by and construed in accordance with the laws of the state governing the Agreement, excluding any conflicts-of-law rule or principle which might refer same to another jurisdiction. Any amendment, modification or supplement to this Agreement must be in writing and signed by all of the parties. This Agreement may not be assigned without the prior written consent of the parties hereto. In the event of the termination of the Asset Purchase Agreement, upon notice from the Assignee to Customer this Agreement shall terminate and shall have no further force and effect. This Agreement together with the Product Agreement constitutes

the entire agreement between the parties with respect to subject matter hereof and supersedes all other prior agreements and understandings, both written and oral, between the parties or any of them with respect to the subject matter hereof.

IN WITNESS WHEREOF, each of the parties has executed this Agreement as of the date and year first above set forth.

CUSTOMER:

BOARD OF TRUSTEES OF THE UNIVERISTY
OF ARKANSAS, ACTING FOR AND ON THE
BEHALF OF THE UNIVERSITY OF
ARKANSAS, FAYETTEVILLE

By: _____
Name: _____
Title: _____

ASSIGNEE:

MATHESON TRI-GAS, INC.

By: _____
Name: _____
Title: _____

ASSIGNOR:

AIRGAS USA, LLC

By: _____
Name: _____
Title: _____

Exhibit A – Assigned Products and Assigned Facilities

Bulk Liquid Nitrogen

CHEM	Chemistry Building	345 N CAMPUS DRIVE	Fayetteville	AR	72701
NANO	Nanoscale Material Sci & Engr	731 W. DICKSON STREET	Fayetteville	AR	72701

SHIPMENT DEFINITION OF FOB

FOB is a shipping term that means "Free On Board". When the vendor adds the term "Factory" or "Origin", it means a couple of things:

1.) the vendor expects us to pay for the freight and any insurance costs to cover the shipment, and

2.) (This is the important one), when the vendor puts their product on the truck at their loading dock, the title to the equipment transfers to the U of A. If anything happens to the equipment in transit, we own it and it is our responsibility to deal with the freight company to recover our money for the damaged equipment. However, the U of A would still be totally responsible to the vendor for full payment of the product because we took ownership of the equipment. The U of A will not agree to such terms.

The U of A may be willing to pay the freight costs (which must be a firm price from the company) but we will not accept ownership of the product until we have received it at the U of A destination and have inspected the product. This puts the responsibility of shipping costs and insurance back on the vendor, and should be considered by the vendor as part of doing business with the U of A.

I would first tell the vendor that the U of A can only accept "FOB Destination or FOB University of Arkansas". If they insist that the freight has to be paid by us, then the department should evaluate the freight costs, and if acceptable, make a final offer to vendor of "FOB University of Arkansas - Pre-pay and Add Freight to Invoice". This means that the University will pay for the quoted freight costs which the vendor will add to their invoice when they bill us for the equipment, and that the vendor still owns the equipment until we have accepted it here at the U of A.

FOB Origin or Factory is a deal-breaker for the U of A. The University cannot accept these terms.

Never accept "Freight Collect" - This means that when the freight company delivers the product, the driver will require payment for the freight fee (in cash or by check) before he/she will leave the product at the U of A. The U of A does not accept Freight Collect terms.

Clear as mud? If you have any questions, give me a call at 5-6761. | Andy

ACCEPTABLE INDEMNIFICATION LANGUAGE

F. HOLD HARMLESS:

Under Arkansas law the University of Arkansas may not enter into a covenant or agreement to hold a party harmless or to indemnify a party from prospective damages. However, with respect to loss, expense, damage, liability, claims or demands either at law or in equity for actual or alleged injuries to persons or property arising out of any negligent act or omission by the University and its employees or agents in the performance of this Agreement (purchase order), the University agrees with Company that: (a) it will cooperate with Company in the defense of any action or claim brought against Company seeking the foregoing damages or relief; (b) it will in good faith cooperate with Company should Company present any claims of the foregoing nature against University to the Claims Commission of the State of Arkansas; (c) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the said Claims Commission and will make reasonable efforts to expedite said hearing; provided, however, the University reserves its right to assert in good faith all claims and defenses available to it in any proceedings in said Claims Commission or other appropriate forum. The obligations of this paragraph shall survive the expiration or termination of this agreement.

FEDERAL SURPLUS PROPERTY

Departments may procure needed commodities available at the State Agency for Federal Surplus Property located at 8700 Remount Road, North Little Rock, Arkansas. Authority to procure items at the agency is administered through the Purchasing Department (Surplus Manager or Purchasing Manager). A memo from the Purchasing Department authorizing the individual(s) to purchase from Federal Surplus must be obtained prior to purchase. The memo is then shown to employees at Federal Surplus, along with faculty/staff photo identification. A receipt must be obtained from Federal Surplus and a requisition from the department must be issued within five (5) days after the purchase.

ASSET PURCHASE AGREEMENT

THIS ASSET PURCHASE AGREEMENT (this “Agreement”) is made and entered into as of August 5, 2016 (the “Effective Date”) by and between **Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas, Fayetteville (“Seller”)**, and **Rutgers, The State University of New Jersey (“Buyer”)**.

WITNESSETH:

WHEREAS, Seller desires to sell and Buyer desires to purchase certain assets of Seller pursuant to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual representations, promises and covenants herein contained and for other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, Seller and Buyer (individually a “Party” and collectively, the “Parties”) hereto agree as follows:

ARTICLE I

TRANSFER OF ASSETS

1. Purchase and Sale of Assets. Subject to the terms and conditions of this Agreement, Seller agrees to sell and deliver to Buyer, and Buyer agrees to purchase and accept from Seller, the personal property of Seller identified on Exhibit A (the “Purchased Assets”). Purchased assets shall consist of, all as specified in Exhibit A, which is attached hereto and incorporated herein by reference.

2. No Encumbrances. The Purchased Assets shall be conveyed by Seller to Buyer free and clear of any all security interests, liens, pledges, liabilities, claims, charges, escrows, encumbrances, encroachments, rights of first refusal or other third party rights or interests, subleases, conditional sales agreements, options, mortgages, indentures, easements, licenses, restrictions, assessments or other covenants, agreements, understandings, obligations, defects or irregularities affecting title to or rights in any of the Purchased Assets (collectively, “Encumbrances”).

3. Purchase Price for Purchased Assets. Subject to the terms hereof, at the Closing, Buyer shall be obligated to pay to Seller a sum of money (the “Purchase Price”) equal to Three Hundred-six thousand, seven hundred-twenty-two dollars and no cents (\$306,722.00). Seller agrees and acknowledges that the Purchase Price represents a final negotiated, arm’s length purchase price.

4. Transfer/Shipment of Purchased Assets. Dismantling/loading and shipment of all equipment in Exhibit A shall be the sole responsibility of the Buyer. Purchased Assets are located at the University of Arkansas, Physics Department, Fayetteville, Arkansas 72701 (“Seller’s Premises”). Buyer shall be

responsible for securing a truck of sufficient capacity to accommodate the Purchased Assets, at Buyer's sole expense. Final tie down, equipment placement and equipment rigging on the truck will be the responsibility of the Buyer. Buyer shall be responsible for coordinating with Seller and Contractor to establish a delivery date no later than thirty (30) days following the Effective Date.

5. Transfer of Title and Risk of Loss. Transfer to Buyer of title and risk of loss with regard to the Purchased Assets shall occur when the Purchased assets are loaded onto the truck provided by Buyer pursuant to Section 1.04 above. At the time of such transfer, Seller shall convey and deliver to Buyer a duly executed Bill of Sale in the form attached hereto as Exhibit B, and such other documentation as reasonably requested in order to consummate and evidence the conveyance of the Purchased Assets pursuant to this Agreement.

6. Indemnification. Buyer covenants and agrees, at its sole cost and expense, to indemnify and hold harmless the University, and its current or former Board members, officers, agents, and employees from any claim, damage, judgement, liability, injury, expense, or loss, including, without limitation, any and all claims for injury or death or to person or damage to property, and further including, without limitation, defense costs and attorney's fees arising out of or pertaining to Buyer. In case any action or proceeding related to the foregoing is brought against the Seller, its current or former Board members, officers, agents or employees, by reason of any such claim, upon notice from Seller, Buyer shall, at its sole expense, resist and defend such action or proceeding by qualified counsel. The foregoing obligations shall survive the expiration or termination of this Agreement.

7. EXCLUSION OF WARRANTIES. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, THE PURCHASED ASSETS SOLD PURSUANT TO THIS AGREEMENT ARE BE SOLD "AS-IS AND WHERE-FOUND." NO OTHER WARRANTY TO SELLER OR ANY OTHER PERSON, WHETHER EXPRESS, IMPLIED OR STATUTORY, IS MADE AS TO THE DESIGN, DESCRIPTION, QUALITY, MERCHANTABILITY, COMPLETENESS, USEFUL LIFE, CONDITION, WORKING ORDER, FUTURE ECONOMIC VIABILITY, OR FITNESS FOR ANY PARTICULAR PURPOSE OF THE PURCHASED ASSETS.

ARTICLE II

REPRESENTATIONS, WARRANTIES AND COVENANTS OF SELLER

Seller represents and warrants to Buyer that the statements contained in this Agreement are correct and complete as of the Effective Date.

1. Statutory Existence and Power. Seller has all statutory power and all material governmental licenses, authorizations, permits, consents and approvals required to sell, transfer and assign the Purchased Assets to Buyer.

2. Authorization. The execution, delivery and performance of this Agreement by Seller are within Seller's power and have been duly authorized by all necessary action on the part of Seller.

3. Governmental Authorization. The execution, delivery and performance by Seller of this Agreement require or will require no action by or in respect of, or filing with, any Governmental Authority.

4. Litigation. There is no action, order, writ, judgment or decree outstanding or suit, claim, litigation or proceeding pending or, to the knowledge of Seller, threatened, with respect to the Purchased Assets against Seller and there is no action, suit, litigation, claim or proceeding pending or, to the knowledge of Seller, against any party by Seller relating to the Purchased Assets.

5. Compliance with Laws. Seller is in compliance with, and not in violation of, and, to Seller's knowledge, is not under investigation with respect to any suspected or alleged violation of, any laws applicable to the Purchased Assets.

6. Title. Seller has good and marketable title to all of the Purchased Assets, free and clear of any Encumbrances. Seller is not a party as lessee or lessor with respect to any of the Purchased Assets.

7. Broker's Fees. There is no broker, finder or other intermediary that has been retained by or is authorized to act on behalf of Seller who would be entitled to any fee or commission in connection with this Agreement or the transactions contemplated hereby.

ARTICLE III

REPRESENTATIONS AND WARRANTIES OF BUYER

1. Representations and Warranties of Buyer. Buyer represents and warrants to Seller that the statements contained in this Article are correct and complete as of the Effective Date.

2. Statutory Existence and Power. Buyer has been duly organized and is a validly existing university, in good standing under the laws of the State of New Jersey. Buyer has all statutory power and all material governmental licenses, authorizations, permits, consents and approvals required to purchase and receive the Purchased Assets.

3. Authorization of Transaction. The execution, delivery and performance of this Agreement by Buyer are within Buyer's power and have been duly authorized by all necessary action on the part of Buyer.

4. Brokers' Fees. Buyer has no liability or obligation to pay any fees or commissions to any broker, finder or agent with respect to the transactions contemplated by this Agreement for which Seller could become liable or obligated.

ARTICLE IV

MISCELLANEOUS

1. Survival. The representations, warranties and covenants of the Parties contained in this Agreement shall survive the expiration of the applicable statute of limitation.

2. Notices. All notices, requests and other communications to either party hereunder shall be in writing (including facsimile transmission) and shall be given by registered or certified mail (postage prepaid, return receipt requested) or personally delivered to the address provided below or sent by facsimile transmission (with verification thereof by the sender) to the facsimile number provided below:

If to Seller: University of Arkansas
Office of Business Affairs
Admin Bldg. Rm 321
1125 West Maple Street
Fayetteville, AR 72701

If to Buyer:

Email: _____

Unless otherwise specified herein, such notices or other communications shall be deemed received (a) on the date delivered, if delivered personally, (b) two business days after being sent by Federal Express or other overnight courier of national reputation, (c) the date delivered, if delivered by facsimile or electronic mail and (d) five business days after being sent, if sent by registered or certified mail. Each of the parties hereto shall be entitled to specify a different address by giving notice as aforesaid to each of the other parties hereto.

3. Amendments and Waivers. Any provision of this Agreement may be amended or waived if, but only if, such amendment or waiver is in writing and is signed, in the case of an amendment, by each party to this Agreement, or in the case of a waiver by the party against whom the waiver is to

be effective. No failure or delay by any party in exercising any right, power or privilege hereunder shall operate as a waiver thereof nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any other right, power or privilege...

4. Successors and Assigns. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, provided that no party may assign, delegate or otherwise transfer any of its rights or obligations under this Agreement without the prior written consent of each other party hereto. Any purported assignment or delegation in contravention of the foregoing shall be null and void.

5. Governing Law. This Agreement shall be governed by and construed in accordance with the law of the State of Arkansas applicable to contracts made and to be performed entirely within such state.

6. Construction of Agreement. The captions or headings in this Agreement are for convenience of reference only and in no way define, limit or describe the scope or intent of any provisions or Sections of this Agreement. All references in this Agreement to particular Articles or Sections are references to the Articles or Sections of this Agreement, unless some other references are clearly indicated. All accounting terms not specifically defined in this Agreement shall be construed in accordance with the generally accepted accounting principles as in effect on the date hereof. In this Agreement, unless the context otherwise requires, (a) words describing the singular number shall include the plural and vice versa, (b) words denoting any gender shall include all genders and (c) the word "including" shall mean "including, without limitation." This Agreement and the other instruments and documents to be delivered pursuant hereto shall not be construed more favorably against one party than the other based on who drafted the same, it being acknowledged that all parties hereto contributed meaningfully to the drafting of this Agreement.

7. Counterparts; Effectiveness. This Agreement may be executed and delivered in any number of counterparts, each of which shall be an original but all of which together shall constitute one and the same instrument. The Agreement shall become effective when each party hereto shall have received a counterpart hereof signed by the other party hereto.

8. Entire Agreement; Third-Party Beneficiaries. This Agreement and the other agreements contemplated hereby constitute the entire agreement between the parties with respect to the subject matter hereof and supersede all prior agreements and understandings, both written and oral, between the parties with respect to the subject matter of this Agreement. The Exhibits and Schedules hereto are an integral part hereof and are incorporated by reference herein for all purposes. Where required by context, a reference to a Schedule shall be deemed to refer to such Schedule as amended or updated. Neither this Agreement nor

any provision hereof shall confer upon any Person other than the parties hereto any rights or remedies hereunder.

9. Severability. If any provision of this Agreement or the application of any such provision to any person or circumstance shall be held invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect any other provision hereof. Under such circumstances, the Parties shall revise the Agreement, as necessary, to preserve the originally intended balance of benefits and burdens under the Agreement.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE DULY EXECUTED AS OF THE DAY AND YEAR FIRST ABOVE WRITTEN.

BUYER:

Rutgers, State University of New Jersey

By _____
Name _____
Title _____

SELLER:

University of Arkansas


By 
Name Linda K. East
Title Manager of Procurement

EXHIBIT A

UA Tag 500791	MacPro Apple Computer F5KNCOBF9VN	\$2,240.00
UA Tag 2690027	Imac Apple Computer D25P7OZWFY14	\$2,066.00
UA Tag 2692037	HiCube Vacuum Pump Pfeifer 39050774	\$4,452.00
UA Tag 2690788	Laser Coherent GEP111513140032	\$104,491.00
UA Tag 259575	Laser Deposition Unit Neocera JP276	\$23,000.00
UA Tag 259674	MicroScope Nanosurf 2306138	\$7,100.00
UA Tag 262496	Mini-Sputter Coater EBS 9768441	\$1,270.00
UA Tag 262850	PPMS Base Unit Quantum D P601	\$21,000.00
UA Tag 263024	Source Keithley 1233598	\$1,115.00
UA Tag 236191	Nitrogen Dewar Cryo 2587	\$1,200.00
UA Tag 264430	Oxide Chamber	\$134,385.00
UA Tag 264546	Oxide Chamber	\$715.00
UA Tag 264678	Amp Tek Source	\$3,688.00
<hr/>		
	Sale Price	Grand Total
		\$306,722.00

EXHIBIT B

BILL OF SALE

University of Arkansas Invoice #1AF080316

For Three Hundred – Six Thousand, seven hundred and twenty dollars and not cents (\$306,722.00) and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Board of Trustees of the University of Arkansas acting on behalf of the University of Arkansas, Fayetteville ("Seller"), hereby sells, transfers, conveys and delivers to Rutgers, State University of New Jersey, an institution of higher education ("Buyer"), all personal property of Seller described on Exhibit A attached hereto, and all rights and appurtenances related to such personal property, (collectively, the "Personal Property").

Seller represents and warrants to Buyer that: (i) Seller is the sole owner of the Personal Property; and (ii) the Personal Property is free and clear from all pledges, liens, claims, and encumbrances of any type or nature.


Seller, at its sole cost and expense, agrees to perform, execute, and/or deliver (or to cause to be performed, executed, and/or delivered) any additional documents and/or assurances that Buyer may reasonably request to insure, secure, or perfect Sellers' interest in any item transferred to Buyer by this Bill of Sale or to otherwise fully and effectively carry out the intent and purpose of this Bill of Sale.

This Bill of Sale will be effective as to the transfer of all of the above-described Personal Property as of receipt of check by the Seller.

The check will need to be made payable to: University of Arkansas - Fayetteville. The check needs to be sent overnight express to: University of Arkansas, Office of Business Affairs, Administration Building Rm.321, 1125 West Maple Street, Fayetteville, Arkansas 72701 – Attn: Andy Fletcher – 479-575-6761.

SELLER:

University of Arkansas, Fayetteville

By 
Name LINDA K. FOY
Title Manager of Documents

SALE AND TRANSFER OF PROPERTY



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
Marketing and Redistribution
6620 Young Road
Little Rock, Arkansas 72209
Phone: (501) 565-8645
Fax: (501) 565-5059
<http://www.arstatesurplus.com>

June 29, 2016

Mr. Andy Fletcher
University of Arkansas
Office of Business Affairs
321 Administration Building
Fayetteville, AR 72701

Re: Sale and Transfer of Property to Rutgers University

Dear Mr. Fletcher,

I have received your request dated June 27, 2016, requesting to sell equipment belonging to the University of Arkansas Fayetteville to Rutgers University where Dr. Jak Chakhalian will continue his scientific research.

Your letter indicates the University of Arkansas has agreed to the sell the equipment to Rutgers University for \$195,643.46. Due to the complexity of this type of equipment and the specialized market for it, knowing the equipment is no longer needed by the University of Arkansas the request is approved as being in the best interest of the University and the State.

UA Tag 500791	MacPro Apple Computer F5KNCOJBF9VN	\$2,240.00
UA Tag 2690027	I Mac Apple Computer D25P7OZWY14	\$2,066.00
UA Tag 2692037	HiCube Vacuum Pump Pfeiffer-39050774	\$4,452.86
UA Tag 2690788	Laser Coherent GEP111513120032	\$104,491.37
UA Tag 259575	Laser Deposition Unit Neocera —JP276	\$38,000.00
UA Tag 259674	Microscope Nanosurf - 2306138	\$10,221.00
UA Tag 262496	Mini-Sputter Coater EBS — 9768441	\$1,270.00
UA Tag 262850	PPMS Base Unit Quantum D — P601	\$30,000.00
UA Tag 263024	Sourcemeater Keithley - 1233598	\$1,417.00
UA Tag 236191	Nitrogen Dewar — Cryo Ind. 2587	\$1,485.23

Please forward check made payable to Marketing and Redistribution along with a copy of this letter for processing.

Please let me know if you need anything further regarding this request.

Sincerely,

A handwritten signature in cursive script that reads "David W. Justice".
David W. Justice, Manager

grant money/National Science Funds may by law be transferred for the purpose of ongoing research, your approved.

you,

AVID W. JUSTICE

DFA-Marketing & Redistribution
6620 Young Road
Little Rock, AR 72209
501.565.8645

SCIENTIFIC EQUIPMENT

<u>ACQUIRED</u>	<u>UAF TAG</u>	<u>DESCRIPTION</u>	<u>FUNDING SOURCE</u>
09/01/06	236191	Liquid N2 Dewar	Dept. of Defense
04/29/09	263024	Source Meter	Nat'l Science Foundation
07/01/10	264430	Oxide Chamber	Dept. of Defense
07/13/10	264546	Oxide Chamber	Dept. of Defense
09/09/10	264678	Amp Tek Source	Dept. of Defense
01/29/13	268149	H. T. Carbolite	Dept. of Defense
05/09/13	268325	Microscope	Nat'l Science Foundation
11/12/14	2692037	Pump Station	Dept. of Defense

NO COST
TRANSFER

APPROVAL
FROM DFA

From: Andy Fletcher [<mailto:andyf@uark.edu>]
Sent: Friday, June 10, 2016 4:06 PM
To: David Justice <David.Justice@dfa.arkansas.gov>
Subject: Transfer of Equipment to Rutgers University

David,

This is a formal request to transfer the equipment listed on the attachment to Rutgers University. Dr. Jak Chakhalian is leaving the University of Arkansas for a new faculty appointment with Rutgers University. Dr. Chakhalian intends to continue his research at Rutgers using the equipment listed which was purchased with federal grant money from the National Science Fund and the Department of Defense. Most of the equipment is poor to fair conditions having been contaminated with heavy metal residue which was specific to Dr. Chakhalian's research.

Thank you for your consideration in the matter.

Andy Fletcher
Procurement Manager
University of Arkansas
Fayetteville, Ar 72701

AGREEMENT AND TRANSFER OF TITLE

Femtosecond Laser Processing Chamber Agreement & Transfer of Title

This Agreement and Transfer of Title ("Agreement") is made and entered into on this day _____ by and among the Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas, at Fayetteville, (the "Buyer") and Bhide Mohan, for himself and for TECHNOVAC CORPORATION, Sr. No. 49/8, Gujarwadi Road, Katraj, Pune, India, collectively (the "Seller").

A. A payment of Seven-Thousand-nine hundred and sixty dollars (\$7960.00 U.S. Dollars) has been paid in advance for the construction of a Femtosecond Laser Processing Chamber to TECHNOVAC CORPORATION, invoice #109. This payment represented 80 (%) percent of the total cost of Nine-Thousand-nine hundred and fifty dollars (\$9950.00-U.S. Dollars) which was issued on University of Arkansas purchase order 6155690.

B. Upon testing of functional capabilities of the chamber by Dr. Ajay Malshe, which shall include holding a base vacuum of better than 10^{-6} Torr, adequate temperature ranges and X-Y scan lengths, the final sum of One-Thousand-nine hundred and ninety dollars (\$1990.00-U.S. Dollars) will be exchanged for the chamber in Pune, India. This payment shall represent the final payment from Buyer to Seller and no other amounts shall be due and owing for any reason whatsoever.

C. Seller covenants and agrees that it has good merchantable title to the chamber, which is free and clear of all liens and encumbrances of any nature whatsoever. Upon receipt of the final payment of One-Thousand-nine hundred and ninety dollars (\$1990.00-U.S. Dollars) for the chamber, Seller, relinquishes and transfers all title and interest in the femtosecond laser processing chamber to the Buyer.

D. This Agreement is governed by the laws of the State of Arkansas, United States of America, without regard to its choice of law principles.

E. The Buyer's Purchase Order and all standard terms and conditions are incorporated herein by reference and made part of this Agreement as if set forth word for word herein.

Board of Trustees of the University
Arkansas acting for and on behalf of
the University of Arkansas, Fayetteville

TECHNOVAC CORPORATION
Pune, India

By: _____

By: _____

Title

Title

Date

Date

Bhide Mohan

By: _____

Date

IMPORT PURCHASES AND PROCEDURES (CUSTOMS AND DUTY FEES)

Purchases Outside the United States

When dealing with a company whose products are manufactured outside the U.S. and the merchandise will be imported into the United States, you need to negotiate the shipping terms with the vendor prior to the issuance of the purchase order. Use the attached chart "INCOTERMS 2010 – Chart of Responsibility" for the terms of the final agreement. The quote from the vendor must list acceptable shipping terms, with a firm-fixed-cost which includes all custom/duty charges, delivery fees and insurance cost.

The INCOTERMS chart is an internationally accepted set of trade terms that have been adopted by most countries. These terms define the exact responsibilities and risks of both the buyer and seller, including while the merchandise is in transit.

The U of A always wants the vendor to agree to INCOTERMS 2010 – DDP – Delivered Duty Paid to the University of Arkansas. Note on the chart that with DDP terms all the service costs (shipping, storage, customs fees, etc.) are the responsibility of the seller. DDP is the only INCOTERM that relieves the Buyer from paying Duty, Import Related Taxes and Customs. Import entry fees will vary by tariff code, but usually run 5% to 6% of the total purchase price of the commodity.

Usually the import vendor will list INCOTERMS/EXWORKS (see chart), which is not acceptable to the U of A. Also, notice that FOB in international terms is completely different than our conventional terms within the United States. INCOTERMS FOB pertains only to ocean container shipments, "Free Onboard Vessel", which is not acceptable to the U of A.

If the vendor will not accept DDP, then the end user must be apprised of the costs and risk associated with the other terms listed on the chart. I usually let the vendor know that DDP is a requirement of doing business with the U of A. However, there will be times that the vendor will not accept DDP terms. The buyer will then have to evaluate the cost and the liabilities of doing business with that vendor to make a successful procurement for the end user.

Small Order Purchases

Many vendors with addresses within the United States are actually dealers for manufacturers outside the U.S. that will require import fees. Usually, the end-user (PI, grad-student, etc.) has no idea that the product they ordered will require special handling and additional fees.

The merchandise will come into a "port of entry" in the U.S., where the shipping firm/customs broker will notify the U of A that it must reviewed by the Department of Homeland Security for customs regulations and fees. The brokerage firm will also charge you a fee for their services. Always get the brokerage firm fees up front, prior to signing over our Power of Attorney (POA) to the firm. If their fee seems out of line, you can contact another broker (UPS, FedEx, etc.) to take control of the shipment.

Power of Attorney

If DDP terms are used, a POA is not necessary because the U of A will not have any interaction with a brokerage firm or Homeland Security. By the terms of DDP, the seller/vendor will be required to handle the importation of the product.

If that is not the case, then a Power of Attorney (see attached examples) will be sent by the brokerage firm for the U of A to complete and sign. This gives the brokerage firm the authority to deal with Homeland Security and sign necessary customs forms for U.S. clearance. These forms will need to be notarized (Ellen), and then signed by Dr. Pederson's office (Carrie).

Each POA will need to be modified. General Counsel has given us some standard terms (see attached) to make an addendum to the POA, giving the brokerage firm "limited" power of attorney. The addendum should include a description of the product, name of the brokerage firm, port of entry, and an expiration date of the limited power of attorney. Allow the brokerage firm thirty (30) days to clear the shipment through customs.

Attach the addendum to the POA and have Ellen notarize. Then get signature from the APO.

INCOTERMS 2000

Chart of Responsibility

When negotiating an international sales contract, both parties need to pay as much attention to the terms of sale as to the sales price. To make it as clear as possible, an international set of trade terms (INCOTERMS) has been adopted by most countries that defines exactly the responsibilities and risks of both the buyer and seller including while the merchandise is in transit.

The following chart summarizes the responsibilities of both the buyer and seller for each of the current 13 INCOTERMS. In addition, a definition for each term is included at the bottom of the page.

For a more complete description of each of the INCOTERMS, [The IBT Guide to INCOTERMS 2000](#) book published by International Business Training fully and clearly defines each of the new INCOTERMS that became effective January 1, 2000, and includes a number of case studies that demonstrate the use of the different terms in real-life situations.

	EXW	FCA	FAS	FOB	CFR	CIF	CPT	CIP	DAF	DES	DEQ	DDU	DDP
SERVICES	Ex Works	Free Carrier	Free Along Side Ship	Free Onboard Vessel	Cost & Freight	Cost Insurance & Freight	Carriage Paid To	Carriage Insurance Paid To	Delivered At Frontier	Delivered Ex Ship	Delivered Ex Quay Duty Unpaid	Delivered Duty Unpaid	Delivered Duty Paid
Warehouse Storage	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Warehouse Labor	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Export Packing	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading Charges	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Inland Freight	Buyer	Buyer/Seller*	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Terminal Charges	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Forwarder's Fees	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Loading On Vessel	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Ocean/Air Freight	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller
Charges On Arrival At Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller	Buyer	Buyer	Seller	Seller	Seller
Duty, Taxes & Customs Clearance	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller
Delivery To Destination	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Seller	Seller

* There are actually two FCA terms: FCA Seller's Premises where the seller is responsible *only* for loading the goods and *not* responsible for inland freight; and FCA Named Place (International Carrier) where the seller is responsible for inland freight.

The 13 INCOTERMS

Origin Terms

EXW - Ex-Works, named place where shipment is available to the buyer, not loaded.
The seller will not contract for any transportation.

International Carriage NOT Paid by Seller

FCA - Free Carrier, unloaded at the seller's dock OR a named place where shipment is available to the international carrier or agent, not loaded.
This term can be used for any mode of transport.

FAS - Free Alongside Ship, named ocean port of shipment.
Ocean shipments that are NOT containerized.

FOB - Free On Board vessel, named ocean port of shipment.
This term is used for ocean shipments only where it is important that the goods pass the ship's rail.

International Carriage Paid by the Seller

CFR - Cost and Freight, Named ocean port of destination.
This term is used for ocean shipments that are not containerized.

CIF - Cost, Insurance and Freight, named ocean port of destination.
This term is used for ocean shipments that are not containerized.

CPT - Carriage Paid To, named place or port of destination.
This term is used for air or ocean containerized and roll-on roll-off shipments.

CIP - Carriage and Insurance Paid To, named place or port of destination.
This term is used for air or ocean containerized and roll-on roll-off shipments.

Arrival At Stated Destination

DAF - Delivered At Frontier, named place of destination, by land, not unloaded.
This term is used for any mode of transportation but must be delivered by land.

DES - Delivered Ex-Ship, named port of destination, not unloaded.
This term is used for ocean shipments only.

DEQ - Delivered Ex-Quay, named port of destination, unloaded, not cleared.
This term is used for ocean shipments only.

DDU - Delivered Duty Unpaid, named place of destination, not unloaded, not cleared.
This term is used for any mode of transportation.

DDP - Delivered Duty Paid, named place of destination, not unloaded, cleared.
This term is used for any mode of transportation.

Customs Power of Attorney

Check appropriate type:

☐ Individual
☐ Partnership
☐ Corporation
☐ Sole Proprietorship

KNOW ALL MEN BY THESE PRESENTS: That, _____
(Full Name of person, partnership, or corporation, or sole proprietorship (Identify))

a corporation doing business under the laws of the State of _____ or a _____

doing business as _____ residing at _____

having an office and place of business at _____, hereby constitutes and appoints each of the following persons

(Give full name of each agent designated)

as a true and lawful agent and attorney of the grantor named above for and in the name, place, and stead of said grantor from this date and in all Customs Districts, and in no other name, to make, endorse, sign, declare, or swear to any entry, withdrawal, declaration, certificate, bill of lading, carnet or other document required by law or regulation in connection with the importation, transportation, or exportation of any merchandise shipped or consigned by or to said grantor; to perform any act or condition which may be required by law or regulation in connection with such merchandise; to receive any merchandise deliverable to said grantor;

To make endorsements on bills of lading conferring authority to transfer title, make entry or collect drawback, and to make, sign, declare, or swear to any statement, supplemental statement, schedule, supplemental schedule, certificate of delivery, certificate of manufacture, certificate of manufacture and delivery, abstract of manufacturing records, declaration of proprietor on drawback entry, declaration of exporter on drawback entry, or any other affidavit or document which may be required by law or regulation for drawback purposes, regardless of whether such bill of lading, sworn statement, schedule, certificate, abstract, declaration, or other affidavit or document is intended for filing in any customs district;

To sign, seal, and deliver for and as the act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unloading or navigation of any vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given and accepted under applicable Laws and regulations, consignee's and owner's declarations provided for in section 485, Tariff Act of 1930, as amended or affidavits in connection with the entry of merchandise. To sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unloading, or operation of any vessel or other means of conveyance owned or operated by said grantor; To authorize other Customs Brokers to act as grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United States, to accept service of process on behalf of the grantor; And generally to transact at the customshouses in any district, any and all customs business, including making, signing, and filing of protests under section 514 of the Tariff Act of 1930, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney, giving to said agent and attorney full power and authority to do anything whatever requisite and necessary to be done in the premises as fully as said grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents: the foregoing power of attorney to remain in full force and effect until the ____ day of _____, 2_____, or until notice of revocation in writing is duly given to and received by a District Director of Customs. If the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect after the expiration of 2 years from the date of its execution.

IN WITNESS WHEREOF, the said _____

Has caused these presents to be sealed and signed: (Signature)

(Capacity) _____ (Date) _____

WITNESS:

(Corporate seal)



321 Administration Building, Fayetteville, Arkansas 72701 (479) 575-5158 (479) 575-4158 (Fax)

ADDENDUM TO CUSTOMS POWER OF ATTORNEY

This Customs Power of Attorney is a limited Power of Attorney. All authority granted in this limited Power of Attorney shall be solely and exclusively limited to the clearance of University of Arkansas scientific equipment through U.S. Customs in New York, New York. K & G CUSTOMS SERVICE INC. will retain the foregoing Power of Attorney for the aforementioned transaction until December 30, 2015, for this shipment only, a MOCVD system vacuum pump.



321 Administration Building, Fayetteville, Arkansas 72701 (479) 575-5158 (479) 575-4158 (Fax)

ADDENDUM TO CUSTOMS POWER OF ATTORNEY

This Customs Power of Attorney is a limited Power of Attorney. All authority granted in this limited Power of Attorney shall be solely and exclusively limited to the clearance of University of Arkansas scientific equipment through U.S. Customs in Chicago, Illinois. Nissan International Transport USA, Inc. will retain the foregoing Power of Attorney for the aforementioned transaction until January 30, 2010, for this shipment only, a Friction Abrasion Analyzer TS 501.

INTENT TO AWARD

October 12, 2009

Energy Solutions, LLC
Mr. Greg McGinnis
Vice President
1009 Commerce Park Drive
Oak Ridge, TN 37830

RE: RFP071409 SEFOR PROJECT

Mr. McGinnis:

Congratulations! The selection committee for the University of Arkansas RFP071409 SEFOR PROJECT has selected Energy Solutions, LLC to provide services specified within the RFP to the University of Arkansas. It is our intent to enter into final contract negotiations with your firm.

A representative of your organization should contact me at 479-575-6761 at their earliest convenience to begin work on the necessary contract documents for this project. It is our intent to award a contract for your services once a fourteen (14) day waiting period has passed.

We appreciate the interest shown by your firm in providing these services to the U of A and look forward to working with you.

Sincerely,

Andy Fletcher, NAOSMM
University of Arkansas
321 Administration Bldg.
Fayetteville, AR 72701

PROCUREMENT COORDINATOR: PCS AND TGS CONTRACTS

RESPONSIBILITIES

The PCS/TGS Procurement Coordinator is responsible for the following purchases and tasks:

- Construction (handled on the front-end by FAMA)
- Insurance (Risk Management Assistant and Procurement)
- Real Estate Contracts/Purchases/Leases (Risk Management Assistant and Procurement)
- Job Order Contracts (JOC) and Indefinite Delivery/Indefinite Quantity (IDIQ) (Routed through Facilities Management Construction"
- Website Updates
- Procure Listserv & Subscriber Management
- Formal Bids/RFPs & Contract Engagements
- Technical and General Services (TGS) and Professional Consultant Services (PCS) Contracts

TECHNICAL AND GENERAL SERVICES & PROFESSIONAL CONSULTANT SERVICES: DEFINED

19-11-203 (34) Technical and General Services

In 19-11-203 (34) technical and general services are defined as work accomplished by skilled individuals involving time, labor and a degree of expertise, where performance is evaluated based upon the quality of the work and the results produced. Or, it may be work performed to meet a demand, especially work of a recurring nature that does not necessarily require special skills or extensive training.

Technical and general services may also be defined as: the furnishing of labor, time or effort by a contractor or vendor not involving the delivery of any specific end product other than reports that are incidental to the required performance.

Examples of technical services include, but are not limited to, delivery of standard training programs, data entry, transport services, actuary services, collection services, certain repair services, translation (interpreter) services, temporary nursing services, therapy services, court reporting services, computer services, technology services, janitorial services, guard services, lawn care services and waste disposal services.

Professional Services

Professional services are the purchase of services that are professional in nature and generally require that the provider have some type of specialized training or license/certification. Examples include engineering services, land surveyor services, medical services, attorney or legal services, architectural services and advertising services.

Consultant Services

Consultant services are defined as: the giving of advice by the contractor on a particular problem or problems facing the agency. Examples include contract for an advertising consultant, a furniture consultant, technology consultants hired to oversee the development and implementation of software programs, and experts in the field of education who consult with teachers and administrators to create proficiency tests for the entire state education system.

Professional & Consultant Services

Professional and consultant services are defined as those services rendered by members of a recognized profession or those possessing a high degree of expertise. These services are generally acquired to obtain information, advice, counsel or direct assistance. Under such a contract, the agency would have no direct managerial control over the day-to-day activities of the contractor providing the service(s). Examples include, but are not limited to: attorneys, architects, accountants, engineers, physicians and technology experts.

PROCEDURES Professional/Consultant Services (PCS)

Requirements per Dollar Limit:

Under \$10,000	Contract not required.
\$10,000-\$50,000	PCS Contract w/applicable attachments required. Signature by UAF Agency Purchasing Official (Linda Fast)
\$50,000 and Over	PCS Contract w/applicable attachments required. Legal review required. Approval by UA System Office required. Submittal to State Procurement and Legislative Council required.

Contract Types:

Required Attachments:

Regular	PCS Contract Form 98-04 Contract & Grant Disclosure Form Illegal Immigrant Certification Form Equal Opportunity Statement
Sole Source	All documents listed for Regular Sole Source Justification Form
Special Procurement	All documents listed for Regular Special Procurement Justification Form

Steps to Processing:

\$10,000-\$50,000	Submit to Linda Fast for signature. Issue Purchase Order. Distribute copies to vendor and department. Report monthly in OSP portal.
Over \$50,000	Submit for Legal review. Submit to System Office for signature. Submit to State Procurement & Legislative Council via OSP Portal Issue Purchase Order. Distribute copies to vendor and department.

PROCEDURES

Technical/General Services Contracts (TGS)

Requirements per Dollar Limit:

Under \$25,000	Contract not required.
\$25,000-100,000	TGS Contract w/applicable attachments required. Signature by UAF Agency Purchasing Official (Linda Fast)
\$100,000 & Over	TGS Contract w/applicable attachments required. Legal review required. Approval by UA System Office required. Submittal to State Procurement and Legislative Council required.

Contract Types:**Required Attachments:**

Regular	TGS Contract Form 98-04 Contract & Grant Disclosure Form Illegal Immigrant Certification Form Equal Opportunity Statement
Sole Source	All documents listed for Regular Sole Source Justification Form
Special Procurement	All documents listed for Regular Special Procurement Justification Form

Steps to Processing:

\$25,000-\$100,000	Submit to Linda Fast for signature. Issue Purchase Order. Distribute copies to vendor and department. Report monthly in OSP portal.
Over \$100,000	Submit for Legal review. Submit to System Office for signature. Submit to State Procurement & Legislative Council via OSP Portal Issue Purchase Order. Distribute copies to vendor and department.

VEHICLE LICENSE AND TITLE REQUISITIONS IN RAZORBUY

Choose “Forms”, then “Payment with Order”

Choose “Forms”, then “Payment with Order”

Supplier: Search “Dept of Fin” and it will be the first address that comes up (Address 001)

Supplier ID: 15067802.

Commodity Code: 80161505 Fleet Management Services

Hold For: Ellen Ferguson

Type of Payment: Check “License/Certification” then check “New” or Renewal” as applicable.

Attachments:

IF A LICENSE RENEWAL: Add the renewal notice as an “External Attachment”.

IF A LICENSE/TITLE FOR NEW VEHICLE: Add copies of the Certificate of Origin, Dealer Invoice, and Odometer Statement as an “Internal Attachment”. Mail the originals to me; I will attach to the check and send as I always have.

At top of form, click “GO” then select “Proceed to Checkout”.

Complete all tabs in the banner area, noting in particular the following:

Under GENERAL tab:

Check “Procurement Review Required”.

VERY IMPORTANT—you have to remove the tax by using one of two methods:

You may “override” it on the Taxes/S&H tab; or:

On Final Review tab, click “Edit” on the Line Item(s) and uncheck “Taxable”; Tax Exemption Code is “O”.

PROCUREMENT COORDINATOR: COPIERS, MOVING SERVICES, AND STUDENT AFFAIRS SPECIALIST

COPIER TRANSACTION MANAGEMENT

Copier Transactions:

UA Fayetteville Campus users in the Northwest Arkansas area should contact Penny Bellard in the UA Copy Center for their copier needs.

Off Campus departments should utilize the following contracts for the copier placement:

1. State Contracts
2. Cooperative Contracts

How do I process a copier lease transaction in Razorbuy?

- **Rarely do we purchase copiers and instead lease copiers**
- **36 and 60-month copier leases are available.**

Requisitions entered by PMC Solutions (The majority of the placements)

1. PMC will enter a non-catalog form.
2. External Attachments – (Attachment One and Two have to be attached)
 - The majority of the UA Copy Center Copier Placements are orders via the E&I Cooperative Copier contract with Xerox.
 - Attachment One - Xerox UA Standard Master Lease Terms and Conditions from 2008 Modified 1-23-2013
G:\Purchase\Contracts\XEROX\Xerox Master Lease Agreement 2015 Final Approved 3-11-2015.pdf
Total 10 pages
 - Copier order Xerox (spells out the details of the requested equipment which has resulted in a lease document not being required) As long as all details of the order that would be included on the lease are spelled out, the PO will be the only document for the copier placement that requires signature.
Monthly lease amount
Black and White Clicks
Color Clicks
Misc. Monthly Charges – Fiery, etc.
Attachment A – Page 1-3 – Refer to screen shots

Attachment A

This purchase is governed by the following documents, listed in order of precedence, which are incorporated by reference herein:

1-This purchase order

2-The Master Lease Agreement between the University and Xerox dated March 6, 2015 Reference # 072638801

3- E&I Contract – CNR01229 (Xerox internal contract 072704700).

Should there be a conflict between documents, the order of precedence shall be as stated above. In the event of any conflict between the terms and conditions offered by the University of Arkansas laws, and any terms and conditions provided by the vendor or E&I, the University terms and conditions and Arkansas law shall control.

Xerox must issue invoices to the University referencing the PO number for payment following the payment amounts on the PO and not higher. The vendors must send invoices to University of Arkansas, Accounts Payable, bill to address.

E&I Contract Number 072710700 CNR1229

Original PO-N/A

MO# 35-001

Lease for 60 months.

Lease Dates from: MAY 2017 to MAY 2022

Extended lease date if applicable: MAY 2022 – MAY 2023

Xerox W7225PT copier with the following accessories: b&w & color, automatic document feeder, auto duplex, post script, print/network, scan to email, Connect Key for SharePoint connectivity through Office 365.

Serial Number to be updated after delivery.

Location: McIlroy House

Monthly Base: \$103.61/ base charge/.0101 bw clicks/.0809 color clicks

Pick/up or trade in if applicable: Copier XDC338272 will need to be picked up upon the arrival of the new copier.

NOTE TO XEROX:

Trade in:

Interest rate: 9% Total Int. payable \$1700.00

VQWS: N40759 is incorporated into this PO as attached.

09/27/05 KAW

Lease Pricing PROPOSAL



Presented to U of A - M035-001 W7225PT

By Glenn Campbell

On 2/28/2017

Xerox 7225PT Printer 25 ppm Black and Color

U of A EM contract 072710700

60 Mo lease includes all service and supplies

Copy, print, color scan, Post Script

Trade in XDC338272

State or Local Government Registered Contract : 072710700

Solution				
Item	Product Description	Agreement Information		Requested Install Date
1. W7225PT (W7225PT 4TRAY)	- Postscript RII - Customer Ed - Analyst Services	Lease Term:	60 months	3/14/2017
		Purchase Option:	FMV	
			- Xerox W7125P S/W XDC338272 Trade-In as of Payment T5	

Monthly Pricing				
Item	Lease Monthly Payment	Notes	Print Charges Volume Based Per Print Rate	Maintenance Plan Features
1. W7225PT	\$103.61	1: Black and White Impressions 2: Color Impressions	All Prints: \$0.0101 All Prints: \$0.0809	- Consumable Supplies Included for all prints - Pricing Fixed for Term
Total	\$103.61	Minimum Payments (Excluding Applicable Taxes)		

All information in this proposal is considered confidential and is for the sole use of U of A - M035-001 W7225PT. If you would like to acquire the solution described in this proposal, we would be happy to offer a Xerox order agreement. Pricing is subject to credit approval and is valid until 3/30/2017.

For any questions, please contact me at (780) 490-0088

MS 640119 6/28/2017 13:33:08 Confidential - Copyright © 2006 XEROX CORPORATION. All rights reserved. Page 1 of 1

3. Internal Attachments

- VPAT – if we don't have a VPAT on file for the model ordered; this should

4. Requisition Line(s) – Lines are set up on a fiscal year basis for a lease

Example of a 60-month lease:

It may end up being as many as 6 Fiscal Years and 18 Lines to cover the entire lease period.

- FY 17 Lease – 12 EA – *quantity receiving*
- FY 17 BW Clicks @ .0099/copy – *dollar receiving*
- FY 17 Color Clicks @ .059/copy – *dollar receiving*
- FY 17 Fiery – 12 EA – *quantity receiving*
- The lines should be repeated for the remaining fiscal years until the entire timeframe of the lease is listed. However, no monies are encumbered until it is the current fiscal year. Future fiscal year lines are zero dollar.
- Commodity code is 80161801 – Photocopier rental or leasing service

						no clause						
4	✓	FY18 base charge s/n unknown	more info...	Xerox	Dollar (\$) Receiving	✗		12/EA	0.00	12 EA	0.00 USD	
		Manufacturer Name			Promotional Item	✗		Work Order Number		no value		
		more info...			Commodity Code	80161801		Dept. Stock No.		no value		
						Photocopier rental or leasing service		Internal Note		no note		
					Taxable	✓		Internal Attachments				
					Tax Exemption Code	no value		External Note		no note		
								PO Clauses		no clause		
5	✓	FY18 bw clicks @ .0101/copy	more info...	Xerox	Dollar (\$) Receiving	✓		1/EA	0.00	1 EA	0.00 USD	
		Manufacturer Name			Promotional Item	✗		Work Order Number		no value		
		more info...			Commodity Code	80161801		Dept. Stock No.		no value		
						Photocopier rental or leasing service		Internal Note		no note		
					Taxable	✓		Internal Attachments				
					Tax Exemption Code	no value		External Note		no note		
								PO Clauses		no clause		
6	✓	FY18 color clicks @ .0809/copy	more info...	Xerox	Dollar (\$) Receiving	✓		1/EA	0.00	1 EA	0.00 USD	
		Manufacturer Name			Promotional Item	✗		Work Order Number		no value		
		more info...			Commodity Code	80161801		Dept. Stock No.		no value		
						Photocopier rental or leasing service		Internal Note		no note		
					Taxable	✓		Internal Attachments				
					Tax Exemption Code	no value		External Note		no note		
								PO Clauses				
						no clause						
						View/edit by line item...						
Product Description				Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price				
1	✓	FY17 base charge s/n unknown	more info...	Xerox	Dollar (\$) Receiving	✗		2/EA	103.61	2 EA	207.22 USD	
		Manufacturer Name			Promotional Item	✗		Work Order Number		no value		
		more info...			Commodity Code	80161801		Dept. Stock No.		no value		
						Photocopier rental or leasing service		Internal Note		no note		
					Taxable	✓		Internal Attachments				
					Tax Exemption Code	no value		External Note		no note		
								PO Clauses		no clause		
2	✓	FY17 bw clicks @ .0101/copy	more info...	Xerox	Dollar (\$) Receiving	✓		1/EA	30.30	1 EA	30.30 USD	
		Manufacturer Name			Promotional Item	✗		Work Order Number		no value		
		more info...			Commodity Code	80161801		Dept. Stock No.		no value		
						Photocopier rental or leasing service		Internal Note		no note		
					Taxable	✓		Internal Attachments				
					Tax Exemption Code	no value		External Note		no note		
								PO Clauses		no clause		
3	✓	FY17 color clicks @ .0809/copy	more info...	Xerox	Dollar (\$) Receiving	✓		1/EA	500.00	1 EA	500.00 USD	
		Manufacturer Name			Promotional Item	✗		Work Order Number		no value		
		more info...			Commodity Code	80161801		Dept. Stock No.		no value		
						Photocopier rental or leasing service		Internal Note		no note		
					Taxable	✓		Internal Attachments				
					Tax Exemption Code	no value		External Note		no note		
								PO Clauses				

7	✓ FY19 base charge s/n unknown more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable Tax Exemption Code	✗ ✗ 80161801 Photocopier rental or leasing service ✓ no value	12/EA Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note PO Clauses	0.00 12 EA no value no value no note no note no note no clause	0.00 USD 📄
8	✓ FY19 bw clicks @ .0101/copy more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable Tax Exemption Code	✓ ✗ 80161801 Photocopier rental or leasing service ✓ no value	1/EA Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note PO Clauses	0.00 1 EA no value no value no note no note no note no clause	0.00 USD 📄
9	✓ FY19 color clicks @ .0809/copy more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable Tax Exemption Code	✓ ✗ 80161801 Photocopier rental or leasing service ✓ no value	1/EA Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note PO Clauses	0.00 1 EA no value no value no note no note no note no clause	0.00 USD 📄
10	✓ FY20 base charge s/n unknown more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable Tax Exemption Code	✗ ✗ 80161801 Photocopier rental or leasing service ✓ no value	12/EA Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note PO Clauses	0.00 12 EA no value no value no note no note no note no clause	0.00 USD 📄
11	✓ FY20 bw clicks @ .0101/copy more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable Tax Exemption Code	✓ ✗ 80161801 Photocopier rental or leasing service ✓ no value	1/EA Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note PO Clauses	0.00 1 EA no value no value no note no note no note no clause	0.00 USD 📄
12	✓ FY20 color clicks @ .0809/copy more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable Tax Exemption Code	✓ ✗ 80161801 Photocopier rental or leasing service ✓ no value	1/EA Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note PO Clauses	0.00 1 EA no value no value no note no note no note no clause	0.00 USD 📄
13	✓ FY21 base charge s/n unknown more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable Tax Exemption Code	✗ ✗ 80161801 Photocopier rental or leasing service ✓ no value	12/EA Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note PO Clauses	0.00 12 EA no value no value no note no note no note no clause	0.00 USD 📄
14	✓ FY21 bw copies .0101/copy more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable Tax Exemption Code	✓ ✗ 80161801 Photocopier rental or leasing service ✓ no value	1/EA Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note PO Clauses	0.00 1 EA no value no value no note no note no note no clause	0.00 USD 📄
15	✓ FY21 color clicks @ .0809/copy more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable Tax Exemption Code	✓ ✗ 80161801 Photocopier rental or leasing service ✓ no value	1/EA Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note PO Clauses	0.00 1 EA no value no value no note no note no note no clause	0.00 USD 📄

no clause					
16	✓ FY22 base charge s/n unknown more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable Tax Exemption Code	✗ ✗ 80161801 ✓ no value	10/EA 0.00 10 EA 0.00 USD
				no clause	
				Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note PO Clauses	
				no value no value no note no note no note no clause	
17	✓ FY22 bw clicks @ .0101/copy more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable Tax Exemption Code	✓ ✗ 80161801 ✓ no value	1/EA 0.00 1 EA 0.00 USD
				no clause	
				Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note PO Clauses	
				no value no value no note no note no note no clause	
18	✓ FY22 color clicks @ .0809/copy more info...	Xerox	Dollar (\$) Receiving Promotional Item Commodity Code Taxable	✓ ✗ 80161801 ✓	1/EA 0.00 1 EA 0.00 USD
				no clause	
				Work Order Number Dept. Stock No. Internal Note Internal Attachments External Note	
				no value no value no note no note no note	

PO management (The majority of copier placements – are managed by PMC Copy Center)

1. PO change orders – Submitted In UPS using POIT and POHT commands

- As the copiers are placed on campus, PO change orders will be entered to provide the serial number of the copier.

```

admin.uark.edu
QWS3270 Edit View Options Tools Help
0856851:001 displayed with the indicated transaction
Suspended from LTPO
Command: [redacted] Action: V Req: R594220 : [redacted] PO: 0856851 : 1 TA: [redacted]
POIT 04/04/17 15:38

-----Txn action: U entered: 06/28/16 by: BELLARD C Status: E
Action: V PO No: 856851 : 1 Req No: R594220 : 1 Bid No: :
Contract: :
PO Type: RE Regular PO Status: O Open
Vendor: 105732-01-023 Xerox Corporation PO Max: 4,531.47
PO Line Status: O Open PO Amount: 4,412.08
PO Tax: 116.41
PO Freight:
CCI Cd: UNSPS: 80161801 Photocopier rental or leasing service
Desc: FY16 base charge s/n MX1 221261 Vendor Item No:
FY16 base charge s/n unknown
Qty: 4.000 UM: EA Unit Price: 164.01000 Extended: 656.04
Item Tax: 63.96 Item Freight:
Tax Exemption Cd: Subject to sales & use tax Received Qty/Amt: 3.000
Dep Rep ID: TFARQUH Invoiced Qty/Amt: 3.000
BU: DCOP Departmental Copiers Expensed Qty/Amt: 3.000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspnd Quit DCode Q/Nxt EItmD Optns CCC
Connected to admin.uark.edu port 23 3/64 NUM 15:38:23 IBM-3278-2 - TCP00108

```

- The UA Copy Center will add the Serial number by POIT for each line of the PO Copier Lease.
- Fiscal year change orders. The expiring fiscal year line(s) will be updated to close.


```

admin.uark.edu
QWS3270 Edit View Options Tools Help
0822713:001 displayed with the indicated transaction
UPOPOIT 1 PROD Purchase Order Item change TARGET - POIT 04/04/17 15:39
Command: Action: V Req: R556045 : PO: 0822713 : 1 TA:
-----Txn action: U entered: 08/05/15 by: BELLARD C Status: E
Action: V PO No: 822713 : 1 Req No: R556045 : 1 Bid No:
Contract:
PO Status: O Open
PO Type: RE Regular PO Max: 7,437.31
Vendor: 105732-01-023 Xerox Corporation PO Amount: 6,208.93
PO Line Status: O Open PO Tax: 163.37
PO Freight:
CCI Cd: UNSPS: 80161801 Photocopier rental or leasing service
Desc: FY15 base charge s/n EX9 300933 Vendor Item No:
Qty: 3.000 UM: EA Unit Price: 195.93000 Extended: 587.79
6.000
Item Tax: 114.62 Item Freight:
Tax Exemption Cd: Subject to sales & use tax Received Qty/Amt: 3.000
Dep Rep ID: TFARQUH Invoiced Qty/Amt: 3.000
BU: DCOP Departmental Copiers Expensed Qty/Amt: 3.000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspd Quit DCode NextR EItmD Optns CCC
Connected to admin.uark.edu port 23 3/64 NUM 15:39:55 IBM-3278-2 - TCP00108

```

The new fiscal year line(s) will be populated.

Note: These changes will not be reflected in Razorbuy. Only in UPS module of Basis.

```

admin.uark.edu
QWS3270 Edit View Options Tools Help
0822713:003 displayed with the indicated transaction
Suspended from LTPO POIT 04/04/17 15:41
Command: Action: V Req: R556045 : PO: 0822713 : 3 TA:
-----Txn action: U entered: 07/14/15 by: BELLARD C Status: E
Action: V PO No: 822713 : 3 Req No: R556045 : 3 Bid No:
Contract:
PO Status: O Open
PO Type: RE Regular PO Max: 7,437.31
Vendor: 105732-01-023 Xerox Corporation PO Amount: 6,208.93
PO Line Status: X Canceled PO Tax: 163.37
PO Freight:
CCI Cd: UNSPS: 80161801 Photocopier rental or leasing service
Desc: FY16 base charge s/n EX9 300933 Vendor Item No:
Qty: 12.000 UM: EA Unit Price: 195.93000 Extended: 2,351.16
Item Tax: Item Freight: 2,743.02
Tax Exemption Cd: Subject to sales & use tax Received Qty/Amt: 13.000
Dep Rep ID: TFARQUH Invoiced Qty/Amt: 13.000
BU: DCOP Departmental Copiers Expensed Qty/Amt: 13.000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspd Quit DCode Q/Nxt EItmD Optns CCC
Connected to admin.uark.edu port 23 3/64 NUM 15:41:23 IBM-3278-2 - TCP00108

```

2. PO Line Additions – Submitted in UPS using POLA command

- If a copier lease is extended until a new copier is placed. Penny Bellard will submit a PO line addition for review and approval to Karen Walls.
- She is the only department outside of Procurement that has been granted the ability to add PO lines.

Any PO Change Order that occurs for any PO is submitted in UPS and can be located for the type of command, date and status by using LTPO.

This PO has had a few PO Change Orders

```
admin.uark.edu
QWS3270 Edit View Options Tools Help
Select an entry, or enter new keys
Restart for 0875562 LTPO 04/04/17 15:44
Command: Action: V Req: R556045 : 19 PO: 0875562 : 19 TA:
-----
List of Transactions for Purchase Order number 0875562
Vendor: 105732-01-023 Xerox Corporation

PO
Cmd Line # Requested Requestor Action Status Status Set Reject #
POIT 1 10/31/2016 08:02 BELLARD U E 10/31/2016 09:06 1
POIT 4 10/31/2016 08:03 BELLARD U E 10/31/2016 09:06 1
POIT 7 10/31/2016 08:03 BELLARD U E 10/31/2016 09:06 1
POIT 10 10/31/2016 08:04 BELLARD U E 10/31/2016 09:06 1
POIT 13 10/31/2016 08:05 BELLARD U E 10/31/2016 09:06 1
POIT 16 10/31/2016 08:05 BELLARD U E 10/31/2016 09:06 1
POLA 19 02/13/2017 15:11 BELLARD A E 02/13/2017 15:14 1

Transactions 1 through 7 displayed
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspd Quit RStrt Q/Nxt
Connected to admin.uark.edu port 23 3/54 NUM 15:45:18 IBM-3278-2 - TCP00108
```

ENTERTAINMENT CONTRACT MANAGEMENT

UA Appearance Agreement -

<http://procurement.uark.edu/resources/documents/appear.pdf>

Departments that request one time speakers, entertainment or honorariums can utilize the UA appearance agreement for the requested services. It will not require UA Legal review if the Appearance Agreement is used.

UA Appearance Agreement -

<http://procurement.uark.edu/resources/documents/appear.pdf>

Departments will attach the signed UA Appearance Agreement to the transaction.

Vendor Agreement

For those vendors that present an agreement from their company, it should be attached to the transaction along with a completed UA Legal Review Form.

UA Legal Review Form

http://procurement.uark.edu/resources/documents/legal_review.pdf

MOVING SERVICES

When a new employee is offered the UA position, it will state in the job offer letter if moving expenses will be paid for and how much is allowed. Maximum allowed amount is 10% of the salary. New employees can arrange moving services via the UA Moving Contract with Armstrong United which is an E&I cooperative contract (competitively bid) but is not mandatory.

When a new employee is offered the UA position, it will state in the job offer letter if moving expenses will be paid for and how much is allowed. Maximum allowed amount is 10% of the salary. New employees can arrange moving services via the UA Moving Contract with Armstrong United which is an E&I cooperative contract (competitively bid) but is not mandatory.

If the University's contracted moving company is not used, but the estimate for moving services is under \$10,000 without tax, you may proceed.

If the moving expenses is under \$10,000 and the new employee does not want to use Armstrong United, they can use another moving company. New employees may not have many items to move and may use U-Haul or other providers, pay for it themselves and then seek reimbursement after they arrive at the U of A. It would be processed using the Employee Reimbursement Form and all moving expenses requested and the job offer letter to the transaction.

However, if the initial estimate for moving services is over \$10,000, three written moving estimates (including an estimate from our recommended and preferred provider) must be secured and justification provided if the firm with the lowest estimate is not selected.

If the move is over \$10,000, bids were taken and a PO issued for the new employee move, the vendor has accepted the PO and should provide the service and invoice after the move.

NOTE: The department should enter a requisition directly to the contracted moving company, when possible instead of a personal reimbursement. Receipts are required for all reimbursements.

Prior to the requisition being entered in Razorbuy to Armstrong United, the administrative staff for the department or the new employee may call or email asking for the contact information for Armstrong United. If the employee or the department contact Procurement prior to receiving a quote, the Procurement Coordinator can email Rob Hurt the request for a quotation and copy the new employee's email address. Besides providing the new employee the moving services info, the off campus housing contact information can be provided to them as well.

Note: Armstrong United will not arrange the move until they receive a UA Purchase Order.

How to Arrange Move Instructions:

<http://businessservices.uark.edu/resources/documents/movingcont.pdf>

Once the quotation is received, the new employee should email the quote to the administrative staff to enter the transaction in Razorbuy. Armstrong will not arrange the move until they receive the UA PO and quotation.

Steps to enter the Moving Services Requisition

Enter a Non-Catalog Form in Razorbuy

Attach the Moving Quote – External Attachment

Attach the UA Job Offer Letter – Internal Attachment

External Notes: - Enter the E&I Contract Number

Recommendation: Provide the Cell Phone Number of the New Employee in the External Notes so Armstrong and UA Community (department, etc.) will be able to contact the new employee during the move to the University.

New Employees moves not using the moving contract

If the moving expenses is under \$10,000 and the new employee does not want to use Armstrong United, they can use another moving company. New employees may not have many items to move and may use U-Haul, pay for it themselves and then seek reimbursement after they arrive at the U of A. It would be processed using the Employee Reimbursement Form and would need to attach all moving expenses and job offer letter to the transaction.

Fayetteville Policies and Procedures 411.1 -

<http://vcfa.uark.edu/policies/fayetteville/vcfa/4111.php>

Federal IRS Publication 521 - <https://www.irs.gov/publications/p521/ar02.html>

OFF-CAMPUS HOUSING TERM CONTRACT

Off Campus Connections and Housing awarded RFP Term Contract UAR483492 to Off Campus Partners.

It is a free service to the UA Community, initiated as a solution for a need for students to find off campus housing. However, new faculty and graduate students are welcome to utilize the service since it is free for use to the UA community. The vendor pays to advertise their property and it is a revenue-generating contract for the U of A.

The University of Arkansas has an official website to assist students search for off-campus housing and roommates. It can be accessed at offcampushousing.uark.edu.

The contract is renewed annually.

PAPER

All paper products not on a state contract and not considered an Amendment 54 item greater than \$10,000 will be bid. Paper products that are considered to be "Constitutional Items" are subject to even stricter bidding requirements. The University is required by law to give preference to recycled paper whenever purchasing paper products of any kind and to report paper purchases to the Office of State Procurement on a monthly basis.

Note: UA Printing Services (PMC) was given an exemption to the State of Arkansas paper contracts when they were a commercial printing operation and allowed to bid and create their own term contract. They were not required to order from the state contract.

UA Copy Center orders from the State Contract.

Determining the Price Per Thousand (M) Sheets:

Paper Mills may price the paper per C (100 weight) and invoice this way. Even though the paper is ordered per thousand sheets and quoted this way for the Paper.

http://www.domtar.com/en/paper-tools/determine_the_price_per_thousand_sheets.asp

DOCUMENTS NEEDING SIGNATURE AND UA LEGAL REVIEW

Process for Documents needing signature or with terms and conditions.

STEPS FOR OBTAINING LEGAL APPROVAL OF DOCUMENTS IN RAZORBUY

1. Buyer receives requisition.
2. Document is pulled out of RB and saved to Desktop or File Server with Req number.
3. Legal Review Form pulled out of RB and saved to Desktop or File Server with Req number.
4. Document(s) are attached to email to Legal and dept. copied with the Legal Review Form attached separately.
5. Buyer enters in their "legal review" Excel spreadsheet.
6. Buyer puts requisition on hold and enters comment in RazorBuy.
7. Buyer fields the "back & forth" (see below).*
8. Legal returns approved or revised document to Buyer via email.
9. Buyer makes comments in RB of the status.
10. If there are revisions, Buyer sends revised document to department or the vendor, either by email or by attaching it to and returning the requisition in RazorBuy. If revisions are sent to the vendor, dept. is copied on the email. Again, Buyer fields any "back & forth" which occurs here.**
11. Buyer emails UA Legal and copies dept. for contracts pending UA Legal review after 1 week and continues checking weekly on the status.
12. Buyer comments on RB the status of contract review.
13. Buyer updates Excel spreadsheet
14. When document is ready for UA signature, it is again pulled to Desktop or File Server with previous transaction correspondence.
15. Document attached to external comments requisition in RazorBuy.
16. Requisition forwarded to L Fast or A Fletcher for UA signature.
17. Signer returns requisition to Buyer.
18. Signer puts the finalized contract in G:\Purchase\Contracts – by the vendor name to provide Contract Management.
19. Buyer emails signed contract to vendor if they would not sign first and copies dept.
20. Buyer makes comment in RB and holds transaction until the vendor returns the finalized agreement.
21. Buyer attaches finalized contract to the transaction.
22. Buyer searches for all emails by the Req number.
23. Buyer makes a pdf of all email communication and attaches the pdf file in internal attachments.
24. Buyer finally approves requisition.
25. Buyer updates Excel spreadsheet.

* Departments send review status inquiries to Buyer. Buyer then asks Legal. Legal answers Buyer. Buyer then answers department.

**** Buyer sends redlined document to department to get either vendor's agreement or further changes. Department sends back to Buyer. Buyer sends back to Legal. This process can occur multiple times before the document is finally agreed upon and ready for signature.**

PURCHASING PLUS TRAINING

Need Purchasing Plus Training?

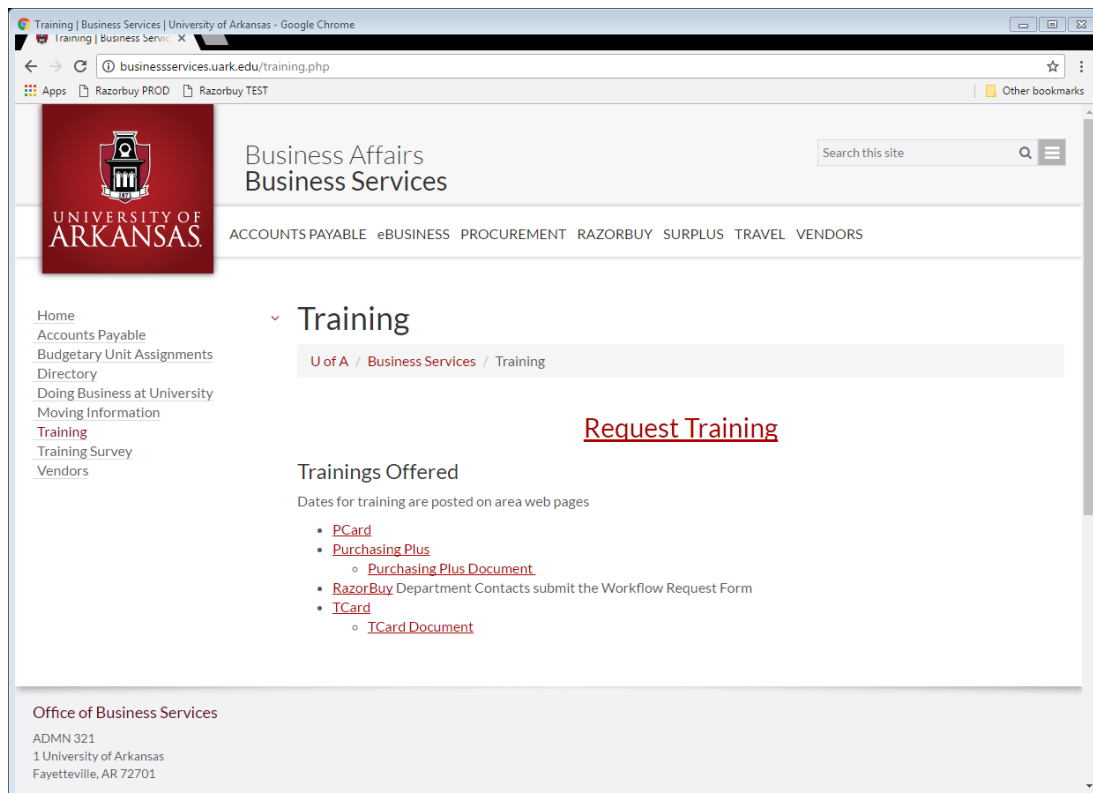
Seating is limited! Please click on the link below to register. After clicking the link below, a new window will open. Make sure you click the red 'Register' link. You will receive a confirmation email once you have successfully registered. If you have issues with the link, please email Karen Walls at kwalls@uark.edu.

[Thursday, May 18, 2017 - 09:00 AM to 12:00 PM in ADMN Pederson 428](#)

[Thursday, April 20, 2017 - 09:00 AM to 12:00 PM in ADMN Pederson 428](#)

[Thursday, March 16, 2017 - 09:00 AM to 12:00 PM in ADMN Pederson 428](#)

Maintains Purchasing Plus PowerPoint Training Slides



Reserves Training Location using Outlook – Once Approved

Maintains EDP Calendar – Posting the Date(s) and Location

Reserves Training Location using Outlook

Prints Out Sign Up Sheet of Attendees for Sign In

Conducts Training

Post-Training Attendees per Sign in Sheet in EDP

Emails BSVC Trainers – Razorbuy, AP, eBusiness, Travel and the Dept. Procurement Coordinator the Attendees List.

REQUEST FOR PROPOSALS

All Procurement Coordinators process formal bids – Invitation for Bids and Request for Proposals.

HOW THE BIDS ARE PROCESSED:

- The Bid Clerk receives the Bid History Sheet with the specifications from the Procurement Coordinator.
- Types up the bid document, and gives back to the Procurement Coordinator the bid package to approve.
- The Bid Clerk will send the bid document to the Department for approval.
- The bid will then be posted to the HOGBID PAGE.
- After receiving the approval from the department the bid notice will be send out by fax to any suggested Vendors, and to the Vendors in Basis under the assign commodity.
- The Bid Clerk will then make a file for the bid file drawer for any bids that are received.
- When the bids are received through the mail, FEDEX, USP timed in and then filed in the bid file drawer. The Bid Clerk will open the bid, tab the Vendors who responded.
- Will either mail or email the tab sheet and bid responses to the department for evaluation.
- Any printing jobs no matter the cost has to be processed through the Procurement Department. Linda Hickman does all the Printing bids.
- The department will send the specifications to her by email.
- She will type up the bid document and send it to the department for their approval before sending it out to the requesting Vendors the department provides.
- By state law, we have to have the bid out for 3 to 5 working days.
- Bid Clerk will send out by fax or email the bid to the suggested vendors the department requested and any others.

Master Templates have been created for use and are housed on the file server.

G:\Purchase\Bid Templates (Master)

1. Bid History Template 5-2-2017
2. IFB – TsCS – 2017.doc
3. RFP –TsCs – 2017.doc

The Procurement Coordinator guides the committee chair and vendors thru the RFP process.

The department determines who the committee chair will be.

The Procurement Coordinator provides the following forms to the committee chair:

1. Confidentiality of Information and Disclosure Form for RFP/RFQ Evaluation Team Members
2. RFP Evaluation Guidelines

REQUEST FOR PROPOSAL
DOCUMENTS TO BE SCANNED

BID NUMBER

RFP BID DOCUMENT

RFP RESPONSES

RFP CORRESPONDENCE - EMAILS

CONFIDENTIALITY OF INFORMATION AND DISCLOSURE FORM

RFP AWARD RECOMMENDATION FROM COMMITTEE

BEST & FINAL OFFER

RFP LETTER OF INTENT TO AWARD

CONTRACT

PO

RFP Committee Cover Sheet:

UA RFP R_____

Name of RFP

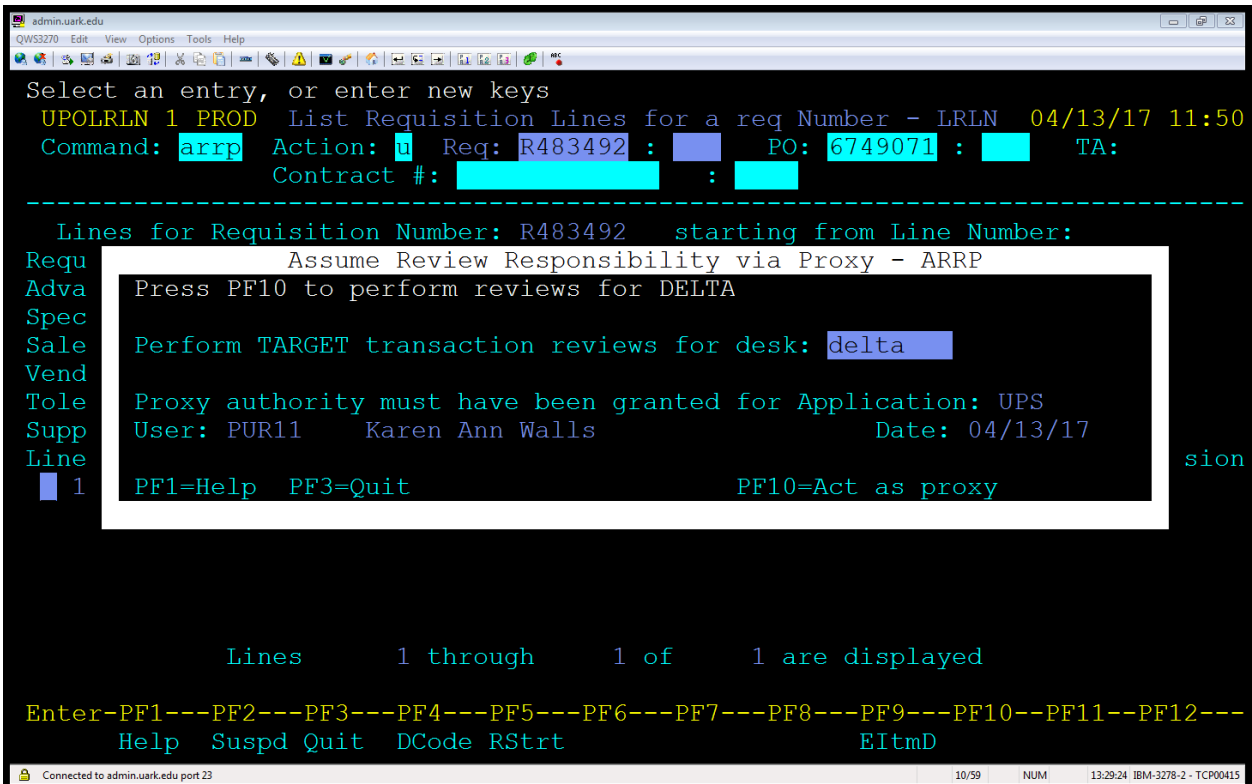
COMMITTEE EVALUATION

BACK-UP FOR COMPUTER STORE TRANSACTIONS/REPRINTS

Whitney Smith is the Technical Procurement Coordinator and reviews Computer Store requisitions (IREQS) in UPS for approval. Procurement is the first approval for IREQ's in UPS for one-time Computer Store orders. All other IREQ's that are for other UA departments do not stop at Procurement. The approval chain for Computer Store IREQs stop by Procurement and I am the backup for Whitney Smith, the IT Technical Procurement Coordinator.

To review IREQ transactions for the Computer Store:

First, I have Proxy. Changing my desk name Epsilon to Delta:



```
admin.uark.edu
QWS3270 Edit View Options Tools Help
Select an entry, or enter new keys
UPOLRLN 1 PROD List Requisition Lines for a req Number - LRLN 04/13/17 11:50
Command: arrp Action: [ ] Req: R483492 : [ ] PO: 6749071 : [ ] TA:
Contract #: [ ] : [ ]
-----
Lines for Requisition Number: R483492 starting from Line Number:
Requ Assume Review Responsibility via Proxy - ARRP
Adva Press PF10 to perform reviews for DELTA
Spec
Sale Perform TARGET transaction reviews for desk: delta
Vend
Tole Proxy authority must have been granted for Application: UPS
Supp User: PUR11 Karen Ann Walls Date: 04/13/17
Line PF1=Help PF3=Quit PF10=Act as proxy
1
Lines 1 through 1 of 1 are displayed
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Suspnd Quit DCode RStrt EItmD
Connected to admin.uark.edu port 23 10/59 NUM 13:29:24 IBM-3278-2 - TCP00415
```

Command: LATP (v)

If there are Computer Store Orders, they will be listed by the REQ

```
admin.uark.edu
QWS3270 Edit View Options Tools Help
Enter, mark or position cursor to desired command
UPOMENU 1 PROD Menu of Application Independent Commands - MAIC 04/13/17 13:29
Command: latp Action: v Req: R483492 : PO: 6749071 : TA:

-----
CMD Command description Required key fields
-----
List Applications w/Txns Pending - LATP
No txns are pending review by DELTA
Reviewer Desk: DELTA
-----
Pending transactions for Desk: DELTA

Application Cmd Number Earliest Txn
of Txns Pending Since

Application/Cmds 0 thru 0 displayed
PF1=Help PF3=Quit

-----PF8---PF9---PF10--PF11--PF12---
Connected to admin.uark.edu port 23 9/19 NUM 13:31:00 IBM-3278-2 - TCP00415
```

After the Computer Store orders are reviewed and approved, then end the proxy by going back to your desk:

```
admin.uark.edu
QWS3270 Edit View Options Tools Help
All pending transactions for EPSILON have been presented for review
Final approval; txn effected for 6408524:001 POIT 04/18/17 13:50
Command: arrp Action: u Req: PO: 6408524 : 1 TA:

-----
Action: V PO No: 6408524 : 1 Req No: R279754 : 1 Bid No: :
Cont Assume Review Responsibility via Proxy - ARRP
Enter the desk ID for which you wish to act as a proxy
PO T 9.99
Vend 1.00
PO L
Perform TARGET transaction reviews for desk: EPSILON
Proxy authority must have been granted for Application: UPS
User: PUR11 Karen Ann Walls Date: 04/18/17
PF1=Help PF3=Quit PF10=Act as proxy
Qty: 1.00
Item Tax: Item Freight: 15.00
Tax Exemption Cd: Received Qty/Amt: 8,592.790
Dep Rep ID: BWHILL Invoiced Qty/Amt: 8,602.090
BU: ENGR Engineering Expensed Qty/Amt: 8,592.790
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Suspd Quit NextT
Connected to admin.uark.edu port 23 10/54 NUM 13:51:12 IBM-3278-2 - TCP00944
```

BACK-UP FOR PO BATCHES/ REPRINTS

Linda Hickman reviews and processes the PO batches and manages the reprint of PO's to manually send to the vendors. With the addition of Razorbuy, POs that do not fax or email to the vendor send an error to the buyers email address. buyers@uark.edu.

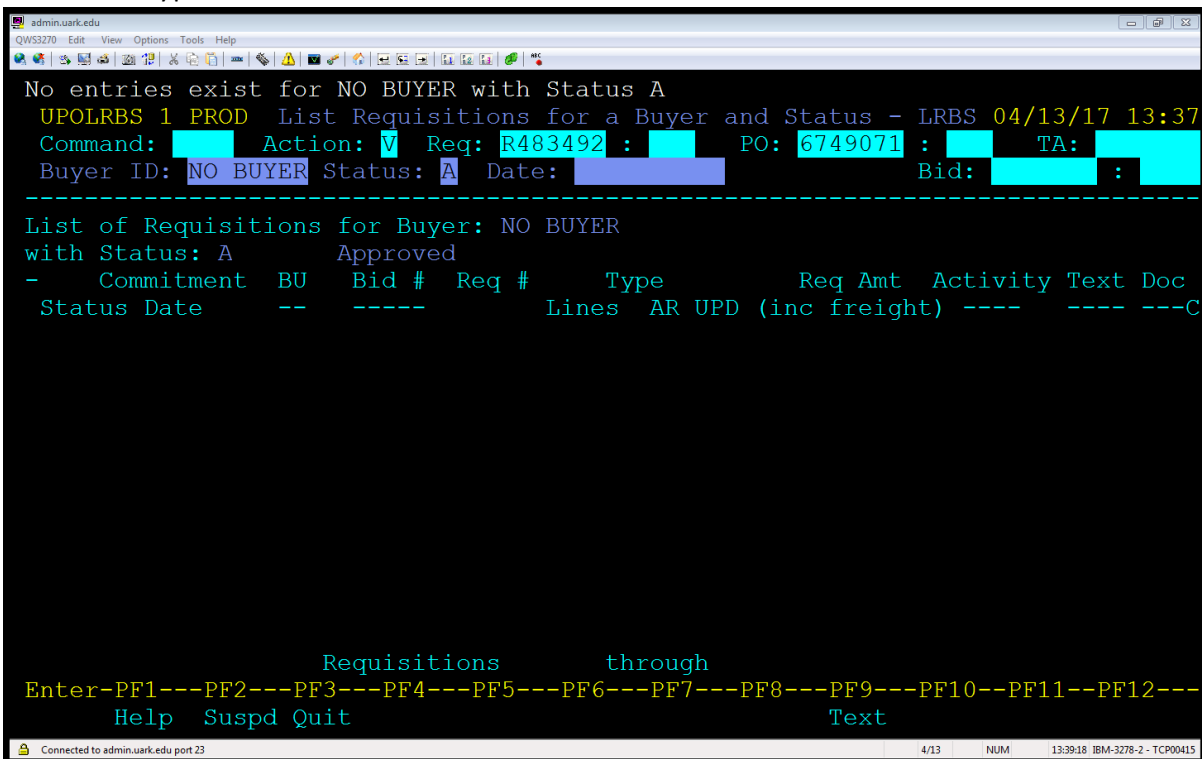
I am the backup along with Ellen Ferguson for Linda Hickman for processing PO batches and reprints.

To Run a PO Batch

Command LRBS (v) – List Requisitions for a Buyer and Status

Change the Buyer ID: No Buyer

Check two types of status: A and G



```
admin.uark.edu
QWS3270 Edit View Options Tools Help

No entries exist for NO BUYER with Status A
UPOLRBS 1 PROD List Requisitions for a Buyer and Status - LRBS 04/13/17 13:37
Command: [redacted] Action: V Reg: R483492 : [redacted] PO: 6749071 : [redacted] TA: [redacted]
Buyer ID: NO BUYER Status: A Date: [redacted] Bid: [redacted] : [redacted]
-----
List of Requisitions for Buyer: NO BUYER
with Status: A Approved
- Commitment BU Bid # Req # Type Req Amt Activity Text Doc
Status Date -- ----- Lines AR UPD (inc freight) ---- ---- ---C

Requisitions through
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Suspd Quit Text

Connected to admin.uark.edu port 23 4/13 NUM 13:39:18 IBM-3278-2 - TCP00415
```

```
admin.uark.edu
QWS3270 Edit View Options Tools Help

No entries exist for NO BUYER with Status G
UPOLRBS 1 PROD List Requisitions for a Buyer and Status - LRBS 04/13/17 13:39
Command: Action: V Req: R483492 : PO: 6749071 : TA:
Buyer ID: NO BUYER Status: G Date: Bid:

-----
List of Requisitions for Buyer: NO BUYER
with Status: G Awaiting PO
- Commitment BU Bid # Req # Type Req Amt Activity Text Doc
Status Date -- ----- Lines AR UPD (inc freight) ---- ---C

-----
Requisitions through
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Suspdt Quit Text

Connected to admin.uark.edu port 23 4/13 NUM 13:39:44 IBM-3278-2 - TCP00415
```

If there are no POs listed under these two types of status, the job can be ran.

Two types of PO batch jobs are run (in this order)

Command Jobs Action S

1. Jobs action S

Job: UPJJCAPO – Create Auto POs

JOBS

UPJJCAPO (s)

```
admin.uark.edu
QWS3270 Edit View Options Tools Help

Enter options for UPJJCAPO , press PF10 to submit
UPOJOBS 1 PROD JOB Submission - JOBS 04/13/17 13:41
Command: Action: S Req: R483492 : PO: 6749071 : TA:
Job: UPJJCAPO

-----
Action: S Job: UPJJCAPO

Desc: Create Auto-POs

Control-M Program: JCAPO

JCAPO = Create Automatic Purchase Orders

Report Output Destination ID: BUYER2 P

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Suspdt Quit DCode RStrt NextR Submt

Connected to admin.uark.edu port 23 10/21 NUM 13:43:28 IBM-3278-2 - TCP00415
```

Press F10

Change Action to (v) for view

When all items have processed from Submitted to Triggered

Run Second Job

1. Jobs action S

Job: UPJCIPO – Create Auto POs

JOBS

UPJCAPO (s) –

2. Jobs action S

Job: UPJCAPO – Create and Issue Purchase Orders batch

Notes on task four items have ran:

```
admin.uark.edu
QWS3270 Edit View Options Tools Help
Enter options for UPJCIPO , press PF10 to submit
UPOJOBS 1 PROD JOB Submission - JOBS 05/25/17 13:40
Command: Action: S Req: PO: TA:
Job: UPJCIPO
-----
Action: S Job: UPJCIPO
Desc: Create and Issue Purchase Orders batch

      Generation      Start time      End time
      0      05/25/17;10:19:59.3      Current Time
     -1      05/25/17;08:15:34.3      05/25/17;10:19:59.2
     -2      05/23/17;16:26:52.3      05/25/17;08:15:34.2
     -3      05/23/17;08:28:55.0      05/23/17;16:26:52.2
     -4      05/22/17;12:45:17.2      05/23/17;08:28:54.9
     -5      05/19/17;16:18:43.3      05/22/17;12:45:17.1

Enter desired generation for printing: 0
Force print all PO's (Y/N): N
Output Destination: BUYER2 P

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Suspd Quit  DCode RStrt      NextR      Submt

Connected to admin.uark.edu port 23 19/41 NUM 13:41:05 IBM-3278-2 - TCP00815
```

3. Go to Buyers to check which PO's did not auto email or fax to the vendor

4. Print Out PO

5. Put Label on PO

6. Maintain Spreadsheet – Log of Razorbuy POs mailed 2017

G:\Purchase\Log of RazorBuy POs mailed 2017.xlsx

Format of the information entered on the spreadsheet

Log of RazorBuy po's mailed 2017.xlsx - Excel

Karen Ann Walls

	A	B	C	D	E	F	G	H	I	J	K	L
291	4/5/2017	Panera Bread	896898	Yes	Mailed							
292	4/6/2017	The Balloon Closet	896945	Yes	Mailed							
293	4/6/2017	Jackson Welding & Excavation	896983	Yes	Mailed							
294	4/6/2017	Domino's Pizza	897035	Yes	Mailed							
295	4/7/2017	Ideal Chemical & Supply Co	897083	Yes	Mailed							
296	4/10/2017	Jones Center for Families	897201	Yes	Mailed							
297	4/10/2017	Papa John's Pizza	897175	Yes	Mailed							
298	4/11/2017	Geraldi's of Fayetteville	875398	No	Cancelled Mailed to Vendor							
299	4/11/2017	Jacob Dain Yarbrough	896322	Yes	Mailed							
300	4/11/2017	McLeod USA Telecom Services	896894	Yes	Mailed							
301	4/11/2017	Eureka Pizza	897034	Yes	Mailed							
302	4/11/2017	Crowne Plaza	897402	Yes	Mailed							
303	4/11/2017	Greenway Equipment	897417	Yes	Mailed							
304	4/11/2017	East Arkansas Industrial	897443	Yes	Mailed							
305	4/12/2017	Flying Burrito Co	897470	Yes	Mailed							
306	4/12/2017	Nike USA Inc	897477	Yes	Mailed							
307	4/12/2017	Fayettechill	897504	Yes	Mailed							
308	4/13/2017	Tri-County Farmers Association	897648	Yes	Mailed							
309	4/13/2017	Subway	897658	Yes	Mailed							
310												
311												
312												

Sheet1 Sheet2 Sheet3

To reprint a PO from UPS:

admin.uark.edu

QWS3270 Edit View Options Tools Help

Enter PO Number for UPJPFPO , press PF10 to submit

UPOJOBS 1 PROD JOB Submission - JOBS 05/25/17 13:44

Command: [REDACTED] Action: S Req: [REDACTED] : [REDACTED] PO: [REDACTED] : [REDACTED] TA: [REDACTED]

Job: UPJPFPO

Action: S Job: UPJPFPO

Desc: Print / Fax Single Purchase Order

PO to print: [REDACTED]

Print PO: Y (Y/N)

Fax PO to Vendor: N (Y/N)

Fax PO to Budgetary Unit: N (Y/N)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Suspd Quit DCode RStrt NextR Submt

Connected to admin.uark.edu port 23 12/39 NUM 134455 IBM-3278-2 - TCP00815

WEBSITE UPDATES/REPRINTS

Using OU and EDP, website updates are made to the Procurement website and are reviewed/approved by Tina Lester before they are posted.

Division of Student Affairs

Critical Incident Response (CIR) Manual

2016-2017



UNIVERSITY OF
ARKANSAS
STUDENT AFFAIRS

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Section I Emergency Contacts

2015-2016 University of Arkansas EMERGENCY NOTIFICATION INFORMATION
Home and Cellular Telephone Numbers – Confidential

****Please call cell number first.***

On-Duty Numbers

Dean of Students/Associate Deans of Students On-Duty	DOS	479-575-8620
Greek Life On-Duty	Greek Life	479-445-8924 (c)
Coordinator for Residence Education (CRE)	Housing	479-841-0088 (c)
Housing Sr. Staff Duty Phone	Housing	479-871-7399 (c)
Counselor in Residence On-Duty	Housing	479-601-5674 (c)
After Hours CAPS	CAPS	479-575-5276 (24hrs/7days)
Crisis Response Conference Number		866-356-7389
Northwest Arkansas Rape Crisis Center		479-927-1020/800-794-4175
Northwest Arkansas Crisis Intervention Center		888-CRISIS2 (274-7472)
Star Central On-Call Advocate		479-871-7991 (c)

University of Arkansas Campus Advisory Team (Razor “Cat”)

Bowser, Parice	Director, Greek Life	479-236-8746 (c)
Dean of Students On-Call		479-575-8620
Cantu, Amanda	Graduate School and International Education	
Cline, Josette	Director, Counseling and Psychological Services	444-7575(h)/251-7798 (c)
Cooper, Michelle	Case Manager, CAPS	216-469-5275(c)
Eikenberry, Rachel	Director, Student Standards and Conduct	805-452-0273 (c)
Ferguson, Nicole	Case Manager/Interim Title IX Coordinator	479-530-1117 (c)
Flanagin, Scott	Executive Director, DSA Communication & Outreach	870-508-6588/966-1434 (c)
England, Tory	Assistant Director for Student Outreach	479-595-9392 (c)
Foster, Greg	Captain, University of Arkansas Police Department	479-841-3304 (c)
Harwood-Rom, Melissa	Dean of Students	479-409-5241(c)
Holland, Monica	Associate Dean of Students- Student Life	479-422-1535 (c)
Lander, Lori	Associate Dean of Students- Campus Life	479-236-6403 (c)
Serafini, Mary Alice	Assistant Vice Provost	479-575-4076
Small, Charles	Director, Student-Athlete Development	479-409-8508 (c)
Statton-Brooks, Takama	Director, Residence Education	479-236-4246 (c)
Washington, Katy	Director, Center for Educational Access	404-852-5343 (c)

Behavioral Intervention and Threat Assessment Team (BIT-TAT)

Abercrombie, Barbara	Assoc. Vice Chancellor for Human Resources	918-859-2676 (c)
Cline, Josette	Director, Counseling and Psychological Services	444-7575(h)/251-7798 (c)
Harwood-Rom, Melissa	Dean of Students	479-409-5241(c)
Lewis, Tamla	Assoc General Counsel	479-595-1064 (c)
Martin, Terry	Vice Provost for Academic Affairs	479-409-0933 (c)
Mills, Matt	Captain, UAPD	479-879-5717 (c)

CONTACT NUMBERS (After normal business hours)

Bowser, Parice	Director, Greek Life	479-236-8746 (c)
Davies, David	Assistant Vice Provost for Student Affairs	501-215-7991 (c)
Ezell, James	Director – Risk Management	479-521-3720 (c)
Ferguson, Nicole	Case Mgr/Interim Title IX Coordinator	479-530-1117 (c)
Freeman, Michael	Director - International Programs	521-6473/527-2011(p)
Gahagans, Steve	Director, UAPD	409-0800/799-1706(c)
Holland, Monica	Associate Dean of Students- Student Life	479-422-1535 (c)
Harwood-Rom, Melissa	Dean of Students	479-409-5241 (c)
Jacobs, Laura	Assoc VC/Chief of Staff	479-283-7838 (c)
Johnson, Florence	Executive Director, University Housing	479-263-7838 (c)
Lander, Lori	Associate Dean of Students- Campus Life	479-236-6403 (c)
Kincaid, Bill	Assoc. General Counsel	973-0087/841-2210 (c)
Lewis, Tamla	Assoc. General Counsel	445-6058/595-1064 (c)
Lipson, Andrew	Regional Director, Chartwells	704-516-3256 (c)
Lonon, Miriam	Envir. Health & Safety Mgr.	527-6982/263-2840 (c)
McCoy, Matt	Assoc. General Counsel	501-425-2360 (c)
Olsen, A.J.	Director, Medical Services, PWHC	479-871-1818 (c)
Norvell, Marsha	Assistant to the VCSA/Dean of Students	443-0335/200-8387 (c)
Robinson, Charles	VCSA	479-200-2894 (c)
Rushing, Mark	Director, University Relations	479-387-8157
Serafini, Mary Alice	Assistant Vice Provost for Student Affairs	479-466-1624 (c)
Scott, Sylvia	Off Campus Student Services	479-530-2832 (c)
Skinner, Mary	Director, Student Activities	479-601-1667 (c)
Steinmetz, Joe	Chancellor	479-582-8940/479-200-9018 (c)

Arkansas State Police	479-751-6663
Counseling and Psychological Services (after hours)	479-575-5276
Fayetteville Police	479-587-3555/911
Fire Department	479-575-8365/911
Psychiatric Research Institute (Northwest Medical)	479- 750-2742
Rape Crisis Center, Help-Line	479-927-1020
Springwoods Behavioral Health	479-973-6000
STAR Central	479-575-7252/871-7991 (c)
University Police	479-575-2222
Washington Co. Sheriff	479-444-1850/911
Washington Regional Medical Center	479-713-1000
Willow Creek Women's Hospital	479-684-3000

Advising Centers

Agriculture, Food and Life Sciences	AFLS 108	575-2121
Architecture	Vol Walker Hall 120	575-4945
College of Business	WCOB 328	575-4622
College of Education	GRAD 336	575-4203
College of Engineering	BELL 3189	575-5601
Fulbright Arts and Sciences	MAIN 518	575-3307
School of Law	Waterman Hall 107	575-5601

Section II Student Affairs Philosophy and Guidelines

The Student Affairs Model

Over the course of an academic year, many critical incidents arise that are handled by numerous professionals within the Division of Student Affairs and beyond. To manage the traditional, normally-associated-with campus conditions, The University of Arkansas Campus Advisory Team (RazorCAT) meets weekly to (1) review incidents, (2) coordinate institutional response, and (3) review and modify plans to assist in the prevention and mitigation of future critical incidents delineated institutional response.

Often, the need for significant involvement beyond timely and appropriate notification and communication among multiple departments within Student Affairs (e.g., the handling of a roommate disagreement) is unnecessary. However, critical incidents occur which require collaborative efforts by several departments within and beyond Student Affairs. No single outline can cover the wide variety of critical incidents impacting the university community. Ultimately, the articulation of these protocols should provide the necessary framework to enhance our ability as student-centered professionals to collaboratively meet the challenges presented by student critical incidents.

In defining a student critical incident, a number of variables need consideration. The provisions of the Student Affairs Critical Incident Response Manual are intended to support/comply with the University of Arkansas Emergency Operations Plan (EOP). The University's EOP outlines various *levels* of emergencies as detailed below:

130.01 – Normal Campus Operations (No- Emergency) – When normal campus conditions exist, no unusual response or planning activities are necessary.

130.02 – Critical Incident (Minor or Major Emergency) – A critical incident can be a minor or major emergency. It is any event in which the initial impact is limited to a specific segment or subgroup of the university (boiler explosion). It can also be a major emergency when a specific population or subgroup of the university is impacted (e.g. campus shooting). A critical incident causes significant disruption to the subgroups, but it typically does not disrupt overall institutional operations for more than one operational period. During a critical incident an Incident Command Post (ICP) may be established.

130.03 – Crisis (Major Emergency) – A crisis or major emergency is any event that disrupts the orderly operations of the University or its institutional mission (a prolonged event such as an ice storm). A crisis impacts all facets of the institution and often raises questions or concerns over closing or shutting down the institution for any period of time. Outside emergency resources will probably be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of an Incident Command Post (ICP) and may require an Emergency Operations Center (EOC). Major policy considerations and decisions will usually be considered by the university administration during a crisis.

130.04 – Disaster (Severe Emergency) – A disaster is any event whose nature and impact extends beyond the University and disrupts not only operations and functions of the institution, but also those of surrounding communities (e.g. large scale natural disaster such as an earthquake or tornado). During a disaster, resources that the University might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation and outside emergency services and resources will be essential. In all cases of a disaster, an ICP and an EOC will be activated, and appropriate support and operational plans will be executed.

The protocols presented in this manual provide an overview of how the Division of Student Affairs handles student critical incidents that may be institutionally categorized from normal campus operations to disaster status. Working within these constructs, it is necessary to extrapolate the variances of response, especially within a critical incident, given the ICP will be executed in all crisis and disaster level scenarios, and the Emergency Operations Center (EOC) will be executed in all disaster and possibly crisis situations. Student Affairs will rely on directives from the ICP and/or EOC on how members of the division can support efforts and responses as it relates to a crisis and disaster.

At the direction of the Vice Provost for Student Affairs (VPSA) and Dean of Students (DOS), the responsibility for primary coordination, in consultation with the ICP and/or EOC, in critical incidents has been delegated to the Associate Dean of Students for Student Life (ADOS/SL). In compliance with provisions of the Critical Incident Response (CIR) Manual, the ADOS/SL will contact Vice Provost for Student Affairs, the Dean of Students, and other senior level staff members, as necessary. In the absence of the ADOS/SL, the full responsibility and authority to manage a critical incident is delegated to the Associate Dean of Students for Campus Life (ADOS/CL), who also serves on the Student Affairs Critical Incident Support Team (CIST). The ADOS/CL has the authority to address the critical incident.

Each department within the Division of Student Affairs is responsible for coordinating its own personnel, responsibilities, and procedures given the unique nature of each unit's specialization. Each department is responsible for identifying the appropriate individual(s) who will coordinate the unit's communications, consultations, and participation on the CIST within the Division of Student Affairs. The purpose of the CIST is to coordinate on-going efforts of support/response after the initial happenings of a critical incident have concluded. The CIST will be composed of the following members:

Dean of Students, CIST Chair
 Assistant Vice Provost for Student Affairs
 Assistant Vice Provost and Executive Director of Pat Walker Health Center
 Members of RazorCAT:
 Athletics- Assistant Director
 Campus Life-Associate Dean of Students (Vice Chair)
 Center for Educational Access – Director
 Communication and Campus Outreach – Executive Director
 Office of Student Standards and Conduct – Director
 Counseling and Psychological Services – Director
 Graduate School & International Education – Dean's Designee
 Greek Life – Director
 Residence Education (University Housing) – Director
 Student Life – Associate Dean of Students (Vice Chair)
 University of Arkansas Police Department – Captain

**** The Chair or Vice Chair(s) will request other members of the university (e.g. University Relations, General Counsel, Senior Level Administrators, Off Campus Connections, International Students & Scholars, Academic Departments, Human Resources, etc.) to attend CIST meetings, depending on the nature of the incident.**

The CIST will be comprised of a representative from identified departments involved in the student critical incident. The CIST will develop an appropriate plan of response and monitoring in the aftercare of an incident. Additional briefing and decision sessions may be initiated, particularly when a critical incident may have significant after-effects within the University of Arkansas community. After the critical incident has been mitigated, the ADOS/SL will oversee a debriefing session during the next regularly scheduled RazorCAT meeting. Any staff who participated in the CIST, and are not part of the RazorCat, will be invited to the debriefing.

At the conclusion of each academic year, the ADOS/SL will submit to the VPSA and DOS a written evaluation of the division's response to student critical incidents. Recommendations for policy and procedure/protocol modification, as determined by RazorCAT and other campus members as appropriate, will be provided in the yearly review

Behavioral Intervention and Threat Assessment Team (BIT-TAT)

The BIT-TAT seeks to improve the safety and security of the campus through a multidisciplinary approach to identifying, managing, monitoring and evaluating persons and situations that may pose a threat to the members of the University community. The team is committed to early intervention to prevent violence and provide support and resources to persons referred to the team that may need help and intervention. The team also fosters a culture of reporting threats across the campus and provides meaningful training for faculty, staff and students at the university. In instances that meet the criteria for BIT-TAT (suicide attempt, suicide ideation, threats of violence, etc.), notification should be provided to the Chair of the team for evaluation and response, if necessary. For a listing of BIT-TAT members and/or to file a reports please visit the following website: bit-tat.uark.edu

Section III
General Communication Chain
(See Section IV for definitions of types)

	STUDENT STATUS		
TYPES	Housing	On-Campus (Non Greek Event, Non-Housing Student)	Greek
A	Staff Member	Staff Member/UAPD Dispatch	
A	Supervisor (during work day)	Dean of Students Office (during work day)	
A	Coordinator for Residence Education On-Duty (staffed 24-Hours per Day)	On-Call Dean of Students (after hours/weekend)	Greek Life On-Call (after hours/weekend)
B	University Housing AD On-Call		
B	Dean of Students		
C	Vice Provost for Student Affairs		
	Chancellor & Provost		
	Housing AD On-Duty Personnel	DOS On-Duty Personnel	
	Associate Director for Academic Engagement (1)	Associate Dean of Students for Student Life	
		Associate Dean of Students for Campus Life	
	Residence Education Assistant Directors (4)	Dean of Students	
	Assistant Director for Greek Managed Housing (1)	Director, CEA	
		Director, Assessment	
		Director, Student Activities	
		Director, New Student & Family Programs	

Additional Communication for Greek Facilities Managed by Housing

Facility Concern (i.e. gas leak, power outage, etc.)
GA in House or GA on Duty contacts University Housing Assistant Director (AD) on Duty
Any member of the house can call the Service Desk to report a problem. The Service Desk will make appropriate contact
AD on Duty makes appropriate contacts
If AD on Duty determines students may have to be relocated, etc. they will contact the Director of Greek Life
Student Concern (suicidal student, student accident/injury, student death, etc.)
If information comes from UAPD they will contact the Director of Greek Life
Information comes to the Director of Greek Life she/he will contact University Housing Assistant Director (AD) on Duty
Information comes to GA of House they will contact University Housing AD on Duty who will make contact with the Director of Greek Life
University Housing AD on Duty will contact the Assistant Director for Greek Life in University Housing as appropriate

Section IV
General Notification Protocol for Responding to a Critical Incident Involving a Student

TYPES	TYPES OF CRITICAL INCIDENTS	NOTIFICATION PROTOCOL
A	<ul style="list-style-type: none"> Minor student accidents (sprains, fractures, etc.) Minor hospital transports (fractures, seizures, etc.) where student is responsive. Psychological/Mental Health Disclosures Physical Illness or Injury (requiring hospitalization) Alcohol/Drug use Physical Altercation/Physical Assault Verbal Assault Minor traffic accident Theft Minor facilities issue (electrical, plumbing, elevators) Body Fluid (vomit, urine) 	<ol style="list-style-type: none"> Responding staff calls 911 (immediate medical emergency) Staff member calls Coordinator for Residence Education/ Greek Life On Duty (for instances occurring in Greek Life facilities managed by Housing) or supervisor. Coordinator for Residence Education, Greek Life On Duty, or supervisor determines next level notification (911, AD On-Duty, DOS On-Duty) depending on situation or level. Document incident in Advocate.
B	<ul style="list-style-type: none"> Sexual Assault Psychological Illness/Suicidal Thoughts (Ideations) Threatened suicide Domestic Violence Major Student Injuries (trauma, critical, ICU admission) Hate/Bias Incident Weapon Possession Alcohol/Drug Poisoning Major Physical Illness (TB, Hepatitis, Meningitis, etc.) Threat to Staff Member/Student 	<ol style="list-style-type: none"> Follow protocol for A (In event of alleged sexual assault notify the Title IX Coordinator/Deputy Coordinator) Coordinator for Residence Education, Greek Life On Duty or supervisor calls appropriate On-Duty staff/ Director of Greek Life. On-Duty staff calls Dean On-Duty. Dean On-Duty determines next level notification (VPSA) Meeting with students (depending on situation, investigation, information, etc.). Document incident.
C	<ul style="list-style-type: none"> Death Homicide Critical traffic accident (death) Suicide/Attempted suicide Natural disasters (earth quake, fire, flood, etc.) Bomb threat Hostage situation Toxic spill or environmental hazard Hate/Bias Act Crime (Any criminal act that in part or whole is committed because of a victims race, creed, nationality, sexual orientation/preference etc. Weapon Use 	<ol style="list-style-type: none"> Follow protocol for A and B. DOS determines next level notification (VPSA, Provost, Chancellor). Document Incident

Section IV (continued)
General Notification Protocol for Responding to a Critical Incident Involving a Student

The following general procedures are suggested guidelines in the event of a critical incident involving a student:

1. Assess the situation to determine the type and severity of the crisis. In cases of imminent harm, call University Police by dialing 911.
2. In cases occurring in a facility owned or managed by University Housing, the Coordinator for Residence Education On-Duty or the AD on Call (if they are on the scene) is the designated primary contact and provides direction for others at the scene.
 - The Coordinator for Residence Education On-Duty will act as primary contact until law enforcement and/or emergency personnel have departed from the building.
 - The Coordinator for Residence Education On-Duty will designate a **secondary contact** person for the residence hall front desk (e.g. Coordinator for Residence Education, or other full-time staff) to direct law enforcement, emergency personnel, and other necessary personnel to the primary emergency scene.
 - The secondary contact person will request assistance from other personnel, as directed by the Housing AD On-Duty if the Coordinator for Residence Education On-Duty has not notified other personnel by the time the AD On-Duty member arrives.
 - The appropriate front desk will remain the primary point for the flow of information to and from the incident scene during the crisis.
 - The primary and secondary contact persons will each utilize a cell phone, landline, and/or radio to ensure immediate communication with each other.
 - The Coordinator for Residence Education On-Duty or designee will respond to the hospital, when appropriate (serious injury or alcohol related hospitalization).
 - As requested, the AD On-Duty or their designee will provide student demographic information from the scene using on-line access to StarRez.
4. In University Housing facilities, the Coordinator for Residence Education On-Duty is responsible for informing the appropriate AD member On-Duty. In the event the AD On-Duty is not available, the Coordinator for Residence Education On-Duty will attempt to contact the ADOS On-Duty. *Refer to the emergency contact list regarding staff and telephone contacts.*
5. The AD On-Duty or Greek Life On-Duty staff will notify the ADOS On-Duty or the DOS who will notify other university staff, as needed.
6. The University Police will coordinate notification of the Chancellor, VPSA and other appropriate senior-level administrators. The VPSA will follow-up with senior-level administrators, if necessary.
7. The DOS will coordinate the Critical Incident Response Team (CIST) in conjunction with the appropriate university departments to address major critical incidents within the community (e.g. suicide, murder, etc.). CRIT serves as a “step above” the RazorCat team and will consult/defer to the BIT-TAT for further steps that may include specific support for campus members affected by the incident, outline steps regarding moving forward from an incident, etc.
8. It is recognized that many critical incidents occur on campus or in Greek facilities at times when most University administrators are not available. In University Housing facilities, students from other residence halls and/or managed properties are sometimes aware that an incident has occurred in a different facility. It is important that information regarding the critical incident be accurate and shared only with appropriate personnel. Utilization of the secondary contact at the University Housing Service Center is deemed the best way to channel information to those in need of it. In such cases the communication protocol is as follows:
 - a. The Executive Director for University Housing, will determine the level of information to be disseminated and with whom that information will be shared.
 - b. Immediately after emergency and law enforcement personnel leave the scene, the primary contact (Coordinator for Residence Education On-Duty) will confer with the secondary contact and with the AD On-Duty to make sure information has been shared appropriately.

- c. The residence hall staff in the affected building will be brought together to receive updated information and to discuss what and how information will be disseminated to residents. It is important that correct and current information be made available to residents to allay fears and stop rumors. The AD On-Duty will approve all information disseminated by the Coordinator Residence Education On-Duty in consultation with the appropriate senior level administrator.
 - d. *It is imperative that the involved students' confidentiality be protected at all times.* The AD On-Duty and the Coordinator for Residence Education On-Duty will decide how to provide updated information to Resident Assistants and residents on a regular basis for a period of time after the incident has occurred.
 - e. The primary or their designee will provide other residence hall desks and the University Housing dispatch desk with appropriate information as soon as possible.
 - f. The name of a point of contact within University Housing will be provided to assist with questions from parents, University administrators and others until such time that the VPSA, DOS, Executive Director of Housing, and/or University Relations is available for comment.
9. All inquiries from the media should be referred to the Office of University Relations. The Office of University Relations, in consultation with the VPSA and/or DOS and General Counsel, will release the official university response on all crises. Said information may be released via web. Additionally, should an 800 number be activated, a determination will be made as to who receives and responds to said calls. In consultation with University Relations, the ADOS-SL will activate the 800 number and the appropriate personnel, designated at the time of the incident, will be responsible for the taking calls. The 800 number has the capability of being transferred (requires 48 hours notice) to a different location, dependent upon the need and timing of the situation.
 10. After the crisis has been resolved, the ADOS/SL will coordinate a debriefing session during the next regularly scheduled RazorCAT meeting. As appropriate, staff that are not part of RazorCat will be included in the debriefing session.
 11. Staff members should be encouraged (but is not required) to attend a debriefing session involving CAPS or AEAP, whichever is most appropriate.
 12. The Director of the Office of Student Standards and Conduct (OSSC) will initiate the conduct process, if applicable, following policies and procedures as outlined in the Code of Student Life. In instances where the critical incident constitutes a health and safety concern, the Director of OSSC, in consultation with the Associate Dean of Students for Student Life, may implement an Administrative Action to protect the safety and welfare of members of the University community.
 13. At the conclusion of each academic year, the ADOS/SL will submit to the VPSA and DOS a written evaluation of the division's response to student critical incidents. Recommendations for policy and procedure/protocol modification, as determined by RazorCAT and other campus members as appropriate, will be provided in the yearly review

Section VI
University Housing Media Procedures
During a Crisis in a Facility

1. In the event a media representative arrives on campus at a housing facility because of a crisis, it will be the responsibility of the Coordinator for Residence Education On-Duty to identify a media room. The Coordinator for Residence Education On-Duty will also identify two Resident Assistants who will work with the media representatives and the media room. One will remain in the media room at all times and one will be responsible for escorting any media representative coming into the building to the media room.
2. The Student Affairs Executive Director of Communications or a representative from University Relations will provide information to the media. In the absence of University Relations, the University Housing AD On-Duty will be responsible for coordinating information from the CIST to the media.
3. Students residing in a University Housing facility, whose intent is to gather information to be used by any media source, will be requested to join the other media in the identified room. Students who will not comply with request to join other members of the media will not be provided with information or access to the crisis scene through any member of University Housing or the CIST team.
4. In the event that a media representative arrives on the scene of an off campus crisis, it will be the responsibility of a representative from University Relations to coordinate with members of the media to aid in event coverage. In the absence of University Relations, the ADOS duty phone should be contacted.
5. In the event that a media representative arrives on the scene of a crisis occurring in a Greek residence, Residence Education On-Duty, along with the Greek Life On-Call (when available) will identify a media room. The Residence Education On-Duty and/or Greek Life On-Call will designate two House Officers who will work with the media representatives and the media room. Student Affairs Executive Director of Communications or a representative from University Relations will provide information to the media when possible.

Section VII
Family and Student Emergencies

1. In the case of an emergency or family crisis (e.g., death, illness) which requires a student to leave campus and/or miss classes or an emergency/family crisis which requires a student residing in a University Housing facility, Greek House or at an off campus location to leave campus, whether it be before or after normal business hours, a CARE report should be submitted (uofacares.uark.edu). The Case Manager will review the CARE report and will then consult with the student regarding the emergency and advise him/her about various resources available.
2. In cases of emergencies involving student hospitalization any individual (e.g. student, family member or university official) may request that an emergency e-mail be sent to professors to notify them of the incident. The Office of the DOS will send this email. The student should be informed that he/she would be expected to provide supporting documentation, if requested by the professor.
3. During regular working hours, in cases involving hospitalization of an on-campus student, the Coordinator for Residence Education on call will contact the Assistant Director for Student Outreach to report the information. The Assistant Director will contact the Office of the Dean of Students to ensure that communication is made with the student's faculty. The Assistant Director will then make contact with the appropriate Coordinator for Residence Education who will proceed to the hospital to evaluate the situation and report findings to the Assistant Director.
4. Students should be informed support is available following the crisis through the Counselor-in-Residence program (residence hall students only), Counseling and Psychological Services, Title IX, as well as STAR Central, a Health Promotion and Education program that provides support, training, advocacy and resources for victims of sexual assault through the University Health Center.
5. The Office of the DOS and/or the Student Affairs Case Manager will consult with the student's college/school/department and/or faculty members regarding a withdrawal, if necessary.
6. The ADOS/SL and/or the Student Affairs Case Manager will maintain a record of student emergencies throughout the year and provide follow-up services, as needed.
7. In cases of extreme emergency, the Student Affairs Case Manager will contact the student one week (at minimum) after the first contact to "check-in" and offer further assistance and follow-up.

Section VIII
Death of a Student (Suicide, Accidental, or Homicide)

Immediate Protocol

1. If a student death is discovered in a University Housing facility, Greek facility or managed property, immediately call University Police by dialing 911. If a death is discovered in a University Housing facility Monday through Friday, during regular office hours, secondary contact should then be made with the Director of Residence Education. At night and on weekends, contact the AD On-Duty and follow protocol.
2. If a student death is discovered in an on-campus, non-residence hall facility or an off-campus location, immediately call University Police by dialing 911 and the DOS at 575-5007, Monday - Friday, 8:00 a.m. - 5:00 p.m. After hours, call University Police by dialing 911 and the DOS On-Duty number.
3. The first person on the scene, should actively attempt to keep other individuals from viewing the victim and surroundings.
4. Do not allow access to the body or the area in which the body was found. The University Police and emergency personnel are the only officials authorized to access the scene.
5. Identify any individual(s) who might provide information (e.g. names, addresses, phone numbers, etc.) to university officials, law enforcement authorities, or emergency personnel.
6. Upon notification of a student death the DOS On-Duty will **first** contact the Senior Housing Staff On-Call person to determine if their assistance is needed at the scene. Based on the feedback, the DOS On-Duty will make a determination as to whether to arrive to the scene. In consultation with Counseling and Psychological Services (CAPS), the Director of Residence Education (if death occurs in residence hall), or Director of Greek Life (if death occurs in a Greek facility) will determine the best manner to use in notifying friends and residents in the building of the deceased student(s).
7. Upon notification, and request by a specific unit or individual in need of services, CAPS will provide one-on-one grief or trauma counseling to members of the university community. CAPS is available to units of the university community (e.g. residence halls, apartments, Greek houses, colleges, departments (including Off Campus Connections, International Students & Scholars, etc.) in order to devise a response to a student death. CAPS will also provide consultation and support for students and staff who are themselves providing services and support for others dealing with grief and trauma.
8. The CAPS' Director is available to provide expert consultation regarding mental health issues and determines the need for involvement of CIR's, Arkansas Employee Assistance Program (AEAP) staff, campus ministries, and external mental health providers.
9. The DOS or designee, in compliance with Fayetteville Policies and Procedure 502.0, will coordinate notification of parents/guardians and maintain contact with the family to determine plans and opportunities for the university to provide support for the family.
10. The University Police will coordinate notification of the Chancellor, VPSA and other appropriate senior-level administrators. The VPSA will follow-up with senior-level administrators, if necessary.
11. The DOS will convene the CIST, if necessary, and provide on-going coordination.
12. The VPSA or designee will contact the Office of University Relations and General Counsel to apprise them of the situation and determine the appropriate media response.
13. The DOS, in collaboration with appropriate personnel and in compliance with Fayetteville Policies and Procedure 502.0, will coordinate notification of faculty and staff.

On-Going Protocol

1. In the case of a student death, the DOS will also notify the following University offices via telephone and/or electronic memorandum: Chancellor, Provost and Vice Provost for Academic Affairs, Dean and/or Chair of student's major/college, student's faculty members, student's Academic Advisor, faculty members of siblings or significant others, Admissions, Alumni Relations, Registrar, Financial Aid, Institutional Research Office, Off Campus Connections, Payroll, Transit and Parking, Pat Walker Health Center, University Scholarship Office, Information Technology Services, Campus Ministries, Career Center, Counseling and Psychological Services, Center for Educational Access, University Housing, Institutional Research, Library Services, Treasurer's Office, University Police, Arkansas Union, University Relations, University Libraries, and Postal Services. If applicable, contact will be made with General Counsel, Athletics, student's Sorority or Fraternity, Honors College, Office of International Students and Scholars, Multicultural Student Services, Academic Initiatives and Integrity, etc.
2. The DOS, in collaboration with appropriate personnel, will determine whether friends/close associates wish to sponsor a memorial or service under the direction of the Campus Ministry and/or CAPS. The VPSA/DOS will extend an invitation to the student's family to attend. Information regarding the University's biannual commemoration ceremony should be shared with the family.
3. The DOS in conjunction with the staff in the Arkansas Union will establish a memorial table, including memorial service information and a sign-in book. This memorial book will be given to the deceased student's family. Note: (In cases of death by suicide, the appropriateness of a memorial table will be discussed with the Director of Counseling and Psychological Services and possibly the family).
4. The official correspondence will be sent from the VPSA and DOS to parents/guardians or appropriate relatives of the student. This letter will also contain any information/directives necessary to conclude official business between the deceased student's family and the university. Applicable refunds for tuition, parking, sporting events or student travel/activity fee, and housing/dining charges will be processed by individual offices and sent to the Treasurer's Office for processing..
5. The ADOS/SL will at the next scheduled meeting of RazorCAT, and with appropriate personnel involved in the situation, convene to debrief and assess the need for on-going intervention and support, if necessary.

Family Support in the Event of a Student Death

1. As noted in Section VIII, the DOS, or designee, will coordinate notification of parents/guardians and maintain contact with the family to determine plans and opportunities for the university to provide support for the family.
2. Many times a family will learn of the student's death by telephone and then begin plans to come to campus. The DOS will assist the family with travel arrangements and designate a meeting place for family members to meet with the DOS, or designee. When possible, key faculty or staff may be included in this meeting. A contact sheet of phone numbers on campus and in the city will be available to the family, as well as maps of the city and campus. Parking will be available on campus for the family. The location of the meeting will be private, so that possible interruptions from telephones and other obligations will be reduced.
3. In addition to relaying the condolences on behalf of the University of Arkansas, the family will receive the available facts. If the family requests information that is not known, every effort will be made to obtain this information. As is appropriate, law enforcement, medical staff, the coroner, and other staff will be made available to the family.
4. While the family is on campus, the DOS will arrange for private space for them to use to make and receive phone calls. Directions will be made available for travel to the hospital, morgue, funeral home, and any appropriate police station. Information regarding the services of a clergy of the faith of the family will be made available.
5. If the student resided on-campus, in a Residence Hall, the Director of Residence Education in conjunction with University Housing staff, will assist the parents in locating the personal possessions of the student(s) and arrange with appropriate Housing Staff for access to personal belongings. For students who resided in a Greek House managed by University Housing, the Director of Greek Life or their Designee along with the Director of Residence Education will assist the parents in locating the personal possessions of the student(s) and arrange with appropriate staff for access to personal belongings. Approval must be sought and granted from UAPD prior to possessions being released from the student's room.

6. If there are legal and criminal issues, General Counsel and/or the University Police will interface with the family. However, this should not prevent the DOS and other Student Affairs personnel from being supportive, compassionate and caring towards the family.
7. In consultation with the family, media will be kept from the family to the extent possible. University Relations will relay information to the public, as is appropriate.
8. In the event of the death of an international student with family overseas, the Director of International Students & Scholars (ISS) will contact the foreign consulate to complete the death notification process. During this time, students from the same country will be asked by ISS not to contact family members and friends in their country until the consulate process is completed.
9. If there are language differences, every effort will be made to utilize campus faculty and staff with appropriate language skills. These individuals may also serve as important resources on cultural traditions and beliefs regarding death.

Section IX
Attempted Suicide or Other Mental Health Crisis

Primary Protocol

1. In cases involving death, see **Section VIII, Death of a Student**.
2. If an attempted suicide is reported or discovered, or in instances of a mental health crisis, immediately call University Police by dialing 911. The University Police will coordinate all emergency medical assistance.
3. If a student attempts suicide within a Greek house or is critically injured, the Greek Life On-Duty staff member should be contacted immediately after UAPD.
4. In University Housing facilities, the Coordinator for Residence Education On-Duty is responsible for informing the appropriate AD On-Duty. Refer to the emergency contact list regarding staff and telephone contacts.
5. The AD On-Duty On-Call, or Greek Life On-Duty staff member, will notify the DOS On-Duty, who will then make notification with the DOS.
6. The University Police will coordinate notification of the Chancellor, VPSA, and other appropriate senior-level administrators. The VPSA will follow-up with senior-level administrators, if necessary.
7. The DOS will coordinate the Critical Incident Support Team (CIST), as needed, in conjunction with the appropriate university departments to address the incident within the community.
8. All inquiries from the media should be referred to the Office of University Relations. The Office of University Relations, in consultation with the VPSA and/or DOS and General Counsel, will release the official university response, if necessary. Said information may be released via web. Additionally, should an 800 number be activated, a determination will be made as to who receives and responds to said calls.
9. After the situation has been resolved, the ADOS/SL will coordinate a debriefing session during the next regularly scheduled RazorCAT meeting.
10. Staff members should be encouraged (but is not required) to attend a debriefing session involving CAPS or AEAP, whichever is most appropriate.
11. The ADOS/SL will include the situation as part of a scheduled review meeting each semester with appropriate departmental representatives to evaluate the division's success in responding to incident. Recommendations for policy modification and procedures will be determined at this review.

Section X
Accidents (Individual or Group)

Primary Protocol

1. In cases involving death, see **Section VIII, Death of a Student.**
2. If an accident is discovered in a residence hall immediately call University Police by dialing 911. The University Police will coordinate all emergency medical assistance. If a serious accident occurs within a Greek house, the Greek Life On-Duty staff should be contacted immediately.
3. If an accident is discovered in an on-campus non-residence hall facility or an off-campus location, immediately call University Police (or FPD for off-campus, non-University property incidents) by dialing 911. Proceed to contact the ADOS/SL, Monday - Friday, 8:00 a.m. - 5:00 p.m. at 575-5004; after hours first contact the DOS On-Duty.
4. If an incident requires hospitalization of a residence hall student for serious injuries or conditions, the CRE On-Duty and/or AD On-Duty will immediately visit the hospital to evaluate the situation and report findings to the DOS On-Duty.
5. In incidents involving hospitalization of non-resident students, the DOS On-Duty will immediately contact the hospital and determine the necessity of site visit.
6. The university official who visits the hospital should investigate whether the student and/or hospital officials made initial contact with the parents/guardian. If the student is 18 or older, parents should not be contacted without the student's consent. Only the DOS On-Duty staff person may contact parents. If the student is in critical condition, hospital officials will likely make the parental notification. The ADOS/SL will follow-up with the family in critical situations.
7. All inquiries from the media should be referred to the Office of University Relations. The Office of University Relations, in consultation with the VPSA and/or DOS and General Counsel, will release the official university response on all crises.

Section XI Sexual Assault

A student who has been a victim of sexual assault may go through a range of emotions that impacts their decisions with regard to reporting the incident. Therefore, it is very difficult to have a procedure to cover all possibilities. The procedural list below serves as a general guideline to follow when you become aware of a sexual assault. It is suggested that consultation (e.g., CAPS, STAR Central, Rape Crisis Center, or your immediate supervisor) should be sought out when determining the best course of action. The student's name should not be forwarded in the notification chain. General guidelines are as follows:

Primary Protocol

1. If a sexual assault is discovered in a residence hall or managed property, contact the Coordinator for Education On-Duty who will contact the Title IX Director directly. After contact has been made with the Title IX Director and during normal business hours, the Coordinator On-Duty will contact the Assistant Director for Student Outreach if housing accommodations are needed. During non-business hours the Coordinator On-Duty will contact the AD On-Duty if accommodations are needed, after they have contact the Title IX Director. The Coordinator of Residence Education On-Duty will discuss options with the victim to choose what actions will follow (i.e. contact STAR Central, Rape Crisis, call CAPS and contact UAPD). If a sexual assault occurs within a Greek house, the appropriate Greek Life On-Duty staff member should be contacted immediately. The student should be notified of the Star Central Advocate Program with an offer to contact an Advocate to respond to their location for support and assistance. Greek Life On-Duty will make contact with the Director of Greek Life who will then notify the Title IX Coordinator.
2. The first staff member responding should assess the situation to determine the student's immediate needs and requests. If immediate medical attention is needed, contact University Police by dialing 911 for assistance and coordination of transport to the hospital. At this time, the AD On-Duty, Coordinator of Residence Education, or Greek Life On Duty shall shift to that of a consultant/support. If the victim is not comfortable with the AD On-Duty, Coordinator of Residence Education, Greek Life On Duty, or a different professional staff member will be contacted immediately. It is critical to have a staff member with whom the victim is comfortable. Assure the student that you are there to support them and available to talk. Encourage the student to seek help and inform the student of available resources.
3. **At no time should staff other than Title IX Coordinator or (Senior) Deputy Title IX Coordinator(s) conduct an administrative investigation on behalf on the University of Arkansas.**
4. If the student wants medical attention only, and the situation is not life threatening, assist with finding transport to the local hospital. The AD On-Duty, Greek Life staff On-Call, or the Coordinator of Residence Education should immediately visit the student in the hospital unless the victim prefers to have another support person.
5. If the student wants to file an official report, contact University Police by dialing 911 for assistance and coordination of transport to the hospital. University Police will initiate an investigation of the incident and will notify the Fayetteville Police Department, if necessary. If the victim does not wish to involve the University Police, they still should be informed of the incident with limited details (e.g. location, time of incident, etc.). The student reserves the right to select the University conduct system as a reporting option.
6. The student should be informed of STAR Central, (Support Training Advocacy Resources), the Office on Sexual Assault and Relationship Violence, at the Pat Walker Health Center, Room 277, 575-7252. A specially trained advocate will assist the student with identifying options, support of decisions, advocacy and access to support services.
7. If a sexual assault is discovered in an on-campus, non-residence hall facility or an off-campus location, immediately call University Police (or FPD) by dialing 911. Proceed to contact the ADOS/SL at 575-5004, Monday - Friday, 8:00 a.m. - 5:00 p.m.; after hours contact the DOS On-Duty.

The DOS On-Duty will call the Title IX Coordinator immediately: Danielle Wood 575-4019 or 479-530-5452

Section XII
Communications
EOP Levels 2 & 3

PASSPORT SYSTEM			
	STUDENT AFFAIRS SET 1	STUDENT AFFAIRS SET 2	STUDENT AFFAIRS SET 3
UofA POLICE Zone 1	DSA TALK GROUPS	DSA ADMIN	DSA EXEC
Patrol A	HOUSING 1 (RPTR)	HOUSING 1 (RPTR)	HOUSING 1 (RPTR)
Patrol B	HOUSING 2 (TRUNK)	HOUSING 2 (TRUNK)	HOUSING 2 (TRUNK)
Patrol C	ARK UNION (TRUNK)	ARK UNION (TRUNK)	ARK UNION (TRUNK)
Patrol D	HEALTH CENTER (TRUNK)	HEALTH CENTER (TRUNK)	HEALTH CENTER (TRUNK)
Patrol E - Supervisor Only	SPECIAL EVENTS (TRUNK)	SPECIAL EVENTS (TRUNK)	SPECIAL EVENTS (TRUNK)
	DINING SERVICE (TRUNK)	DINING SERVICE (TRUNK)	DINING SERVICE (TRUNK)
U OF A POLICE Zone 2	TALK AROUND	TALK AROUND	TALK AROUND
Admin A		UAPD ADMIN "A"	UAPD ADMIN "A"
Admin B	SA-MAC 1	SA-MAC 1	SA-MAC 1
Admin C	SA-MAC 2	SA-MAC 2	SA-MAC 2
Admin D	SA-MAC 3	SA-MAC 3	SA-MAC 3
Admin Training A	SA-MAC 4	SA-MAC 4	SA-MAC 4
Admin Training B	SA-MAC 5	SA-MAC 5	SA-MAC 5
	SA-MAC 6	SA-MAC 6	SA-MAC 6
U OF A POLICE Zone 3		SA-ADMIN	SA-ADMIN
CID A			
CID B			
CID C			
U OF A POLICE Zone 5			
UA MAC 1	UA MAC 1	UA MAC 1	UA MAC 1
UA MAC 2	UA-MAC 2	UA-MAC 2	UA-MAC 2
UA MAC 3	UA-MAC 3	UA-MAC 3	UA-MAC 3
UA MAC 4	UA-MAC 4	UA-MAC 4	UA-MAC 4
UA MAC 5	UA-MAC 5	UA-MAC 5	UA-MAC 5
UA MAC 6	UA-MAC 6	UA-MAC 6	UA-MAC 6
UA MAC 7	UA-MAC 7	UA-MAC 7	UA-MAC 7
UA Event 1-10	UA Event 1-10	UA EVENT 1-10	UA Event 1-10
U OF A POLICE Zone 6			
Washington County A			
Washington County B			
Washington County EOC			
Washington County Small Towns A			
Washington County Small Towns B			
CENTRAL EMS			
U OF A POLICE Zone 7			
U OF A DEPARTMENTS			
U OF A EOC			UA - EOC
ASP-L-COMMON			
ASP-AWIN-NW1			
FPD-800 EVENTS			
FD-800			

SALT Members with VPSA Radios

DEPT	PRIMARY	Emergency Contact #	SECONDARY	Emergency Contact #
VPSA	Charles Robinson	479-200-2894		
	Marsha Norvell	957-0341 (c), 761-3797 (h)		
	Scott Flanagan	409-4147		
	Adrain Smith	799-3968		
	Marilyn Smith	530-1904		
No radio	Sue Harris	445-4106 (c)		
	Everrett Smith	901-857-9996 (c)		
STUM	Steve Wilkes	966-6706	Elizabeth Birkinsha	502-8125
AVPSA	David Davies	501-215-7991		
AVP/CDC	Angela Williams	236-5064	Rickey Booker, Jr.	200-5931
AVP/PWHC	Mary Alice Serafini	466-1624c, 521-0291h	A. J. Olsen	871-1818
Wellness	Ed Mink	283-1031 (c), 799-1192 (c)	Susan Rausch	422-2095 (c)
MSRV	A. J. Olsen	871-1818		
CAPS	Josette Cline	444-7575 (c), 251-7798 (h)	Danette Heckathorn	601-6060 (c)
DOS	Melissa Harwood-Rom	409-5241		
ADOS/SL	Monica Holland	422-1535 (c)		
OSSC	Rachel Eikenberry	805-452-0273	Chris Bryson	422-3493
VRIC	Erika Gamboa	479-283-2938		
CEA	Katy Washington	841-3539	Laura James	644-4957
OCC	Sylvia Scott	530-2832	Susan Stiers	871-6701
ADOS/CL	Lori Lander	236-6403		
GREEK	Parice Bowser	236.8746c, 501.231.8638c	Ashley Bloxom; Megan Francis	501-326-0000 445-8924
OSA	Mary Skinner	601-1667	Trisha Blau	316-371-8995
NSFP	Quincy Spencer	387-4620	Whitney Jones	501-425-2083
CCE	Angela Oxford	799-9198		

SALT Members with HOUS Radios

DEPT	PRIMARY	Emergency Contact #	SECONDARY	Emergency Contact #
HOUS	Flo Johnson	263-1289 (c)	Jeff Vinger	387-6327 (c)
HOUS	Jeff Vinger	387-6327 (c)	Aaron England	422-4926 (c)
HOUS	Takama Statton-Brooks	236-4246 (c)	Tory England	595-9392 (c)
HOUS	Billy Blount	200-6553 (c)	Alisha Gilbride	935-6001 (c)
DINA	Lynne Bell	601-5752 (c)	Kelley Line	236-9870 (c)
DINA	Andrew Lipson	704-516-3256 (c)/575-3232		
HOUS	Flo Johnson	263-1289 (c)	Jeff Vinger	387-6327 (c)
HOUS	Jeff Vinger	387-6327 (c)	Aaron England	422-4926 (c)
HOUS	Takama Statton-Brooks	236-4246 (c)	Tory England	595-9392 (c)
HOUS	Billy Blount	200-6553 (c)	Alisha Gilbride	935-6001 (c)
DINA	Lynne Bell	601-5752 (c)	Kelley Line	236-9870 (c)
DINA	Andrew Lipson	704-516-3256 (c)/575-3232		

Non DSA Offices with Radio Assignments

MCDE	Leslie Yingling	236-1333	Brande Flack	856-8789
ISS	Michael Freeman	445-8623c; 521-6473h	Audra Johnston	305-9832c

Section XIII
Appendix
Definitions and Resources

Definitions:

Emergency Operation Center (EOC): is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level during an emergency, and ensuring the continuity of operation of an organization.

Critical Incident (Minor or Major Emergency) – A critical incident can be a minor or major emergency. It is any event in which the initial impact is limited to a specific segment or subgroup of the university (boiler explosion). It can also be a major emergency when a specific population or subgroup of the university is impacted (e.g. campus shooting). A critical incident causes significant disruption to the subgroups, but it typically does not disrupt overall institutional operations for more than one operational period. During a critical incident an Incident Command Post (ICP) may be established.

Crisis (Major Emergency) – A crisis or major emergency is any event that disrupts the orderly operations of the University or its institutional mission (a prolonged event such as an ice storm). A crisis impacts all facets of the institution and often raises questions or concerns over closing or shutting down the institution for any period of time. Outside emergency resources will probably be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of an Incident Command Post (ICP) and may require an Emergency Operations Center (EOC). Major policy considerations and decisions will usually be considered by the university administration during a crisis.

Critical Incident Support Team (CIST): Designated University Staff members responsible for developing an appropriate plan of response and monitoring in the aftercare of an incident.

Disaster (Severe Emergency) – A disaster is any event whose nature and impact extends beyond the University and disrupts not only operations and functions of the institution, but also those of surrounding communities (e.g. large scale natural disaster such as an earthquake or tornado). During a disaster, resources that the University might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation and outside emergency services and resources will be essential. In all cases of a disaster, an ICP and an EOC will be activated, and appropriate support and operational plans will be executed.

Incident Command Post (ICP): location from which all incident planning and tactical operations are directed.

Federal Emergency Management Agency (FEMA): National Incident Management System (NIMS)

100 HE- <http://training.fema.gov/is/courseoverview.aspx?code=IS-100.HE>

IS 200b- <http://www.training.fema.gov/is/courseoverview.aspx?code=IS-200.b>

IS 700a- <http://www.training.fema.gov/is/courseoverview.aspx?code=IS-700.a>

IS 800b- <http://search.usa.gov/search?affiliate=netc&query=is+800b>

University of Arkansas

Building Emergency Action Plan

https://emergency.uark.edu/UA_Building_Emergency_Action_Plan.pdf

Campus Map

<http://campusmaps.uark.edu/>

Code of Student Life

<http://handbook.uark.edu/>

Behavioral Intervention-Threat Assessment Team

<http://bit-tat.uark.edu/>

Emergency Preparedness

<http://emergency.uark.edu/>

U of A Cares Web Page

<http://uofacares.uark.edu/>

Fayetteville Policy & Procedures

418.0 Sexual Harassment:

<http://vcfa.uark.edu/Documents/4180.pdf>

502.0 Death or Serious Injury or Illness of a University Employee or Student

http://vcfa.uark.edu/Documents/FayPol_StudAff_5020.pdf

Greek Facilities Managed by University Housing:

Sigma Nu: 260 N. Stadium Drive

Sigma Alpha Epsilon: 110 N. Stadium Drive

Pi Kappa Alpha: 320 N. Arkansas Avenue

Phi Gamma Delta: 10 N. Garland Avenue

Phi Delta Theta: 208 N. Stadium Drive

Markham House: 1425 Markham Road

Duncan House: 5 N. Duncan Avenue

Lambda Chi Alpha (Starting Fall 2016): 120 S N. Stadium Drive

IT PROCUREMENT COORDINATOR (ITPC)

ITPC APTITUDE

- **Experience/Knowledge/Skills**
 - Extensive experience with volume and diversity of higher education procurement
 - Extensive experience with complex project management
 - Extensive experience with contract negotiation and management
 - Extensive knowledge of Procurement laws, regulations, policies
 - Extensive knowledge of legal communication and risk analysis
 - Knowledge of legislative requirements
 - Knowledge of generally accepted accounting principles and practices
 - Knowledge of standard business concepts
 - Effective Communication and Active Listening Skills
 - Strong Organization and Analytical Skills
 - Strategic Problem-Solving Skills
 - Leadership and Resourcefulness
 - Technologically Competent and Adaptable
 - Timely and Conscientious (strong sense of follow-through)

ITPC RESPONSIBILITY: INFORMATION TECHNOLOGY PRODUCTS/SERVICES & DEVELOPMENT

- **Administer/Facilitate Formal Purchasing Process**

Primary Coordinator to administer and facilitate the formal purchasing process for UA and System-wide technology-related purchases in accordance with State Procurement Laws and Regulations and University Guidelines, Policies and Procedures:

 - Computers/Hardware
 - Academic, Administrative and Research Software Solutions
 - Web Design/Development
 - Technical Services
 - Network Infrastructure/Support
- **Interaction/Collaboration**

Significant interaction/discussion and collaboration with key stakeholders involving oversight, interpretation, guidance, approval and implementation of appropriate operating practices, ethics, laws, policies, and procedures:

 - UA Departments
 - UA General Counsel (Legal)
 - UA IT Services (UITS)
 - University Relations (UREL)
 - PCI Compliance
 - UA Vendor Community

- **Contract Negotiation**

Significant review and negotiation of contractual engagements in collaboration with UA Legal and UITS to determine and administer best practice for sustaining internal control and compliance with law:

- IT Projects
- Trial Agreements
- Non-Disclosure Agreements
- Event Agreements
- Moving/Storage Contracts
- Formal Bids

- **IT Pre-Approval**

Primary Coordinator to aid and support UITS in 'pre-approval' of technology purchases new to UA Campus/System and infrastructure. Considerable collaboration with UITS to sustain campus and system-wide technology developments.

- **Arkansas Research and Education Optical Network (ARE-ON)**

Primary Coordinator responsible for ARE-ON projects since its launch in 2006. ARE-ON is an endeavor for UA *and* the state, to implement and provide innovative and effective connectivity (broadband infrastructure) between educational institutions and health-care systems throughout Arkansas and connecting states. Work with the ARE-ON Team (Business/Budget Manager, Chief Technology Officer, Network Engineers, and Executive Director), UA General Counsel and UAMS General Counsel over the years to establish technical contracts for dark fiber routes, leased data circuits and associated services and equipment tied to the ARE-ON project. Review the following site for further information:

<https://www.areon.net/>.

- **Freedom of Information Act (FOIA)**

Considerable involvement with UA Legal and UREL's Manager of Strategic Communications regarding Freedom of Information Act (FOIA) requests and formal protest activities: <http://universityrelations.uark.edu/services/for-campus-communicators/index.php>

- **Resource and Public Relations**

Function as a resource to sister institutions and constituents with the state and within NIGP/TOAL region by providing professional expertise and best practice methods. Internal and external customer focus.

- **Research and Guidance**

Considerable research of cost-saving and time-saving options, and provide guidance to individuals, departments and other institutions in the system for achieving beneficial deadlines and project goals.

- **Technical Writing**

Significant involvement in developing, maintaining and distributing operational/instructional manuals and templates for formal procurement functions (i.e. procurement policy and procedures, official bid documents, PO terms and conditions, procurement publications, etc.)

- **Training, Development and Technical Assistance**

Participate in the development, education, testing and training of the UA's online procurement system (RazorBuy) and provide continuous guidance to UA departments specifically assigned to this role, in addition to the UA campus and system as a whole with regard to technology-related purchases. Provide Customer Service and Technical Assistance to users for both the BASIS and RazorBuy systems, and stay alert of changes.

Requisition No.	Suppliers	Assigned Approver	PR Date/Time	Requisitioner	Amount	Action
86285042	Hot Springs Convention Center	Whitney Smith	4/3/2017 1:29 PM	Kim Ferguson	521.31 USD	Assign
Requisition Name: 2017-03-28 kimf 01 No. of line items: 1 This PR has notes: View						
87262641	CampusPress	Whitney Smith	4/21/2017 12:52 PM	Lisa Carter	72,000.00 USD	Assign
Requisition Name: 2017-04-21 lcarter 01 No. of line items: 1 This PR has notes: View						
87342635	NWN Corporation	Whitney Smith	4/25/2017 9:23 AM	Jeffie Thomas	110,701.75 USD	Assign
Requisition Name: 2017-04-24 jrt012 01 No. of line items: 2 This PR has notes: View						
87836456	The Pennsylvania State University	Whitney Smith	5/4/2017 4:53 PM	Todd Walters	6,638.62 USD	Assign
Requisition Name: 2017-05-04 tdwalter 02 No. of line items: 1 This PR has notes: View						
88116777	Microsoft	Whitney Smith	5/12/2017 9:59 AM	Lisa Carter	284,322.00 USD	Assign
Requisition Name: 2017-05-11 lcarter 02 No. of line items: 1 This PR has notes: View						
88556023	Account Inc.	Whitney Smith	5/23/2017 10:17 AM	Dawn Heffley	65,591.94 USD	Assign
Requisition Name: 2017-05-23 dheffley 01 No. of line items: 1 This PR has notes: View						

- **Procurement Laws and Regulations**

Maintain knowledge of Procurement law, policies, procedures and keep abreast of changes for compliance to provide advice and “best practice” counsel to all UA departments.

- **IT Policy Oversight**

Maintain oversight for IT Purchasing Contracts/Policies:

- [Technology Pre-Approval](#)
- [Hardware](#)
- [Adobe Software](#)
- [Microsoft Software](#)

- **Computer Orders**

Primary Coordinator in workflow for approval of all internal orders to the UA Campus Computer Store (through BASIS):


```
admin
QWS3270 Edit View Options Tools Help
Review displayed transaction for approval or rejection
Suspended from LTPR REQ# 05/26/17 10:22
Command: Action: R Req: R643477 : PO: TA:

-----Txn action: S entered: 05/25/17 by: BEELER Status:
Action: R Req #: R643477 : Req Type: IR Status: G Submitted
Requestor: Luan Ho Tolerance: 30 % Req Amount: 7,335.69
Telephone: 479/575-2624 Freight Amount:
Vendor: 166700-01-003 U of A Computer Store Tax Amount:

----- CCC Number ----- CCC Name ----- CCC Amount
0112 04055-51-0000 7,335.69
Adv PO #: Hold Check for:
PO Effective Date: 05/01/2017 Expiration Date: Const: N MOF:
Dept Rep ID: BEELER BU: ASCR Admis Schl & Colge Rela
===== 1 through 1 of 1 Line Items =====
Line# Description Quantity Unit Price Extension
1 Services 1.000 7335.69 7335.69

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspd Quit DCode Q/Nxt Text Sav/Q Optns CCC

Connected to admin.uark.edu port 23 5/80 10:22:53 IBM-3278-2-E - TCP00485

admin
QWS3270 Edit View Options Tools Help
Press PF10 to save your review activity
Decoding has been performed REQ# 05/26/17 10:23
Command: Action: R Req: R643477 : PO: TA:

-----Txn action: S entered: 05/25/17 by: BEELER Status:
Action: R Req #: R643477 : Req Type: IR Status: G Submitted
Requestor: Luan Ho Tolerance: 30 % Req Amount: 7,335.69
Telephone: 479/575-2624 Freight Amount:
Vendor: 166700-01-003 U of A Computer Store Tax Amount:

----- CCC Number ----- CCC Name ----- CCC Amount
0112 04055-51-0000 Admissions IT Services 7,335.69
Adv PO #: Hold Check for:
PO Effective Date: 05/01/2017 Expiration Date: Const: N MOF:
Dept Rep ID: BEELER Darlene Beeler BU: ASCR Admis Schl & Colge Rela
===== 1 through 1 of 1 Line Items =====
Line# Description Quantity Unit Price Extension
1 Services 1.000 7335.69 7335.69

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspd Quit DCode Q/Nxt Text Sav/Q Optns CCC

Connected to admin.uark.edu port 23 18/45 10:23:27 IBM-3278-2-E - TCP00485
```

TEXT options

Select desired option

☒ BU's text to be printed on PO

☐ BU's comments to Purchasing

☐ Purchasing's comments

PF3=Quit

```
admin
QWS3270 Edit View Options Tools Help
Text displayed; use indicated PF keys including PF3 to quit
UANATM 3 PROD UPS/GR - 643477 05/26/17 10:23
-----1-----2-----3-----4-----5-----6-----7--
P Proposal 2102731812: ASCR Senior Staff iMacs (Cliff, Hargis, Kathi) 3,
Z0RT iMac 27-inch with Retina 5K display as per details of this propo
sal as well as 3 AppleCare Protection Plan for iMac Auto-enroll.

-----1-----2-----3-----4-----5-----6-----7--
Mark: 0/ 0 - 0/ 0
Entered: 05/25/17 Updated: 05/25/17 15:37 By: BEELER
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Quit DCode BMark EMark Back Forwd Flip
Connected to admin.uark.edu port 23 1/2 10:24:01 IBM-3278-2-E - TCP00485

admin
QWS3270 Edit View Options Tools Help
Press PF10 to save your review activity
UPOREQT 2 PROD REquisition Target Processing - REQ T 05/26/17 10:24
Command: Action: R Req: R643477 : PO: TA:
-----Txn action: S entered: 05/25/17 by: BEELER Status: A
Action: R Req #: R643477 : Req Type: IR Status: G Submitted
Requestor: Luan Ho Tolerance: 30 % Req Amount: 7,335.69
Telephone: 479/575-2624 Freight Amount:
Vendor: 166700-01-003 U of A Computer Store Tax Amount:
7,335.69
---- CCC Number --- CCC Name ----- CCC Amount
0112 04055-51-0000 Admissions IT Services 7,335.69
Adv PO #: Hold Check for:
PO Effective Date: 05/01/2017 Expiration Date: Const: N MOF:
Dept Rep ID: BEELER Darlene Beeler BU: ASCR Admis Schl & Colge Rela
===== 1 through 1 of 1 Line Items =====
Line# Description Quantity Unit Price Extension
1 Services 1.000 7335.69 7335.69

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Suspd Quit DCode Q/Nxt Text Sav/Q Optns CCC
Connected to admin.uark.edu port 23 5/80 10:24:29 IBM-3278-2-E - TCP00485
```

ITPC RESPONSIBILITY: ADMINISTRATOR OF ADOBE AND MICROSOFT SOFTWARE VOLUME LICENSING ACCOUNTS FOR UA CAMPUS

- **Software Contract Oversight**
Administer contract renewal process with Adobe and Microsoft for software products and services, and direct access through each secure account site to

obtain and distribute secure software licensing keys and other pertinent information to UA faculty/staff:

➤ [Adobe Licensing Website](#)

The screenshot shows the Adobe Licensing Website (LWS) interface. At the top, there's a navigation bar with links for Messages, Your settings, Help, Contact Us, and Log Out. Below this, the Adobe logo and 'Licensing Website (LWS)' are displayed, along with the user's login status: 'Logged in as: WHITNEY SMITH' and 'Profile: End Customer'. A secondary navigation bar includes links for HOME, ACCOUNTS, LICENSES, and REPORTS. On the left, a 'Quick Links' sidebar categorizes actions into Accounts, Licenses, Product and Licensing Information, and Reports. The main content area features a large banner with the text 'Welcome to LWS Efficiency | Control | Convenience'. Below the banner, a 'Messages' section lists recent notifications, including a reminder to confirm membership and renewal notices for Adobe CLP memberships. A 'NEWS & LWS tutorials' section contains an 'IMPORTANT NOTICE CREATIVE CLOUD' regarding application packaging. The footer includes a comprehensive list of legal and policy links.

➤ [Microsoft Licensing Website and Service Center](#)

The screenshot displays the Microsoft Volume Licensing Service Center (VLSC) interface. The top navigation bar includes a 'Sign out' link and the Microsoft logo. Below this, the 'Microsoft Volume Licensing Service Center' title is prominent, followed by a secondary navigation bar with links for Home, Licenses, Downloads and Keys, Software Assurance, Subscriptions, Administration, and Help. The main content area is divided into several sections: 'Find What You Need' with links to Software Downloads, Find Product Keys, and Review your VLSC Permissions; 'Track Licensing Info' with links to View License Summary, View Relationship Summary, and Add an Open License to your profile; and a 'Changes Coming to Visual Studio Subscriptions Management (formerly MSDN Subscriptions)' announcement. This announcement details the migration of Visual Studio Subscriptions management to a new portal in 2017, emphasizing simplicity and unified management. A 'Visual Studio' logo is also present. On the right, a sidebar offers 'Use your entitlements' (Software Assurance benefits, online services, Visual Studio Subscriptions) and 'Learn More' (Downloads and Keys, Training and Resources, site FAQs).

- IT Collaboration

Signification collaboration with UITS to aid users in the technical aspects of their purchases: <http://its.uark.edu/software/adobe-ms/index.php>

ITPC RESPONSIBILITY: MICROSOFT CAMPUS AGREEMENT (MCA) / ENROLLMENT FOR EDUCATION SOLUTIONS (EES)

- **Microsoft Account Administrator**

Microsoft Account Administrator for UA Campus, and Primary Coordinator with secure access to the UA network's active directory for the Microsoft Management user group, to provide users (faculty/staff) access through their email address (uark.edu domain) for download/installation of Microsoft software licensing purchased through the existing Microsoft contract:

- **General Information**

Microsoft Campus Agreement (MCA) General Information Enrollment for Education Solutions (EES)

Description

The Microsoft Campus Agreement (MCA) is an option made available to all University of Arkansas departments for procurement of a selected list of Microsoft software licensing. This agreement allows participating departments to license their machines at cost per FTE (Full-Time Equivalent), rather than licensing at cost per machine. This licensing program is geared toward higher education institutions where large areas such as computer labs benefit from this practical and cost-saving solution. Most departments within the higher education system will find this program beneficial.

The MCA is renewable on an annual basis. During the licensed period, participants are allowed to run any new version of products covered by the MCA. The MCA also includes Work-At-Home Rights (WAH) and Software Assurance (Microsoft's enhanced maintenance program). Once licensed, all departmentally owned computers will be covered for the selected list of Microsoft software products.

MCA Participation Requirements

- 100% departmental participation is required (excluding 'non-users' such as maintenance, custodial, field workers, etc.)
- Participating departments are charged on an annual basis, per FTE, for the annual product selection covered
- Official FTE counts must be certified for record/audit functions. Payroll data will be used for verification and for Microsoft's required FTE calculation.

Microsoft FTE Calculation



Cost

The cost may vary from year to year depending on the product list and number of users. Departments are charged on an annual basis per FTE. As in previous years, the Office of Business Services will pay for the overall cost and distribute charges to each participating department accordingly.

Additional Information

In addition to the optional MCA, the Office of State Procurement has established a state-wide Software VAR Contract through the NASPO ValuePoint consortium for all state agencies and institutions for the purchase of all Microsoft software products, among other software publishers. See this link:
<http://www.dfa.arkansas.gov/offices/procurement/contracts/Pages/NASPOValuePointSoftware.aspx>

The state-established software contract entails purchase of Microsoft software licensing at cost per machine. SHI International is the contracted reseller for the state software contract. Departments have the option to join the MCA for purchase of one of the product enrollments listed above, OR purchase these same items on an as-needed basis through the state software contract. **Microsoft software products for departmental use that differ from the MCA product selection listed above can be purchased through the state software contract with SHI International.**

For questions about current contract information, please contact Whitney Smith in Purchasing:
wesmith@uark.edu (or 575-5158).

For questions regarding hardware/software information and guidance, and for access to installation codes, please connect with IT Services through the [IT Services Website](#) or contact the IT Help Desk at 575-2905.

We encourage your participation!!

Campus FTE Data (From HR)

Sum of FTE	Column Label	FT	Hourly	PT	(blank)	Grand Total
Row Labels						
Arkansas Archeological Survey		36	2.5	1.5		40
Arkansas Archeological Survey		36	2.5	1.5		40
Arkansas Archeological Survey		36	2.5	1.5		40
Arkansas Archeological Survey		36	2.5	1.5		40
Arkansas Archeological Survey		36	2.5	1.5		40
Campus Auditor		10				10
Campus Auditor		10				10
Campus Auditor		10				10
Internal Audit		10				10
Internal Audit		10				10
Chancellor		3763	1343	792.6605		5898.6605
Chancellor		261	108.5	15.5		385
Athletics		246	107	15.5		368.5
Athletics		246	107	15.5		368.5
Academic Support		17	40.5	5		62.5
Athletics Digital Media		1				1
Athletic Development		1		0.5		1.5
Athletic Director Office		6	0.5			6.5
Athletic Event Management		1	0.5	0.5		2
Athletic Guest Relations		2	1.5			3.5
Athletic IT Support		3	1			4
Athletic Special Events		1	0.5			1.5
Athletic Sport Psychology		1				1
Athletics Broadcast Services		9	16			25
Athletics Compliance		7	0.5			7.5
Athletics External Affairs		2				2
Athletics Marketing		6	1	0.5		7.5
Athletics Sport Nutrition		1	2.5	1		4.5
Athletics Video		2	0.5	0.5		3
Athletics Golf		2				2
Athletics-Tennis		2				2
Baseball		6				6
Basketball		10	1	1		12
Buildings & Ground Maintenance		39	11			50
Business Office		4	1			5

Cost Allocation

MICROSOFT CAMPUS AGREEMENT 2016 - 2017 BU Cost Allocation

BU	Department	Cost Center	Category	FTE Count	Dollar Amt. Per FTE	Addl Dollar Amt. Server Items	Total Dollar Amount
VCDV (formerly VPDV)	UDEV - University Development (Includes-AWFG)	0392-01070-62-0000	Software	70.00	\$40.00		\$2,800.00
	AWTC - Arkansas World Trade Center	0392-01071-62-0000	Software	6.00	\$40.00		\$240.00
	UREL - University Relations (Includes-MGIA)	0392-01020-62-0000	Software	38.00	\$40.00		\$1,520.00
	VCDV - Vice Chan for Diversity/Community	0102-01049-51-0000	Maint	5.00	\$40.00		\$200.00
	DVMC - Multicultural Center	0102-03041-51-0000	Software	4.50	\$40.00		\$180.00
VPRS	OEOC-Office of Equal Opportunity & Compliance (Formerly OFAA)	0102-01000-62-0000	Maint	4.00	\$35.00		\$140.00
	SSS-Student Support Services	0102-01049-51-0000	Maint	4.00	\$40.00		\$160.00
	Vice Provost for Research & Econ Development	0112-03972-44-0000	Software	5.00	\$40.00		\$200.00
	HPCC - High Performance Computing Ctr	0112-03972-44-0000	Software	2.00	\$35.00		\$70.00
	NANO - Nanoscience & Engr. Inst.	0112-03972-44-0000	Software	10.00	\$35.00		\$350.00
VP5A	RSCP - Research Compliance	0112-03972-44-0000	Software	6.00	\$40.00		\$240.00
	RSSP - Research & Sponsored Prog.	0112-03972-44-0000	Software	10.00	\$40.00		\$400.00
	SCTR - Arkansas Space & Planetary Sciences (Space Center)	0112-03972-44-0000	Software	4.00	\$35.00		\$140.00
	TLTR - Tech Licensing & Transfer	0112-03972-44-0000	Software	4.00	\$35.00		\$140.00
	UAPR - University Press	0112-03972-44-0000	Software	14.00	\$35.00		\$490.00
WCOB	UATD - UA Technology Development Foundation	0112-03972-44-0000	Software	3.00	\$35.00		\$105.00
	VC for Student Affairs (formerly VCSA)	0102-03010-51-0000	Software	9.00	\$40.00		\$360.00
	CPLP - Career Services	0102-03020-51-0000	Software	10.00	\$40.00		\$400.00
	CSSE - Community Standards & Student Ethics	0102-03046-51-0000	Software	5.00	\$40.00		\$200.00
	SADE - AVC-SA-Dean of Students	0102-03040-51-0000	Software	7.00	\$40.00		\$280.00
WLLC	* DSTU/CEA - ADA Center / Center For Educational Access	0102-03070-51-0000	Software	30.50	\$35.00		\$1,067.50
	* FYEX-First Year Experience	0112-03080-51-0000	CompMntc	14.00	\$35.00		\$490.00
	* GREK - Greek Life	0102-03095-51-0000	CompServ	3.00	\$40.00		\$120.00
	STUM - Student Media	0202-21000-00-0000	Software	3.00	\$35.00		\$105.00
	Walton College of Business (Includes MKTT)	0112-14016-12-0010	Software	105.00	\$35.00		\$3,675.00
WLLC	ACCT - Accounting	0112-14016-12-0010	Software	17.00	\$35.00		\$595.00
	CBER - Ctr Business & Econ Research	0112-14016-12-0010	Software	6.00	\$35.00		\$210.00
	CONF - Conferences	0372-47010-44-0025	Microsoft	3.50	\$35.00		\$122.50
	ECON - Economics	0112-14016-12-0010	Software	19.00	\$35.00		\$665.00
	FINN - Finance	0112-14016-12-0010	Software	16.00	\$35.00		\$560.00
WLLC	ISYS - Information Systems	0112-14016-12-0010	Software	17.00	\$35.00		\$595.00
	LSCM	0112-14016-12-0010	Software	11.00	\$35.00		\$385.00
	MGMT - Management	0112-14016-12-0010	Software	17.00	\$35.00		\$595.00
	SBDC (Included in WCOB count)						NA
	World Lang. Lit. & Cultures (Formerly FLAN - Foreign Lang.)	0112-13002-12-0000	Software	63.00	\$35.00		\$2,205.00
				4728		\$87,346.50	\$268,565.00
PO 888139: Enrollment 1 (8342553) Breakdown (Per FTE) - to be paid by participating departments				1705	1705	\$40.00	\$68,200
Server Items (included under Enrollment 1) - to be paid by designated units							\$87,346.50
PO 885808: Enrollment 2 (6811114) Breakdown (Per FTE) - to be paid by participating departments				3023	3023	\$35.00	\$105,805
Enterprise CALs - to be paid by UTIS for all FTE				4728	4728	\$20.00	\$94,560.00
GRAND TOTAL (per rounded FTE count and price quotes provided by SHI)							\$355,911.50
RB Transaction #82694579	Enrollment #1	1705	\$60	(per FTE)	\$102,300.00	\$189,646.50	\$4100
PO 888139	Server Items					\$87,346.50	

■ Products and Participants

MICROSOFT CAMPUS AGREEMENT

2016-2017 Product Option and Participant List

All departmentally owned computers are licensed through one of the product-sets below (chosen by each participating department):

- **Enrollment #8342553 - Option 1 Product-Set:**
Campus/Education Desktop w/ Enterprise CAL, MS Office 365 and Visio Pro
Total Cost: \$40.00 per FTE
- **Enrollment #6811114 - Option 2 Product-Set:**
Campus/Education Desktop w/ Enterprise CAL and MS Office 365
Total Cost: \$35.00 per FTE

NOTE: The most recent version of the above listed products are covered under the specific enrollment. Departments will only have access to and be charged for the product set as chosen by the department. Visual Studio is no longer provided under the Microsoft Campus Enrollments.

NOTE: Per IT Services (12/19/2016) Office 365 will be available to faculty and staff at the end of the current Exchange migration in early January.

The following chart provides product detail per enrollment option:

Description: Enrollment #8342553 - Option 1	FTE: 1705
<ul style="list-style-type: none"> • Campus/Education Desktop with Enterprise CAL <ul style="list-style-type: none"> ✓ Windows 10 Pro/Enterprise Upgrade (computers must have a previous version of Windows to qualify for the Windows upgrade) ✓ Office Pro Plus 2016 ✓ Office Mac 2016 ✓ Microsoft Enterprise CAL Suite (Windows Server CAL, SharePoint Server Standard & Enterprise CAL, Exchange Server Standard & Enterprise CAL, System Center Configuration Manager Client Management License, System Center Endpoint Protection, Skype for Business Server Standard & Enterprise CAL, Exchange Online Archiving, Windows Server Active Directory Rights Management Services CAL, System Center Endpoint Protection) • Microsoft Office 365 • Visio Pro 	

1

W Smith-Rev 1/31/17

■ Work At Home Rights (WAH)

Microsoft Campus Agreement Work at Home Acceptance Form - Enrollment #2 (6811114)

This acceptance form is valid for the Microsoft software products listed below, which shall be referred to collectively herein as the "Software". Software is made available to you because the University of Arkansas has purchased license coverage for the Software through its Microsoft Campus Subscription Enrollment, effective December 1, 2016. The University of Arkansas is ordering the right for you to use the Software for Work-Related purposes at home under its Microsoft Campus Subscription Enrollment. **You are not licensed to use the Software at home for personal purposes.** You do not own the license or the CDs, rather you are authorized to use the Software and associated media pursuant to the terms and conditions of the licensing agreement and ending 11/30/2017. You will be required to remove the Software from your home machine immediately upon expiration of the licensed period or earlier if your employment by the University of Arkansas ends.

Work At Home (WAH) rights have been ordered by the University of Arkansas for the following products (referred to collectively herein as the "Software"):

Part Number	Product Description	Quantity Ordered	Coverage Period	Offering
2UJ-00003	DsktpEdu ALNG LicSAPk MVL w/ EntCAL	3023	Dec 1, 2016 - Nov 30, 2017	FAC
M6K-00001	O365EduE1 ShrdSvr ALNG SubsVL MVL PerUsr	3023	Dec 1, 2016 - Nov 30, 2017	FAC
6QV-00003	EntCALSrvcforEdu ALNG SubsVL MVL PerUsr	3023	Dec 1, 2016 - Nov 30, 2017	FAC

Please initial each statement below:

- _____ I will read and abide by the license agreement(s) associated with this Software.
 _____ I understand that no technical support is provided by Microsoft in association with my work-at-home use.
 _____ I understand the minimum specifications to run the Software as listed.
 _____ I will remove the Software from my home machine immediately upon the earlier of (a) expiration of the licensed period specified above or (b) the end of my employment by the University of Arkansas
 _____ I understand that I am not licensed to use the Software for personal purposes.

Signature: _____
 Printed name: _____
 Department: _____
 Date: _____

- **Department Technical Instructions**

Department Tech Instructions for MCA Software Setup:

For all questions regarding these technical instructions please contact IT Services at 479/575-2905.

The Microsoft Campus Agreement software media is available for installation or copying from a network file server. Installation codes, if needed, can be obtained by contacting David Stowers (dstowers@uark.edu). Only participating departments will have access.

Office 2010 and newer version products (multi-platform) should have the activation codes embedded and require no further action.

Office 2010 and newer version products should activate automatically when used for on-campus installations. Copies installed off-campus will require use of an installation key if not connected to VPN.

Windows 7 and Vista Enterprise will activate automatically when used for on-campus installations. Copies installed off-campus will require use of an installation key or they will need to be activated after they are installed by connecting to the VPN and right-clicking on computer in the start menu, clicking properties and then click on the blue link at the bottom labeled. 'Activate Windows Now'. Windows XP Professional also requires a product key.

Connecting to VPN

If you are off campus you will need to connect to vpn.uark.edu before you can connect to the network file server. If you are on campus skip down to the 'Connecting to the network file server' section.

1. Log into vpn.uark.edu using your UARK username and password.
2. You will be prompted to install a utility (Juniper Setup Client Installer). Depending on your system, you may be prompted to allow or run to continue. If prompted, click Always to execute the Network Connect software from vpn.uark.edu.

To end the VPN session once you are finished downloading and installing the desired software, click Sign out at the top right corner of the web page, or right-click the VPN icon within the system tray or dock.

If you are experiencing problems connecting to VPN, ensure that your browser's pop-up blocker is set to allow vpn.uark.edu. For better compatibility, IT Services recommends that users connect to VPN using Internet Explorer for Windows or Safari for Mac OS X.

Connecting to the network file server

In order to get to the software you will need to mount a network drive from an on-campus workstation using the following instructions:

Windows 7

1. Open **Computer** from the Start menu.
2. Click the **Map Network Drive** option at the top of the window.
3. In the **Drive:** field, select a preferred drive letter.
4. In the **Folder:** field, enter [\\gizmo.uark.edu\dfs](http://gizmo.uark.edu/dfs)
5. Select the different user name option if you are not logged in to the computer with your uark.edu account. Enter your user name in the form of username@uark.edu
6. Select the **Reconnect**

Revised 3/10/17

ITPC RESPONSIBILITY: PROCUREMENT WEBSITE UPDATES

- **Website Maintenance**

Primary Coordinator responsible for updates to UA's Procurement websites, through the UA's secure Web Content Management System, [Omni Update](#):

- Procurement Home <http://procurement.uark.edu/>
- Bids <http://procurement.uark.edu/bids/index.php>
- Types of Purchases <http://procurement.uark.edu/bids/types-of-purchases.php>
- Bidder Applications <http://procurement.uark.edu/bids/bidder-applications.php>
- Hogbid <http://hogbid.uark.edu/>
- Contracts <http://procurement.uark.edu/contracts.php>
- Forms <http://procurement.uark.edu/forms.php>

- FAQ <http://procurement.uark.edu/frequently-asked-questions.php>
 - Policy <http://procurement.uark.edu/policy/index.php>
 - Resources & Quicklinks <http://procurement.uark.edu/vendors.php>
 - PCS <http://procurement.uark.edu/professional-contract-services.php>
 - Surplus Warehouse <http://procurement.uark.edu/surplus-warehouse/index.php>
 - Technology <http://procurement.uark.edu/technology.php>
 - Trademark Licensing <http://procurement.uark.edu/trademark-licensing.php>
 - Vehicles <http://procurement.uark.edu/vehicles.php>
 - VPAT Library <http://procurement.uark.edu/vpat-library.php>
- **Technology Access Compliance**
 Primary Coordinator responsible for UA's online [VPAT Library](http://procurement.uark.edu/vpat-library.php) to comply with the State of Arkansas Technology Access policy standards relating to accessibility by persons with visual impairments (this library is available and useful to all institutions of higher education statewide)

ITPC RESPONSIBILITY: PROCURE LISTSERVE & SUBSCRIBER MANAGEMENT

- **Procure Listserv** (procure@listserv.uark.edu)
 Primary Coordinator and owner of the PROCURE listserv for mass notifications to campus regarding procurement related material, guidance, and subscriber management:
<http://listserv.uark.edu/cgi-bin/wa?LMGT1>
- **Procurement Newsletter**
 Editor of Procurement Newsletter, *Procure Networking News*, and oversight of mass communication to campus through the PROCURE listserv/message board.

ITPC RESPONSIBILITY: FORMAL BIDS/RFPs AND CONTRACT ENGAGEMENTS

- **Contract Log**
 As the IT Procurement Coordinator, I maintain a log chart of formal bids/RFPs and contract engagements that require my oversight or contribution. This responsibility includes significant collaboration with UITS concerning complex IT projects for the UA campus and System. A sample of the log chart is provided here:

Whitney Smith
Procurement Coordinator - IT Purchasing Specialist
Formal Bid/Contract Engagements
Spring 2016 - Present

Date Originated	BU / Contact	Project / Contract Description	"Campus / System" Technology Project	Legal Review	UTTS Collaboration (Becky McCoy)	Projected Dollar (\$) Value
Apr-16	TREA	Higher One Master Services Software Agreement	N/A	Yes Bill/Matt	N/A	\$111,157
Apr-16	LAW (Career Services)	GradLeaders web-based management/tracking software	N/A	Yes Bill/Matt	N/A	\$6,500
Apr-16	FAMA	RFP - Campus Enterprise Energy Management System	Yes	Yes Bill/Matt	Yes	Pending
Apr-16	ARON	RFP - AREON Dark Fiber IRUs	Yes	Yes Bill/Matt	Yes	\$885,355
Apr-16	AVCF	RFP - Institutional Custody Services for Fixed Income Portfolios (Wilmington Trust)	N/A	Yes Bill/Matt	N/A	Pending
Apr-16	ATHL	RFQ - Intercollegiate Athletics Medical Care Services	N/A	Yes Bill/Matt	N/A	N/A
Apr-16	UTTS	Hobsons - Starfish Early Alert, Connect and Advising Master Software/Services Agreement	N/A	Yes Bill/Matt	Yes	\$148,680
Apr-16	ATHL - Sports Medicine	AlterG Treadmill and upgrades	N/A	Yes Bill/Matt	N/A	\$102,363
May-16	ATHL	Championship Analytics - CAI Game Book (dynamics/support/training)	N/A	Yes Bill/Matt	N/A	\$15,000
May-16	UTTS	Upland Software - Eclipse PPM, Project Management Software Platform	N/A	Yes Bill/Mike/Matt	Yes	\$25,000
May-16	PSYC	OwlOutcomes Mental Health Data Services SaaS Agreement (software, web services, equipment, etc.)	N/A	Yes Bill/Mike/Matt	N/A	\$6,000
May-16	LAW	Guest Lecture - Penguin Random House Speakers Bureau "American Injustice: Mercy, Humanity, and Making a Difference"	N/A	Yes Bill/Mike/Matt	N/A	\$5,000
May-16	ATHL	RFP - Stadium Chair-Back Rentals (IMG College Seating Services)	N/A	Yes Bill/Mike/Matt	N/A	\$150,000 (minimum annual guarantee gross sales revenue)
May-16	ATHL	RFP - ArkansasRazorbacks.com Video Portal & Hosting (uStudio)	Yes	Yes Bill/Mike/Matt	Yes	\$140,000
Jun-16	UTTS	Navvia software/service product for project management	N/A	Yes Bill/Mike/Matt	Yes	\$22,300
Jun-16	UTTS	FourWinds Interactive - cloud hosted digital signage for campus-wide enterprise solution	Yes	Yes Bill/Mike/Matt	Yes	\$285,120
Jun-16	AVCF	Huron Consulting - Hosting Agreement for efacs software	N/A	Yes Bill/Mike/Matt	N/A	\$25,000
Jun-16	ATHL - Broadcast Services	CTG Control Room Infrastructure Updates	N/A	Yes Bill/Mike/Matt	N/A	\$34,000
Jun-16	ATHL	RFP - Audio/Video Support Services (Alpha Video)	Yes	Yes Bill/Mike/Matt	Yes	\$93,000
Jul-16	UTTS	Gartner - subscription-based research and consulting services for IT Leadership	Yes	Yes Bill/Mike/Matt	Yes	\$68,600
Jul-16	ATHL	IFB - Towing Services Contract (NWA Towing & Recovery)	N/A	Yes Bill/Mike/Matt	N/A	\$66,000
Jul-16	AGRI	RFP - Lab Information Management System (LIMS) for UASDA	Yes	Yes Bill/Mike/Matt	Yes	\$93,100

- **Request For Proposal (RFP) Process**

Listed here after are examples of detailed steps I perform concerning the complex RFP process after I have worked with the subject matter experts to develop the RFP and any Appendices for the specific project:

Request for Proposal (RFP) Process

Whitney Smith – IT Procurement Coordinator

I Initial Solicitation Phase:

- 1) Notice to Bid Clerk
 - Bid History Form
 - RFP TsCs Document
 - RFP Document
- 2) Committee Confidentiality Protocol
 - Confidentiality/Disclosure Form
 - RFP Evaluation Guideline Summary
- 3) Mandatory Pre-proposal Notice
 - Pre-Proposal Sign-In
- 4) Q&A Addenda
- 5) Follow-up Pre-proposal Transcript Notice
 - Pre-Proposal Transcript

II Evaluation Phase:

- 6) RFP Evaluation Phase Instructions
 - Evaluation Committee Outline Form
 - RFP Guideline Summary
 - RFP Evaluation Guidelines
 - Bids Received
 - Evaluation Committee Members
 - Confidentiality/Disclosure Form
 - Evaluation Individual Review Form
- 7) Request for Clarification
- 8) Request for Best and Final Offer (BFO)
 - BFO Document
- 9) Committee Recommendation of Award / Scoring

III Award Phase:

- 10) Intent To Award Notice
 - Intent To Award Letter
- 11) Bid Award Notice
 - Bid Award Letter

Examples and Templates are included herein after, as follows:

I. INITIAL SOLICITATION PHASE

From: Whitney Elizabeth Smith
Sent: Friday, April 14, 2017 10:50 AM
To: Linda J. Hickman <lindah@uark.edu>
Cc: Chris Pohl <cpohl@uark.edu>
Subject: RFP 638815 - UAF Athletic Security Products
Importance: High

Linda,

Attached are the RFP documents in the following order (RFP 637938):

- History sheet (suggested bidders included)
- T's & C's
- RFP document

Please process this RFP today, and I will post to Hogbid shortly.

Thank you!!

ws



Nationally Competitive Student Centered Research Institution

Whitney Smith

Procurement Coordinator

Business Services

ADMN 321

1125 W. Maple

Fayetteville, AR 72701

P: 479-575-5158 | F: 479-575-4158

wesmith@uark.edu | <http://procurement.uark.edu/>

UA-FAYETTEVILLE PROCUREMENT BID TRANSACTION HISTORY SUMMARY**321 Administration Building****Fayetteville, AR 72701****Ph: (479) 575-2551****Fax: (479) 575-4158**

Date: _____

BID#: _____

Bid Name: _____

Dept. Contact: _____ BU: _____ Phone: _____

Procurement Coordinator: _____ BU Email: _____

BID Type: IFB RFP RFQ TERM # of years: _____

Bid Release Date: _____ Time: _____

Bid Closing Date: _____ Time: _____

	ORIGINAL BID		REBID	
	DATE	INITIALS	DATE	INITIALS
SPECS TO DATA ENTRY				
BID PREPARED				
PROOFED & APPROVED BY PROCUREMENT COORDINATOR				
LEGAL NOTICE/ADVERTISEMENT				
BID EMAILED/FAXED/MAILED/POSTED				
COPY OF BID TO DEPT FOR APPROVAL				
AMENDMENT APPROVED (IF REQUIRED)				
AMENDMENT EMAILED/FAXED/MAILED/POSTED				
BID RESPONSES TO DEPARTMENT/PICKUP/EMAILED/MAILED				

Vendor Information

Intent to Award: _____ Minority: Yes No

Contract Awarded to: _____ Contract Start Date: _____

Contact Name: _____ Contract End Date: _____

Address: _____ Phone: ()

Note: Term Contract Information sent to Kallie Email: _____

Documentation Scanning Information

Initial Review/Received By: _____ Date/Time: _____

Final Review By: _____ Date/Time: _____

Scanned By: _____ Date/Time: _____

Redacted Copy of Awardee Received: Yes No

USB Thumb drive or CD Received: Yes No

Awarded PO#: _____ Associated Contract Yes No

Completed By Signature: _____

Additional Notes: _____

UNIVERSITY OF ARKANSAS

REQUEST FOR PROPOSAL

SUBMIT BID TO: Business Services-Procurement
321 Administration Building
1125 W. Maple St.
Fayetteville, AR 72701
(479) 575-2551

BU: XXXX RFP XXXXX
Buyer: WHITNEY SMITH
Bid Due Date: X/X/XXXX Time: 2:30 P.M.
Bid Description: _____

VENDORS WHO DO NOT WISH TO RESPOND TO A BID ARE NOT REQUIRED TO DO SO.
HOWEVER, VENDORS NOT RESPONDING AND/OR SUBMITTING A "NO BID" RESPONSE TO **THREE CONSECUTIVE BID INVITATIONS** FOR THE REQUESTED COMMODITY MAY BE REMOVED FROM THE UNIVERSITY'S BIDDERS LIST.

Please Print or Type

Company Name: _____
Address: _____

City: _____
State: _____
Zip Code: _____

Phone: _____
Fax: _____
Email: _____
Web Site: _____

SIGNATURE REQUIRED FOR RESPONSE

THIS OFFICIAL BID SHEET MUST BE SIGNED AND RECEIVED IN A SEALED ENVELOPE WITH VENDOR NAME, BID NUMBER, AND BID OPENING DATE CLEARLY NOTED ON OUTSIDE OF ENVELOPE IN ORDER FOR BID TO BE ACCEPTED. BID WILL BE ACCEPTED EITHER SIGNED IN INK OR WITH ELECTRONIC OR FACSIMILE SIGNATURE.

BIDS MAY NOT BE FAXED OR EMAILED DIRECTLY TO UNIVERSITY IN RESPONSE TO THIS REQUEST FOR PROPOSAL.

NOTE: The above listed date and time is the LATEST the bid will be accepted. ANY bids received after that time will NOT be considered.

NOTE: Pricing awarded on a resulting contract from this bid shall be available to all University of Arkansas departments. Terms stated in the bid response, including pricing and delivery, are available for use outside of the Northwest Arkansas region, but may result in higher shipping costs.

NOTE: All Arkansas state agencies and institutions of higher education may utilize or "Piggy Back" onto this contract if it is acceptable to the supplier and in the best interest of the institution and the taxpayers of the state of Arkansas.

By signing below, bidder agrees to furnish the items and/or services listed herein at the prices and/or under the conditions indicated in the official Bid Document.

Name (Type or Print): _____ Title: _____
Signature: _____ Date: _____

STANDARD TERMS AND CONDITIONS

1. PREPARATION OF BIDS

- 1.1 Failure to examine any drawings, specifications, and instructions will be at bidder's risk.
- 1.2 All prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent, and must be initialed in ink by person signing bid.
- 1.3 Brand Name References: Unless specified "No Substitute" any catalog brand name or manufacturer's reference used in the bid invitation is descriptive only, not restrictive, and used to indicate the type and quality desired. If bidding on other than referenced specifications, the bid must show the manufacturer, brand or trade name, and other descriptions, and should include the manufacturer's illustrations and complete descriptions of the product offered. The University reserves the right to determine whether a substitute offered is equivalent to and meets the standards of the item specified, and the University may require the bidder to supply additional descriptive material, samples, or demonstrators. The bidder guarantees that the product offered will meet or exceed the referenced product and/or specifications identified in this bid invitation. If the bidder takes no exception to the specifications, bidder will be required to furnish the product exactly as specified in the invitation.
- 1.4 Samples: Samples or demonstrators, when requested, must be furnished free of expense to the University. Samples not destroyed during reasonable examination will become property of the University unless bidder states otherwise. All demonstrators will be returned after reasonable examination. Each sample should be marked with the bidder's name and address, bid number and item number.
- 1.5 Time of Performance: The number of calendar days in which delivery will be made after receipt of order shall be stated in the bid.

2. SUBMISSION OF BIDS

- 2.1 Bids, modifications or corrections thereof received after the closing time specified will not be considered.

3. ACCEPTANCE OF BIDS

- 3.1 The University reserves the right to accept or reject all or any part of a bid or any and all bids, to waive any informality, and to award the bid to best serve the interest of the University.
- 3.2 If a bidder fails to state the time within which a bid must be accepted, it is understood and agreed that the University shall have 60 days to accept.

4. ERROR IN BID

- 4.1 In case of error in the extension of prices in the bid, the unit price will govern. No bid shall be altered or amended after the specified time for opening bids.

5. AWARD

- 5.1 Contracts and purchases will be made or entered into with the lowest responsible bidder meeting specifications or on the basis for best value.
- 5.2 When more than one item is specified in the Invitation, the University reserves the right to determine the low bidder either on the basis of the individual items or on the basis of all items included in its Invitation for Bids, or as expressly stated in the Invitation for Bid.
- 5.3 A written purchase order or contract award mailed, or otherwise furnished, to the successful bidder within the time of acceptance specified in the Invitation for Bid results in a binding contract without further action by either party. The contract shall not be assignable by the vendor in whole or part without the written consent of the University.
- 5.4 Vendors awarded contracts for commodities and/or services are encouraged to participate in our University Shopping Mall. This online catalog database is operated by a third party provider and will allow all University departments to place orders to multiple vendors online. A monthly maintenance fee, to be negotiated between each vendor and the shopping mall data base provider, is required.

6. DELIVERY

- 6.1 The Invitation for Bid will show the number of days to place a commodity in the University designated location under normal conditions. If the bidder cannot meet the stated delivery, alternate delivery schedules may become a factor in award. The University has the right to extend delivery if reasons appear valid.
- 6.2 Delivery shall be made during University work hours only, 8:00 a.m. to 4:30 p.m., unless prior approval for other shipment has been obtained.
- 6.3 Packing memoranda shall be enclosed with each shipment.

7. ACCEPTANCE AND REJECTION

- 7.1 Final inspection and acceptance or rejection may be made at delivery destination, but all materials and workmanship shall be subject to inspection and test at all times and places, and when practicable. During manufacture, the right is reserved to reject articles which contain defective material and workmanship. Rejected material shall be removed by and at the expense of the contractor promptly after notification of rejection. Final inspection and acceptance or rejection of the materials or supplies shall be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the University thereof for such materials or supplies as are not in accordance with the specification. In the event necessity requires the use of materials or supplies not conforming to the specification, payment may be made with a proper reduction in price.
8. **TAXES AND TRADE DISCOUNTS**
- 8.1 Do not include state or local sales taxes in bid price.
- 8.2 Trade discounts should be deducted from the unit price and net price should be shown in the bid.
9. **DEFAULT**
- 9.1 Back orders, default in promised delivery, or failure to meet specifications authorize the University to cancel this contract to the defaulting contractor. The contractor must give written notice to the University of the reason and the expected delivery date.
- 9.2 Consistent failure to meet delivery without a valid reason may cause removal from the bidders list or suspension of eligibility for award.
10. **WAIVER**
- 10.1 The University reserves the right to waive any General Condition, Special Condition, or minor specification deviation when considered to be in the best interest of the University, so long as such waiver is not given so as to deliberately favor any single vendor and would have the same effect on all vendors.
11. **CANCELLATION**
- 11.1 Any contract or item award may be canceled for cause by either party by giving 30 days written notice of intent to cancel.
Cause for the University to cancel shall include, but is not limited to, cost exceeding current market prices for comparable purchases; request for increase in prices during the period of the contract; or failure to perform to contract conditions. The contractor will be required to honor all purchase orders that were prepared and dated prior to the date of expiration or cancellation if received by the contractor within period of 30 days following the date of expiration or cancellation. Cancellation by the University does not relieve the Contractor of any liability arising out of a default or nonperformance. If a contract is canceled due to a request for increase in prices or failure to perform, that vendor shall be removed from the Qualified Bidders List for a period of 24 months. Cause for the vendor to cancel shall include, but is not limited to the item(s) being discontinued and unavailable from the manufacturer.
12. **ADDENDA**
- 12.1 Addenda modifying plans and/or specifications may be issued if time permits. No addendum will be issued within a period of three (3) working days prior to the time and date set for the bid opening. Should it become necessary to issue an addendum within the three-day period prior to the bid opening, the bid date will be reset giving bidders ample time to answer the addendum.
- 12.2 Only written addenda is part of the bid packet and should be considered.
13. **ALTERNATE BIDS**
- 13.1 Unless specifically requested alternate bids will not be considered. An alternate is considered to be a bid that does not comply with the minimum provisions of the specifications.
14. **BID OPENINGS**
- 14.1 Bid opening will be conducted open to the public. However, they will serve only to open, read and tabulate the bid price on each bid. No discussion will be entered into with any vendor as to the quality or provisions of the specifications and no award will be made either stated or implied at the bid opening.
15. **DEBRIS REMOVAL**
- 15.1 All debris must be removed from the University after installation of said equipment.

ALL BIDS SUBMITTED SHALL BE IN COMPLIANCE WITH THE GENERAL CONDITIONS SET FORTH HEREIN. THE BID PROCEDURES FOLLOWED BY THIS OFFICE WILL BE IN ACCORDANCE WITH THESE CONDITIONS. THEREFORE, ALL VENDORS ARE URGED TO READ AND UNDERSTAND THESE CONDITIONS PRIOR TO SUBMITTING A BID.

SUBMIT BID TO: Business Services-Procurement
321 Administration Building
1125 W. Maple St.
Fayetteville, AR 72701
(479) 575-2551

BU:	<u>XXXX</u>	RFP	<u>XXXXX</u>
Buyer:	<u>WHITNEY SMITH</u>		
Bid Due Date:	<u>X/X/XXXX</u>	Time:	<u>2:30 P.M.</u>
Bid Description:	<u></u>		

Agencies must submit one (1) signed original, three (3) signed copies, and two (2) soft copies (on CD and/or USB Flash Drive) of your response to this bid. The extra copies are needed for bid evaluation purposes. Please do not send bid responses to different bids in the same envelope.

Additional Redacted Copy REQUIRED

Proprietary information submitted in response to this RFP will be processed in accordance with applicable State of Arkansas procurement law. Documents pertaining to the RFP become the property of the University of Arkansas and shall be open to public inspection when the bid solicitation has been awarded and a final contract agreement is complete.

It is the responsibility of the respondent to identify all proprietary information included in their bid proposal response. The respondent shall submit one (1) separate electronic copy of the proposal from which any proprietary information has been removed, i.e., a redacted copy (marked "REDACTED COPY"). The redacted copy should reflect the same pagination as the original, show the empty space from which information was redacted, and should be submitted on a CD or flash drive, preferably in a PDF format. Except for the redacted information, the redacted copy must be identical to the original hard copy submitted for the bid response to be considered. The respondent is responsible for ensuring the redacted copy on CD/flash drive is protected against restoration of redacted data. The redacted copy may be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the respondent once a contract is final. If during a subsequent review process the University determines that specific information redacted by the respondent is subject to disclosure under FOIA, the respondent will be contacted prior to release of the information.

IMPORTANT: Respondents must address each of the requirements of this bid request which is in the format of a Request for Proposal. Vendor's required responses should contain sufficient information and detail for the University to further evaluate the merit of the vendor's response. Failure to respond in this format may result in bid disqualification.

IMPORTANT: If questions are submitted to the University to clarify bid specifications or the scope of the bid, an individual response will be sent to the submitting party **only**. All question and answer documents will be immediately posted to the University Hogbid website, information and a link is listed here:
<http://hogbid.uark.edu/index.php> for interested firms, companies, individuals to review. It is the responsibility of all parties to review the University official bid website, Hogbid, to be informed of all important information specific to the solicitation.

Vendor Identification

Bidder should complete the Vendor Identification form at the following link, and submit with bid proposal:
<http://businessservices.uark.edu/resources/documents/VII.pdf>.

General Campus Background for University of Arkansas

Founded in 1871 as a land-grant institution, the University of Arkansas, Fayetteville Arkansas, is the flagship campus of the University of Arkansas System. Our students represent all 50 states and more than 120 countries. The UofA has 10 colleges and schools offering more than 210 academic programs. As of Fall 2016, student enrollment totaled approximately 27,194. The faculty count totaled 1,384 and the staff count totaled 3,169. The UofA is the state's foremost partner and resource for education and economic development. Its public service activities reach every county in Arkansas, throughout the nation, and around the world. The Carnegie Foundation classifies the UofA as having "the highest possible level of research," placing us among the top 2 percent of colleges and universities nationwide.

Proprietary Information

Proprietary information submitted in response to this bid will be processed in accordance with applicable University of Arkansas procurement procedures. All material submitted in response to this bid becomes the public property of the State of Arkansas and will be a matter of public record and open to public inspection subsequent to bid opening as defined by the Arkansas Freedom of Information Act. The Respondent is hereby cautioned that any part of its bid that is considered confidential, proprietary, or trade secret, must be labeled as such and submitted in a separate envelope along with the bid, [include with Original and any required Copies] and can only be protected to the extent permitted by Arkansas law.

Note of caution: Do not attempt to mark the entire proposal as "proprietary". Do not submit letterhead or similarly customized paper within the proposal to reference the page(s) as "Confidential" unless the information is sealed separately and identified as proprietary. Acceptable proprietary items may include references, resumes, and financials or system/software/hardware manuals. **Cost cannot be considered as proprietary.**

Ethical Standards

It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.

Arkansas Technology Access Clause

When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. The Vendor expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that system meets the statutory requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating systems) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.

Accordingly, the vendor expressly represents and warrants to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template (VPAT) or similar documentation to demonstrate compliance with 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating systems) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications) that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:

- Providing, to the extent required by Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non-visual means;
- Presenting information, including prompts used for interactive communications, in formats intended for non-visual use;
- After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired;
- Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by nonvisual means;
- Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact;
- Integrating into networks used to share communications among employees, program participants, and the public; and

- Providing the capability of equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

If the information technology product or system being offered by the Vendor does not completely meet these standards, the Vendor must provide an explanation within the Voluntary Product Accessibility Template (VPAT) detailing the deviation from these standards.

State agencies cannot claim a product as a whole is not commercially available because no product in the marketplace meets all the standards. Agencies must evaluate products to determine which product best meets the standards. If an agency purchases a product that does not best meet the standards, the agency must provide written documentation supporting the selection of a different product.

For purposes of this section, the phrase “equivalent access” means a substantially similar ability to communicate with, or make use of, the technology, either directly, by features incorporated within the technology, or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state and federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands or other means of navigating graphical displays, and customizable display appearance. As provided in Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, if equivalent access is not reasonably available, then individuals who are blind or visually impaired shall be provided a reasonable accommodation as defined in 42 U.S.C. § 12111(9), as it existed on January 1, 2013.

If the information manipulated or presented by the product is inherently visual in nature, so that its meaning cannot be conveyed non-visually, these specifications do not prohibit the purchase or use of an information technology product that does not meet these standards.

All State of Arkansas electronic and information technology purchases must be accessible as specified by standards listed in Arkansas Act 308. A copy of the act is available here:
<http://www.arkleg.state.ar.us/acts/2013/Public/ACT308.pdf>.

A blank copy of the Voluntary Product Accessibility Template (VPAT) form is available here:
http://procurement.uark.edu/resources/documents/VPAT_Blank.pdf

Note: All vendors should complete the VPAT form as it relates to the scope of the item(s) or commodity requested in the bid solicitation. Our expectation is that the vendor will assign technical personnel who understand accessibility to the task. If a component of a VPAT does not apply, it is up to the vendor to make that notation and explain why in the “Comments” column. The notation can be as simple as “Not a telecommunications or technology product.”

Please note here if a Voluntary Product Accessibility Template (VPAT) form **IS or IS NOT INCLUDED** with this bid response. _____.

Failure to include the Voluntary Product Accessibility Template (VPAT) form (if applicable) could result in bid disqualification.

University of Arkansas Logo / Trademark Licensing

Merchandise that carries a University logo or trademark must be purchased from vendors that are licensed through the Collegiate Licensing Corporation. Therefore, bidders are required to be currently licensed to carry the University of Arkansas logo in order to be eligible to submit bids for those requests that involve the University of Arkansas logo or trademark. Only those offers submitted by currently licensed bidders will be considered for award.

Non-Discrimination and Affirmative Action

Vendor agrees to adhere to any and all applicable Federal and State laws, including laws pertaining to non-discrimination and affirmative action.

a. Consistent with Ark. Code Ann. § 25-17-101, the vendor agrees as follows: (a) the vendor will not discriminate against any employee or applicant for employment because of race, sex, color, age, religion, handicap or national origin; (b) in all solicitations or advertisements for employees, the vendor will state that all qualified applicants will receive consideration without regard to race, color, sex, age, religion, handicap or national origin; (c) failure of the vendor to comply with the statute, the rules and regulations promulgated thereunder and this non-discrimination clause shall be deemed a breach of contract and this contract may be canceled, terminated or suspended in whole or in part; (d) the vendor will include the provisions of items (a) through (c) in every subcontract so that such provisions will be binding upon such subcontractor or vendor.

b. The parties hereby incorporate by reference the Equal Employment Opportunity Clause required under 41 C.F.R. § 60-1.4, 41 C.F.R. § 60-300.5(a), and 41 C.F.R. § 60-741.5(a), if applicable.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

This contractor and subcontractor certify that they do not maintain segregated facilities or permit their employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60-1.8.

Dun and Bradstreet DUNS Number

We highly encourage all University of Arkansas contract vendors to use a Dun and Bradstreet number (DUNS Number). The D & B DUNS Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. If your business has not registered, you may do so at: <http://www.dnb.com/>

If available, please provide your Dun and Bradstreet DUNS Number below:

Equal Opportunity Policy Disclaimer

ATTENTION BIDDERS

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, who is responding to a formal bid request, Request for Proposal or Qualification, or negotiating a contract with the state for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Although bidders are encouraged to have a viable equal opportunity policy, a written response stating the bidder does not have such an EO Policy will be considered that bidder's response and will be acceptable in complying with the requirement of Act 2157.

Submitting the EO Policy is a one-time requirement. The University of Arkansas, Fayetteville Procurement Department, will maintain a database of policies or written responses received from all bidders.

Note: This is a mandatory requirement when submitting an offer as described above.

Please complete and return this form with your bid response.

Should you have any questions regarding this requirement, please contact this office by calling (479) 575-2551.

Sincerely,

Linda K. Fast

Linda K. Fast, APO, CPPO, CPPB
Manager of Procurement Services
University of Arkansas
Fayetteville, AR

To be completed by business or person submitting response: (check appropriate box)

____ **EO Policy Attached**

____ **EO Policy previously submitted to UA Purchasing Department**

____ **EO Policy is not available from business or person**

Company Name

Or Individual: _____

Title: _____ **Date:** _____

Signature: _____

UNIVERSITY OF ARKANSAS
PROCUREMENT DEPARTMENT
1125 W. Maple ADMIN 321
Fayetteville, AR 72701
Tel: 479-575-2551
Fax: 479-575-4158

Act 157 of 2007 of the Arkansas Regular Legislative Session **requires** that any contractor, business or individual, having a public contract with a state agency for professional services, technical and general services, or any category of construction, in which the total dollar value of the contract is \$25,000 or greater must **certify**, prior to the award of the contract, that they do not employ or contract with any illegal immigrants.

For purposes of this requirement, “*Illegal immigrants*” means any person not a citizen of the United States who has:

- (A) Entered the United States in violation of the Federal Immigration and Naturalization Act or regulations issued the act;
- (B) Legally entered but without the right to be employed in the United States; or
- (C) Legally entered subject to a time limit but has remained illegally after expiration of the time limit.

This is a mandatory requirement. Failure to certify will result in our inability to issue a Purchase Order or Contract to you or your company.

Bidders shall certify online at http://www.arkansas.gov/dfa/procurement/pro_immigrant.html

Click on: “Procurement” on left-side information bar

Click on: Illegal Immigrant Reporting

Click on: “Vendor” Illegal Immigrant Contracting Disclosure Reporting Screen

Click on: “Vendor Submit Disclosure Form” to complete all fields required for the certification – then indicate below and sign this form to submit with your bid. ***NOTE*** Bid Number field is applicable if known.

REQUIRED: Print Screenshot and include with your proposal and/or contract.

If you have any questions, please call the UA Procurement Department at 479-575-2551.

Thank you.

Linda K. Fast

Linda K. Fast, APO, CPPO, CPPB
Manager of Procurement Services
University of Arkansas

TO BE COMPLETED BY BUSINESS OR PERSON SUBMITTING BID RESPONSE OR CONTRACT:

Please check the appropriate statement below:

_____ We certified that we are not an illegal immigrant
or do not employ or contract with any illegal immigrants.

Date of certification: _____

_____ We cannot so certify at this time, and we understand that
a contract cannot be awarded until we have done so.

Reason for non-certification: _____

Name of Company: _____

Signature: _____

Name & Title: _____

(Printed or typed)

Date: _____



Office of Business Affairs
Vendor Identification Information

PLEASE PRINT OR TYPE

No payments will be released until ALL information is received and the Tax ID has been verified with the IRS.

If Sole Proprietorship or Individual, start at line 1; otherwise start at line 2.

1. Last Name First Name Middle Initial
2. Business Name
3. Address
4. City State Zip Code E-Mail Address
5. Contact Name (if different from above) E-Mail Address
6. Phone: () - area code Fax: () - area code

7. TAXPAYER IDENTIFICATION NUMBER (TIN) - *information below is required:*

Employer Identification Number (EIN):

(For Corporations, Trusts, Estates, Pension Trust, Associations, Clubs, Religious, Charitable, Educational, or other tax-exempt organizations, Partnerships, Brokers or registered nominees, Sole Proprietorships)

OR

Social Security Number (SSN):

(For Individuals and Sole Proprietorships)

Legal Name of Entity that appears on your Federal Tax Return (This should correspond with the EIN or SSN provided above)

8. Legal Status: Check only one (1).

- ☐ Corporation
☐ Individual/Sole Proprietor
☐ Partnership
☐ Non-or Not For Profit
☐ Non-Resident Alien
☐ Foreign Corporation

10. Individual Status: Check only one (1).

- ☐ U.S. Citizen
☐ I am a permanent resident (green card holder)
☐ I am not a U.S. Citizen

9. Business Owner Information if applicable:

- ☐ Black Owned
☐ Asian Owned
☐ Hispanic Owned
☐ Native American Owned
☐ Woman Owned
☐ 8(a) Small Business Enterprise
☐ Small Disadvantaged Business
☐ HUBZone
☐ Veteran Owned
☐ Disabled Veteran Owned Hispanic Owned

11. Preferred delivery method of Purchase Orders:

- ☐ E-mail to: _____
☐ Fax to: _____

12. Under penalties of perjury, I certify that the information provided above is true, correct and complete.

Signature

Title

Print Name

Date

Please fax the completed form to: (479) 575-4158
Or mail to University of Arkansas, 321 Administration Bldg, Fayetteville AR 72701.

For Office use Only:
Vendor No. _____

Rev 05/14

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

☐ Yes ☐ No

IS THIS FOR:

☐ Goods?

☐ Services? ☐ Both?

TAXPAYER ID NAME:

YOUR LAST NAME:

FIRST NAME:

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>					
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>					
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>					
State Employee	<input type="checkbox"/>	<input type="checkbox"/>					

☐ None of the above applies

FOR A VENDOR (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>						
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>						
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>						
State Employee	<input type="checkbox"/>	<input type="checkbox"/>						

☐ None of the above applies

Rev. 08/20/07

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ Title _____ Date _____

Vendor Contact Person _____ Title _____ Phone No. _____

Agency use only

Agency _____ Agency _____ Agency _____ Contact _____ Contract
Number _____ Name _____ Contact Person _____ Phone No. _____ or Grant No. _____

Rev. 08/20/07



Request for Proposal (RFP)

RFP No. [XXXXXXXX]

[RFP Name]

PROPOSAL RELEASE DATE: MM/DD/YYYY

MANDATORY PRE-PROPOSAL
TELE-CONFERENCE:

[MM/DD/YYYY and Time (CST)]

Dial-In #: [XXX/XXX-XXXX]

Access Code: [XXXXXXXX]

PROPOSAL DUE DATE: MM/DD/YYYY

PROPOSAL DUE TIME: 2:30 PM CST

SUBMIT ALL PROPOSALS TO: University of Arkansas
Business Services
Administration Bldg, Rm 321
1125 W Maple St
Fayetteville, AR 72701

Signature Required For Response

Respondent complies with all articles of the Standard Terms and Conditions documents as counterpart to this RFP document, and with all articles within the RFP document. If Respondent receives the University's purchase order, Respondent agrees to furnish the items and/or services listed herein at the prices and/or under the conditions as indicated in the RFP.

Vendor Name:	
Mailing Address:	
City, State, Zip:	
Telephone:	
Email:	

Authorized Signature: _____

Date: _____

Typed/Printed Name of Signor: _____

Title: _____

1. DESCRIPTION AND OVERVIEW OF RFP

The University of Arkansas, Fayetteville (UAF) is seeking Proposals from qualified and reputable firms to establish a term contract to provide investment advisory services.

UAF is seeking to award investment advisory services to the firm that can provide the best overall value to the University. This value will be determined by UAF based on the overall competence, compliance, and format and presentation of each RFP response.

The data, specifications, and administrative requirements outlined herein are intended to serve as a general guideline for each proposal. Each firm is expected to submit a fully detailed proposal which adequately describes the advantages and benefits which UAF would realize by accepting its proposal.

UAF expects to achieve the following goals (at minimum) through the selected firm:

1. Advise UAF on all matters pertaining to the investment management of operating funds.
2. Analyze UAF's current operating fund portfolio(s) and prepare recommendations for optimization. Consider applicable Board and Campus policies with regard to fund and asset class objectives, risk tolerance, and authorized investment restrictions and asset allocation guidelines.
3. Review and evaluate operating fund investment management performance. Make recommendations for retention or changes, consistent with Board and Campus performance objectives and criteria.
4. Review and evaluate operating fund money market and other cash investment accounts for policy compliance, quality and diversification, management experience and risk controls, and competitive yield in relation to expense ratios and service capabilities.
5. Assist in the search and selection process for external investment managers for UAF's operating funds.
6. Provide assistance in the area of operating fund investments, risk assessment, or evaluation of alternatives being considered.
7. Achieve cost containment by carrying out a risk based approach that finds the proper balance in service and cost.

2. SCOPE OF WORK

The University is issuing this Request for Proposal ("RFP") to solicit proposals for investment advisory services provided by a qualified firm to assist UAF in the development of a comprehensive operating funds investment and management program.

3. COSTS / PRICING

Respondents must provide detailed/itemized pricing for each individual component, and/or the overall system, as listed on the Official Bid Price Sheet provided within this RFP document (see [Appendix II](#)). If pricing is dependent on any assumptions that are not specifically stated on the Official Price Sheet, please list those assumptions accordingly on a separate spreadsheet and show detailed pricing. Any additional pricing lists should remain attached to the Official Price Sheet for purposes of accurate evaluation. Pricing must be valid for **90 days** following the bid response due date and time. The University will not be obligated to pay any costs not identified on the Official Price Sheet. The respondent must certify that any costs not identified by the respondent, but subsequently incurred in order to achieve successful operation of the service, will be borne by the respondent. Failure to do so may result in rejection of the bid

4. REFERENCES

Respondents must provide a minimum of three (3) references, preferably in higher education, (including the organization's name, address, persons to contact, telephone numbers, and email addresses) located in the continental United States currently served by respondent. References are to be parties who can attest to the qualifications relevant to providing services requested. The University reserves the right to contact any references provided to evaluate the level of performance and customer satisfaction. **See Appendix I for format.**

5. MANDATORY PRE-PROPOSAL MEETING

A mandatory conference call will be held by the University of Arkansas on the date, time, and through means as specified on the cover sheet of this RFP document. The purpose of the conference will be to provide a forum for bidders to obtain clarification about the RFP prior to finalizing their responses. Questions should be submitted to Whitney Smith, wesmith@uark.edu, in advance of the scheduled conference for preparation purposes to make the best use of time during discussion. Vendors who anticipate responding to this RFP are required to participate in this pre-proposal conference to discuss information and clarifications. Proposals will NOT be considered from vendors who have not participated in the mandatory pre-proposal conference

6. RESPONDENTS RESPONSIBILITY TO READ RFP

It is the Respondent's responsibility to thoroughly examine and read the entire RFP document, including any and all appendices. Failure of Respondents to fully acquaint themselves with existing conditions or the amount of goods and work involved will not be a basis for requesting extra compensation after the award of a Contract.

7. PROJECTED TIMETABLE OF ACTIVITIES

The following schedule will apply to this RFP, but may change in accordance with the University's needs:

1/11/17:	RFP released to prospective respondents
1/17/17:	Pre-Proposal Meeting (tele-conference) Dial-In #: [XXX/XXX-XXXX] Access Code: [XXXXXXX]
1/20/17:	4:00 PM CST - Last date/time UAF will accept questions
1/24/17:	Last date UAF will issue an addendum
2/1/17:	Proposal submission deadline 2:30 PM CST
2/15/17	Vendor Presentations (if necessary)
3/1/17:	Notice of Intent to Award
Upon Award:	Contract Negotiations Begin (upon intent to award)
Upon Contract Approval:	Service to Commence

8. CONTRACT TERM AND TERMINATION

The term ("Term") of this contract will begin upon date of contract award. If mutually agreed upon in writing by the contractor and the University of Arkansas, the term shall be for an initial period of one (1) year, with option to renew on an annual basis for six (6) additional years, for a combined total of seven (7) years (or 84 months). The University of Arkansas may terminate this Agreement without cause, at any time during the Term (including any renewal periods), by giving the other party thirty (30) days advance written notice of termination. Additionally, in the event of non-appropriation of funds necessary to fulfill the terms and conditions of this Agreement during any biennium period of the Term (including any renewal periods), the parties agree that this Agreement shall automatically terminate without notice.

a) If at any time the services become unsatisfactory, the University of Arkansas will give thirty (30) days written notice to the contractor. If at the end of the thirty (30) day period the services are still deemed unsatisfactory, the contract shall be cancelled by the University of Arkansas, Office of Business Affairs. Additionally, the agreement may be terminated, without penalty, by the University without cause by giving thirty (30) days written notice of such termination to the seller.

b) Upon award, the agreement is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated.

c) In no event shall such termination by the University as provided for under this Section give rise to any liability on the part of the University including, but not limited to, claims of Proposer for compensation for anticipated profits, unabsorbed overhead, or on borrowing. The University's sole obligation hereunder is to pay Proposer for services ordered and received prior to the date of termination.

The terms, conditions, representations, and warranties contained in the agreement shall survive the termination of this contract.

9. GENERAL INFORMATION FOR BIDDERS

9.1 Distributing Organization

This Request for Proposal (RFP) is issued by the Office of Business Affairs, University of Arkansas, Fayetteville (UAF). The University Purchasing Official is the sole point of contact during this process.

Bidder Questions and Addenda: Bidder questions concerning all matters of this RFP should be sent via email to:

Whitney Smith, Procurement Coordinator
Office of Business Services
wesmith@uark.edu

Questions received via email will be directly addressed via email, and compilation of *all* questions and answers (Q&A), as well as any revision, update and/or addenda specific to this RFP solicitation will be made available on HogBid, the University of Arkansas bid solicitation website: <http://hogbid/>. During the time between the bid opening and contract award(s), with the exception of bidder questions during this process, any contact concerning this RFP will be initiated by the issuing agency and not the respondent. Specifically, the persons named herein will initiate all contact.

Respondents shall not rely on any other interpretations, changes, or corrections. It is the Respondent's responsibility to thoroughly examine and read the entire RFP document and any Q&A or addenda to this RFP. Failure of Respondents to fully acquaint themselves with existing conditions or information provided will not be a basis for requesting extra compensation after the award of a Contract.

9.2 Agency Employees and Agents

The Company shall be responsible for the acts of its employees and agents while performing services pursuant to the Agreement. Accordingly, the Company agrees to take all necessary measures to prevent injury and loss to persons or property while on the University premises. The Company shall be responsible for all damages to persons or property on and off campus caused

solely or partially by the Company or any of its agents or employees. Company employees shall conduct themselves in a professional manner and shall not use the University's facilities for any activity or operation other than the operation and performance of services as herein stated. The University reserves the right to deny access to any individual. The following conduct is unacceptable for the Company's employees and agents: foul language, offensive or distasteful comments related to age, race, ethnic background or sex, evidence of alcohol influence or influence of drugs, refusal to provide services requested, refusal to make arrangements for additional services needed and general rudeness. The Company shall require standard criminal background checks on all employees of the Company in advance of the performance of any on-campus duties. Employees whose background checks reveal felony convictions of any type are to be either removed from all support activities on the University campus or reported to the University for review and approval in advance of the performance of any on-campus duties.

9.3 Tobacco Free Campus

Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, by students, faculty, staff, contractors, and visitors, are prohibited at all times on and within all property, including buildings, grounds, and Athletic facilities, owned or operated by the University of Arkansas and on and within all vehicles on University property, and on and within all University vehicles at any location.

9.4 Disputes

The successful vendor and the University agree that they will attempt to resolve any disputes in good faith. The vendor and the University agree that the State of Arkansas shall be the sole and exclusive venue for any litigation or proceeding that may arise out of or in connection with this contract. The vendor acknowledges, understands and agrees that any actions for damages against the University may only be initiated and pursued in the Arkansas Claims Commission. Under no circumstances does the University agree to binding arbitration of any disputes or to the payment of attorney fees, court costs or litigation expenses.

9.5 Conditions of Contract

The successful bidder shall at all times observe and comply with federal and Arkansas State laws, local laws, ordinances, orders, and regulations existing at the time of or enacted subsequent to the execution of this contract which in any manner affect the completion of work. The successful bidder shall indemnify and save harmless the University and all its officers, representatives, agents, and employees against any claim or liability arising from or based upon the violation of any such law, ordinance, regulation, order or decree by an employee, representative, or subcontractor of the successful bidder.

To the extent the successful bidder shall have access to, store or receive student education records, the vendor agrees to abide by the limitations on use and re-disclosure of such records set forth in the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and 34 CFR Part 99. The vendor agrees to hold student record information in strict confidence and shall not use or disclose such information except as authorized in writing by the University or as required by law. Vendor agrees not to use the information for any purpose other than the purpose for which the disclosure was made. Upon termination, vendor shall return or destroy all student education record information within 30 days.

When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in

whole or in part with state funds. Instructure expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that system meets the statutory requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating systems) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.

ACCORDINGLY, A SUCESSFUL BIDDER SHALL EXPRESSLY REPRESENT AND WARRANT to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template (VPAT) or similar documentation to demonstrate compliance with 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating systems) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications) that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:

- Providing, to the extent required by Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non-visual means;
- Presenting information, including prompts used for interactive communications, in formats intended for non-visual use;
- After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired;
- Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by nonvisual means;
- Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact;
- Integrating into networks used to share communications among employees, program participants, and the public; and
- Providing the capability of equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

If the information technology product or system being offered does not completely meet these standards, the bidder must provide an explanation within the Voluntary Product Accessibility Template (VPAT) detailing the deviation from these standards. State agencies cannot claim a product as a whole is not commercially available because no product in the marketplace meets all the standards. If products are commercially available that meet some but not all of the standards, the agency must procure the product that best meets the standards or provide written documentation supporting selection of a different product.

9.6 Contract Information

Respondents should note the following regarding the State's contracting authority, and amend any documents accordingly. Failure to conform to these standards may result in rejection of agency response:

A. The State of Arkansas may not contract with another party:

1. To pay any penalties or charges for late payment or any penalties or charges which in fact are penalties for any reason.
2. To indemnify and defend that party for liability and damages. Under Arkansas law the University of Arkansas may not enter into a covenant or agreement to hold a party harmless or to indemnify a party from prospective damages. However, with respect to loss, expense, damage, liability, claims or demands either at law or in equity for actual or alleged injuries to persons or property arising out of any negligent act or omission by the University and its employees or agents in the performance of this Agreement, the University agrees with the successful party that: (a) it will cooperate with the successful party in the defense of any action or claim brought against the successful party seeking the foregoing damages or relief; (b) it will in good faith cooperate with the successful party should the successful party present any claims of the foregoing nature against University to the Claims Commission of the State of Arkansas; (c) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the said Claims Commission and will make reasonable efforts to expedite said hearing; provided, however, the University reserves its right to assert in good faith all claims and defenses available to it in any proceedings in said Claims Commission or other appropriate forum. The obligations of this paragraph shall survive the expiration or termination of this agreement.
3. Upon default, to pay all sums that become due under a contract.
4. To pay damages, legal expenses, or other costs and expenses of any party.
5. To conduct litigation in a place other than Washington County, Arkansas.
6. To agree to any provision of a contract that violates the laws or constitution of the State of Arkansas.

B. A party wishing to contract with UAF should:

1. Remove any language from its contract which grants to it any remedies other than:
 - The right to possession.
 - The right to accrued payment.
 - The right to expenses of de-installation.
2. Include in its contract that the laws of the State of Arkansas govern the contract.
3. Acknowledge in its contract that contracts become effective when awarded by the University Purchasing Official.

9.7 Reservation

This RFP does not commit UAF to award a contract, to pay costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. UAF reserves the right to accept or reject (in its entirety), any response received as a result of this RFP, if it is in the best interest of the University to do so. In responding to this RFP, respondents recognize that the University may make an award to a primary vendor; however, the University reserves the right to purchase like and similar services from other agencies as necessary to meet operation requirements.

9.8 Qualifications of Bidder

The University may make such investigations as deems necessary to determine the ability of the bidder to meet all requirements as stated within this bid request, and the bidder shall furnish to the University all such information and data for this purpose that the University may request. The University reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the University that such bidder is properly qualified to carry out the obligations of the Agreement.

9.9 Default

In the event that the contractor fails to carry out or comply with any of the Terms and Conditions of the contract with the University, the University may notify the Contractor of such failure or default in writing and demand that the failure or default be remedied within ten (10) working days, and in the event the Proposer fails to remedy such failure or default within the ten (10) working day period, the University shall have the right to cancel the contract upon thirty (30) days written notice. The cancellation of the contract, under any circumstances whatsoever, shall not effect or relieve contractor from any obligation or liability that may have been incurred or will be incurred pursuant to the contract and such cancellation by the University shall not limit any other right or remedy available to the University by law or in equity.

9.10 Non Waiver of Defaults

Any failure of the University at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of this agreement shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of the University at any time to avail itself of same.

9.11 Independent Parties

Vendor acknowledges that under this contract it is an independent vendor and is not operating in any fashion as the agent of the University. The relationship of the vendor and University is that of independent contractors, and nothing in this contract should be construed to create any agency, joint venture, or partnership relationship between the parties.

9.12 Governing Law

The parties agree that this contract, including all amendments thereto, shall be construed and enforced in accordance with the laws of the State of Arkansas, without regard to choice of law principles. Consistent with the foregoing, this contract shall be subject to the Uniform Commercial Code as enacted in Arkansas.

9.13 Proprietary Information

Proprietary information submitted in response to this bid will be processed in accordance with applicable University of Arkansas procurement procedures. All material submitted in response to this bid becomes the public property of the State of Arkansas and will be a matter of public record and open to public inspection subsequent to bid opening as defined by the Arkansas Freedom of Information Act. The Respondent is hereby cautioned that any part of its bid that is considered confidential, proprietary, or trade secret, must be labeled as such and submitted in a separate envelope along with the bid, and can only be protected to the extent permitted by Arkansas law.

Note of caution: Do not attempt to mark the entire proposal as "proprietary". Do not submit letterhead or similarly customized paper within the proposal to reference the page(s) as "Confidential" unless the information is sealed separately and identified as proprietary. Acceptable proprietary items may include references, resumes, and financials or system/software/hardware manuals. **Cost cannot be considered as proprietary.**

9.14 Disclosure

Disclosure is a condition of this contract and the University of Arkansas cannot enter into any contract for which disclosure is not made. Arkansas's Executive Order 98-04 requires all potential contractors disclose whether the individual or anyone who owns or controls the business is a member of the Arkansas General Assembly, constitutional officer, state board or commission member, state employee, or the spouse or family member of any of these. If this applies to the bidder's business, the bidder must state so in writing.

9.15 Proposal Modification

Proposals submitted prior to the Proposal opening date may be modified or withdrawn only by written notice to the University of Arkansas. Such notice must be received by the University Purchasing Official prior to the time designated for opening of the Proposal. Respondent may change or withdraw the Proposal at any time prior to Proposal opening; however, no oral modifications will be allowed. Only letters or other formal written requests for modifications or corrections of a previously submitted Proposal that are addressed in the same manner as the Proposal and that are received prior to the scheduled Proposal opening time will be accepted. The Proposal, when opened, will then be corrected in accordance with such written requests, provided that the written request is contained in a sealed envelope that is clearly marked with the RFP number and "Modification of Proposal". No modifications of the Proposal will be accepted at any time after the Proposal due date and time.

9.16 Prime Contractor Responsibility

Single and joint vendor bids and multiple bids by vendors are acceptable. However, the selected bidder(s) will be required to assume prime contractor responsibility for the contract and will be the sole point of contact with regard to the award of this RFP.

9.17 Period of Firm Proposal

Prices for the proposed services must be kept firm for at least 120 days after the Proposal Due Date specified on the cover sheet of this RFP. Firm Proposals for periods of less than this number of days may be considered non-responsive. The Respondent may specify a longer period of firm price than indicated here. If no period is indicated by the Respondent in the Proposal, the price will be firm for 120 days or until written notice to the contrary is received from the Respondent, whichever is longer.

9.18 Warranty

The vendor must:

- A. Define the provisions of the warranty regarding response time for service and support.
- B. Define the provisions of the warranty regarding system up time including maintenance windows.
- C. Outline the standard or proposed plan of action for correcting problems during the warranty period.
- D. Respondents must itemize any components, services, and labor that are excluded from warranty.

9.19 Errors and Omissions

The Respondent is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any errors or omissions to the detriment of the services. Should the Respondent suspect any error, omission, or discrepancy in the specifications or instructions, the Respondent shall immediately notify the University Purchasing Official, in writing, and the University of Arkansas shall issue written instructions to be followed. The Respondent is responsible for the contents of its Proposal and for satisfying the requirements set forth in the RFP.

9.20 Award Responsibility

The University Purchasing Official will be responsible for award and administration of any resulting contract(s). The University reserves the right to reject any or all bids, or any portion thereof, to re-advertise if deemed necessary, and to investigate any or all bids and request additional information as necessary in order to substantiate the professional, financial and/or technical qualifications of the Bidders.

Contract(s) will be awarded to the Bidder(s) whose proposal adheres to the conditions set forth in the RFP, and in the sole judgment of the University, best meets the overall goals and financial objectives of the University. A resultant contract will not be assignable without prior written consent of both parties.

9.21 Confidentiality and Publicity

From the date of issuance of the RFP until the opening date, the Respondent must not make available or discuss its Proposal, or any part thereof, with any employee or agent of the University of Arkansas. The Respondent is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by law. All material submitted in response to this RFP becomes the property of the University of Arkansas.

News release(s) by a vendor pertaining to this RFP or any portion of the project shall not be made without prior written approval of the University Purchasing Official. Failure to comply with this requirement is deemed to be a valid reason for disqualification of the respondent's bid. The University Purchasing Official will not initiate any publicity relating to this procurement action before the contract award is completed.

Employees of the company awarded the contract may have access to records and information about University processes, employees, including proprietary information, trade secrets, and intellectual property to which the University holds rights. The company agrees to keep all such information strictly confidential and to refrain from discussing this information with anyone else without proper authority.

9.22 Respondent Presentations

The University of Arkansas reserves the right to, but is not obligated to, request and require that final contenders determined by the Evaluation Committee provide a formal presentation of their Proposal at a date and time to be determined by the Evaluation Committee. Respondents are required to participate in such a request if the University of Arkansas chooses to engage such opportunity.

9.23 Excused Performance

In the event that the performance of any terms or provisions of this Agreement shall be delayed or prevented because of compliance with any law, decree, or order of any governmental agency or authority, either local, state, or federal, or because of riots, war, acts of terrorism, public disturbances, unavailability of materials meeting the required standards, strikes, lockouts, differences with workmen, fires, floods, Acts of God, or any other reason whatsoever which is not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, such party is unable to prevent (the foregoing collectively referred to as "Excused Performance"), the party so interfered with may at its option suspend, without liability, the performance of its obligations during the period such cause continues, and extend any due date or deadline for performance by the period of such delay, but in no event shall such delay exceed six (6) months.

9.24 Funding Out Clause

If, in the sole discretion of the University, funds are not allocated to continue this Agreement, or any activities related herewith, in any future period, then the University will not be obligated to pay any further charges for services, beyond the end of the then current period. The Company will be notified of such non-allocation at the earliest possible time. No penalty shall accrue in the event this section is exercised. This section shall not be construed so as to permit the University to terminate the Agreement in order to acquire similar service from a third party.

9.25 Indicia

The respondents and the Company acknowledges and agrees that the University owns the rights to its name and its other names, symbols, designs, and colors, including without limitation, the trademarks, service marks, designs, team names, nicknames, abbreviations, city/state names in the appropriate context, slogans, logo graphics, mascots, seals, color schemes, trade dress, and other symbols associated with or referring to the University of Arkansas that are adopted and used or approved for use by the University (collectively the "Indicia") and that each of the Indicia is valid. Neither any respondent nor Company shall have any right to use any of the Indicia or any similar mark as, or a part of, a trademark, service mark, trade name, fictitious name, domain name, company or corporate name, a commercial or business activity, or advertising or endorsements anywhere in the world without the express prior written consent of the University. Any domain name, trademark or service mark registration obtained or applied for that contains the Indicia or any similar mark upon request shall be assigned or transferred to the University without compensation.

9.26 RFP Interpretation

Interpretation of the wording of this document shall be the responsibility of the University of Arkansas and that interpretation shall be final.

9.27 Time is of the Essence

Vendor and University agree that time is of the essence in all respects concerning this contract and performance herein.

9.28 Formation of the Agreement/Contract

At its option, the University may take either one of the following actions in order to create the agreement between the University and the selected vendor:

A. Accept a proposal as written by issuing a written notice to the selected vendor, which refers to the Request for Proposal and accept the proposal submitted in response to it.

B. Enter negotiations with one or more firms in an effort to reach a mutually satisfactory written agreement, which will be executed by both parties and will be based upon this Request for Proposal, the proposal submitted by the firm and negotiations concerning these.

Because the University may use alternative (A) above, each Proposer should include in its proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted. The contents of this RFP will be incorporated into the final contract documents, which will include a Standard University agreement.

Notwithstanding any terms or conditions to the contrary, nothing within the Contractor's proposal shall constitute a waiver of any immunities to suit legally available to the University, its officers,

agents and employees, including, but not limited to the Sovereign Immunity of the State of Arkansas.

NOTE: The successful bidder may be required to enter into a Professional Services or Technical/General Services Contract that will require approval prior to any work conducted. See the following link for reference: <http://procurement.uark.edu/resources/documents/TGSForm.pdf>

9.29 Permits/Licenses and Compliance

Contractor covenants and agrees that it shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for its performance of obligations under this RFP, and shall post or display in a prominent place such permits and/or notices as required by law. Contractor is responsible for compliance with all applicable laws and regulations, including but not limited to, OSHA requirements as well as any Fair Labor Standards Act requirements pertaining to compensation of Contractors employees or subcontractor (if any) working on the project; further, upon request, Contractor shall provide copies of all such permits or licenses to the University.

10. INSTRUCTION TO BIDDERS

10.1 Respondents must comply with all articles of the Standard Terms and Conditions documents posted on our Hogbid website as counterpart to the RFP document, and any associated appendices, as well as all articles within the RFP document. The University of Arkansas is not responsible for any misinterpretation or misunderstanding of these instructions on the part of the Bidders.

10.2 Respondents must address each section of the RFP. An interactive version of the RFP document will be posted on our Hogbid website. Bidders can insert responses into the document provided, or create their own response document making sure to remain consistent with the numbering and chronological order as listed in our RFP document. Ultimately, bidders must 'acknowledge' each section of our document in their bid response.

In the event that a detailed response is not necessary, the respondent shall state **ACKNOWLEDGED** as the response to indicate that the respondent acknowledges, understands, and fully complies with the specification. If a description is requested, please insert detailed response accordingly. Bidder's required responses should contain sufficient information and detail for the University to further evaluate the merit of the vendor's response. Failure to respond in this format may result in bid disqualification.

10.3 Any exceptions to any of the terms, conditions, specifications, protocols, and/or other requirements listed in this RFP must be clearly noted by reference to the page number, section, or other identifying reference in this RFP. All information regarding such exceptions to content or requirements must be noted in the same sequence as its appearance in this RFP.

10.4 Proposals will be publicly opened in the Purchasing Office, Room 321 Administration Building, The University of Arkansas, Fayetteville, Arkansas, 72701, at 2:30 p.m. CST, on the proposal due date. All responses must be submitted in a sealed envelope with the response number clearly visible on the OUTSIDE of the envelope/package. No responsibility will be attached to any person for the premature opening of a response not properly identified.

Agencies must submit one (1) signed original, three (3) signed copies, and two (2) soft copies of their response (i.e. CD-ROM or USB Flash drive) labeled with the respondent's name and the Bid Number, readable by the University, with the documents in Microsoft Windows

versions of Microsoft Word, Microsoft Excel, Microsoft Visio, Microsoft PowerPoint, or Adobe PDF formats; other formats are acceptable as long as that format's viewer is also included or a pointer is provided for downloading it from the Internet. Responses must be received at the following location prior to the time and date specified within the timeline this RFP:

University of Arkansas
Business Services
Administration Bldg, Rm 321
1125 W. Maple St
Fayetteville, Arkansas 72701

NOTE: No award will be made at bid opening. Only names of respondents and a preliminary determination of proposal responsiveness will be made at this time.

Additional Redacted Copy REQUIRED

Proprietary information submitted in response to this RFP will be processed in accordance with applicable State of Arkansas procurement law. Documents pertaining to the RFP become the property of the University of Arkansas and shall be open to public inspection when the bid solicitation has been awarded and a final contract agreement is complete.

It is the responsibility of the respondent to identify all proprietary information included in their bid proposal response. The respondent shall submit one (1) separate electronic copy of the proposal from which any proprietary information has been removed, i.e., a redacted copy (marked "REDACTED COPY"). The redacted copy should reflect the same pagination as the original, show the empty space from which information was redacted, and should be submitted on a CD or flash drive, preferably in a PDF format. Except for the redacted information, the redacted copy must be identical to the original hard copy submitted for the bid response to be considered. The respondent is responsible for ensuring the redacted copy on CD/flash drive is protected against restoration of redacted data. The redacted copy may be open to public inspection under the Freedom of Information Act (FOIA) without further notice to the respondent once a contract is final. If during a subsequent review process the University determines that specific information redacted by the respondent is subject to disclosure under FOIA, the respondent will be contacted prior to release of the information.

Respondents may deliver their responses either by hand or through U.S. Mail or other available courier services to the address shown above. **Include the RFP name and number on the outside of each package and/or correspondence related to this RFP. No call-in, emailed, or faxed responses will be accepted.** The Respondent remains solely responsible for insuring that its response is received at the time, date, and location specified. The University of Arkansas assumes no responsibility for any response not so received, regardless of whether the delay is caused by the U.S. Postal Service, University Postal Delivery System, or some other act or circumstance. Responses received after the time specified in this RFP will not be considered. **All responses received after the specified time will be returned unopened.**

- 10.5** For a bid to be considered, an official authorized to bind the respondent to a resultant contract must include signature in the blank provided on the RFP cover sheet. Failure to sign the response as required will eliminate it from consideration.
- 10.6** All official documents, including responses to this RFP, and correspondence shall be included as part of the resultant contract.

10.7 The University Purchasing Official reserves the right to award a contract or reject a bid for any or all line items of a bid received as a result of this RFP, if it is in the best interest of the University to do so. Bids may be rejected for one or more reasons not limited to the following:

1. Failure of the vendor to submit the bid(s) and bid copies as required in this RFP on or before the deadline established by the issuing agency.
2. Failure of the vendor to respond to a requirement for oral/written clarification, presentation, or demonstration.
3. Failure to provide the bid security or performance security if required.
4. Failure to supply vendor references if required.
5. Failure to sign an Official Bid Document.
6. Failure to complete the Official Bid Price Sheet.
7. Any wording by the respondent in their response to this RFP, or in subsequent correspondence, which conflicts with or takes exception to a bid requirement in this RFP.

10.8 If the bidder submits standard terms and conditions with the bid, and if any section of those terms is in conflict with the laws of the State of Arkansas, the State laws shall govern. Standard terms and conditions submitted may need to be altered to adequately reflect all of the conditions of this RFP, the bidder's responses and Arkansas State law.

11. INDEMNIFICATION AND INSURANCE

The successful bidder shall indemnify and hold harmless the University, its officers and employees from all claims, suits, actions, damages, and costs of every nature and description arising out of or resulting from the Contract, or the provision of services under the Contract. The successful bidder shall purchase and maintain at bidder's expense, the following minimum insurance coverage for the period of the contract. Certificates evidencing the effective dates and amounts of such insurance must be provided to the University.

- Workers Compensation: As required by the State of Arkansas.
- Comprehensive General Liability, with no less than \$1,000,000 each occurrence/\$2,000,000 aggregate for bodily injury, products liability, contractual liability, and property damage liability.
- Comprehensive Automobile Liability, with no less than combined coverage for bodily injury and property damage of \$1,000,000 each occurrence. Policies shall be issued by an insurance company authorized to do business in the State of Arkansas and shall provide that policy may not be canceled except upon thirty (30) days prior written notice to the University of Arkansas.

Contractor shall furnish University with a certificate(s) of insurance effecting coverage required herein. Failure to file certificates or acceptance by the University of certificates which do not indicate the specific required coverages shall in no way relieve the Contractor from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with the obligations of Contractor concerning indemnification. Proof of Insurance must be included in bid response.

Contractor shall, at their sole expense, procure and keep in effect all necessary permits and licenses required for its performance under this agreement, and shall post or display in a prominent place such permits and/or notices as are required by law.

12. COMPANY OVERVIEW

The supplier shall provide a general overview of the company including the following information:

- Foundation date
- Description of core activities
- Major company and distributor locations
- Total number of clients
- Total number of clients in higher education
- Current financial status and revenues – Overview only

13. BEST AND FINAL OFFER

The University of Arkansas reserves the right to request an official “Best and Final Offer” from bid Respondents if it deems such an approach in the best interest of the institution. In general, the “Best and Final Offer” will consist of an updated cost proposal in addition to an opportunity for the vendor to submit a final response to specific questions or opportunities identified in subsequent discussions related to the original proposal response submitted to the university. If the University of Arkansas chooses to invoke a “Best and Final Offer” option, all responses will be re-evaluated by incorporating the information as requested in the official “Best and Final Offer” document, including costs and answers to specific questions presented in the document. The specific format for the official “Best and Final Offer” request will be determined during evaluation discussions. The official request for a “Best and Final Offer” will be issued by the University Procurement Department.

14. SPECIFICATIONS / GOALS AND DELIVERABLES

Each proposal should contain the following information at a minimum:

- Provide an overview of the firm’s history in the investment advisory profession.
- Describe the organization of the firm and the range of services it provides, its underlying philosophy or mission statement as investment advisory consultant, and any organizational aspects that uniquely qualify the firm for this assignment.
- Is your firm, its parent, or affiliate a registered investment advisor with the SEC under the Investment advisors Act of 1940? If not, what is your fiduciary classification?
- Within the last five years, has your organization or an officer or principal been involved in any business litigation or other legal proceedings relating to your consulting activities? If so, provide an explanation and indicate the current status or disposition.
- How many analysts, responsible solely for investment manager research are employed by your organization? How many analysts are responsible for the performance valuations, performance attribution analyses, manager searches, etc?
- List personnel who would be assigned to work with UAF, including name, title, and resume. In addition, please provide e-mail and telephone/fax number of the principal contact.
- Describe relevant investment advisory service experience with higher education, the public sector, and Arkansas.
- Describe the process that would be used for review and assessment of existing procedures and current portfolio status.
- Describe in detail the type and frequency of research that would be provided by your firm and the media utilized. Through what media is it provided?
- Describe the risk assessment capabilities and experience of your firm.
- Describe the process that would be used to evaluate investment performance.

- Describe how you would monitor the style adherence of our investment managers. Specifically, what types of reports would you use?
- Describe your process of reviewing investment manager compliance with investment objectives and guidelines.
- What do you require of the client custodian bank in terms of time and information in order to provide performance measurement and attribution services?
- Describe the process that would be used to provide recommendations for selection of external investment managers. How many managers are included in your database? Are managers required to pay your firm either hard dollar or soft dollar fees to be included in your database? If so, how do you control conflicts of interest? In addition to performance information, what other types of data are available on your database?
- Do you charge investment managers any direct or indirect fees when they are successful in manager searches that you conduct on behalf of your clients? What are the fees? How do you prevent conflicts of interest?
- Certify that the firm is an independent financial advisor, neither engaged in the sale of services to investment managers nor sale of investments to fund sponsors.
- Are there any circumstances specifically related to your investment consulting activities under which your firm, its officers, or employees receive direct or indirect compensation for investment managers? If so, describe in detail.
- Discuss the turnaround time for relaying financial indices and preparation of quarterly reports on manager performance.
- Indicate specifically if there are any costs to be borne by UAF outside the basic fee structure.

15. EVALUATION AND SELECTION PROCESS

It is the intent of the University to award an Agreement to the respondent(s) deemed to be the most qualified and responsible firm(s), who submits the best overall proposal based on an evaluation of all responses. Selection shall be based on UAF assessment of the agency's ability to provide adequate service, as determined by the evaluation committee elected to evaluate proposals. The University of Arkansas reserves the right to reject any or all Proposals or any part thereof, to waive informalities, and to accept the Proposal or Proposals deemed most favorable to the University of Arkansas. Where contract negotiations with a respondent do not proceed to an executed contract within a time deemed reasonable by UAF (for whatever reasons), UAF may reconsider the proposals of other respondents and, if appropriate, enter into contract negotiations with one or more of the other respondents. Proposals shall remain valid and current for the period of 90 days after the due date and time for submission of proposals. Each response will receive a complete evaluation and will be assigned a score of up to 100 points possible based on the following items:

A. Ability to Provide Full Range of Services as Indicated in the RFP Above (40 Points)

Respondent with the highest rating shall receive forty (40) points. Points shall be assigned based on factors within this category, to include but are not limited to:

- Scope of Services Offered
- Respondent Presentations
- Adherence to University Requirements

B. Vendor Qualification (30 Points)

Agency with highest rating shall receive thirty (30) points. Points shall be assigned based on factors within this category, to include but are not limited to:

- Profile of organization (company overview)

- Number of years in business
- Description of similar engagements
- Higher Education References

C. Cost (30 Points)

Points shall be assigned for the cost of the specific categories of services, which comprise the overall system, including annual maintenance cost, as follows:

- Cost points will be assigned on the specific component basis as reflected on the Official Price Sheet, for comparison and evaluation purposes.
- The bid with the lowest estimated cost of the overall system will receive the maximum points possible for this section.
- Remaining bids will receive points in accordance with the following formula:

$$(a/b)(c) = d$$

a = lowest cost bid in dollars

b = second (third, fourth, etc.) lowest cost bid

c = maximum points for Cost category (30)

d = number of points allocated to bid

Failure of the Respondent to provide in his/her proposal any information requested in this RFP may result in disqualification of his/her proposal and shall be the responsibility of the respondent.

16. SERVICE PERFORMANCE STANDARDS

Service Criteria	Acceptable Performance	Compensation / Damages
Adherence to University Requirements	Reference standard terms, conditions and all articles of RFP	Termination of Contract: Reference section 8 of RFP. This termination clause will apply for insufficient performance of services by vendor at the sole discretion of the University of Arkansas, Fayetteville.
Scope of Services	Reference Sections 1 & 2 of RFP: Description, Overview and Scope	Termination of Contract: Reference section 8 of RFP. This termination clause will apply for insufficient performance of services by vendor at the sole discretion of the University of Arkansas, Fayetteville.
Specifications, Goals and Deliverables	Reference section 14 of RFP: Specifications/Goals and Deliverables	Termination of Contract: Reference section 8 of RFP. This termination clause will apply for insufficient performance of services by vendor at the sole discretion of the University of Arkansas, Fayetteville.

APPENDIX I: Bidder Information/Reference

Bidder must provide the following information as part of this proposal:

1. Respondent Representative
Contact Name
Telephone
Email Address
Address

2. References of your current customer(s) as specified in **Section 4** of this RFP document:
 - a. Company/Organization Name:
Contact Name
Telephone
Email Address
Address

 - b. Company/Organization Name:
Contact Name
Telephone
Email Address
Address

 - c. Company/Organization Name:
Contact Name
Telephone
Email Address
Address

APPENDIX II: Official Price Sheet

Reference **Section 3-Costs / Pricing** for further instruction, and the corresponding Bid Price Sheet provided below. Please complete the Price Sheet as provided and submit within your proposal. If pricing is dependent on any assumptions that are not specifically stated on the Official Price Sheet, please list those assumptions accordingly on a separate spreadsheet and show detailed pricing. Any additional pricing lists should remain attached to the Official Price Sheet for purposes of accurate evaluation. **Pricing must be valid for 120 days following the bid response due date and time.**

The University will not be obligated to pay any costs not identified accordingly. The respondent must certify that any costs not identified by the respondent, but subsequently incurred in order to achieve successful operation of the service, will be borne by the respondent. Failure to do so may result in rejection of the bid.

ITEM	QTY	DESCRIPTION	PRICE EACH	TOTAL
1		Event Services	\$	\$
2		Other	\$	\$
3		Not-to-exceed budgets for reimbursable expenses such as travel, communications, supplies, printing, etc.	\$	\$
Grand Total				\$

From: Whitney Elizabeth Smith
Sent: Thursday, February 02, 2017 10:24 AM
To:
Subject: CONFIDENTIALITY DISCLOSURE - RFP Number and Name
Importance: High

Evaluation Team Members:

Please review the attached Confidentiality and Guideline Summary forms and return signed forms to my attention at your earliest availability. This requirement concerns communication protocol among each committee member and preserving the integrity of the RFP process.

The full copy of the RFP and all associated documents for this solicitation will be posted on our [Hogbid](#) website. Unless the committee decides to extend the deadline, proposals are currently due by 2:30 on [mm/dd/yyyy].

Thank you.



Nationally Competitive Student Centered Research Institution

Whitney Smith
Procurement Coordinator

Business Affairs
ADMN 321
1125 W. Maple
Fayetteville, AR 72701
P: 479-575-5158 | F: 479-575-4158
wesmith@uark.edu | <http://procurement.uark.edu/>



Enhancing the Purchasing Experience

**CONFIDENTIALITY OF INFORMATION AND DISCLOSURE FORM
FOR RFP/RFQ EVALUATION TEAM MEMBERS**

UAF RFP # XXXXXX

RFP Opening Date: MM/DD/YYYY

The Evaluation Team member shall have no financial interest, ownership interest, employee interest, personal interest or seeking employment with any of the respondents or related parties, including identified subcontractors or vendors, submitting proposals for this Request for Proposal (RFP).

In the performance of carrying out the responsibilities of evaluating the proposals, each Evaluation Team member will receive proposals from respondents. The Evaluation Team members shall treat all information as confidential and shall not use any information so obtained in any manner except in the evaluation meetings for the proper discharge of his/her obligations as an evaluator.

From the issue date of the RFP until a successful respondent is selected and the selection is announced, Evaluation Team members shall not communicate with any respondent or related party about this or any related procurement. All communications must be directed to the Team Chairperson.

In an effort to protect the integrity of the evaluation process, the proposals and any amendments, as well as all reference checks, shall not be disclosed to anyone not participating in the evaluation process. Although the proposals are subject to the Arkansas Freedom of Information Act (FOIA), there may be information that may not be disclosed under the FOIA.

This is to certify to the best of my knowledge and belief, I have no financial interest, ownership interest, employee interest, personal interest or seeking employment with any of the respondents submitting proposals for this RFP and I comply with all of the above stipulations.

Signature _____ Date _____

Name: _____

Title: _____

UNIVERSITY OF ARKANSAS
EVALUATION COMMITTEE GUIDELINE SUMMARY
FOR THE REQUEST FOR PROPOSAL PROCESS

1. The U of A Procurement Office is the primary point of contact. Committee members should refer all vendor questions to the procurement official. Technical questions will be passed along to the committee chair by the Procurement Office for review. The chair will forward answers to the procurement official, who will then post them to the U of A bid website for all vendors to review.
2. All evaluation committee members must be completely impartial with regard to selection of a provider of services and have sufficient knowledge of the subject matter to completely evaluate all proposals submitted in response to the RFP. The evaluation committee must consist of an uneven number of members so that differences of opinion, when they occur, do not result in a tie vote.
3. The chair of the committee has the responsibility of coordinating the committee's activities with the U of A procurement official.
4. Each proposal shall be received and recorded as part of the public bid opening process. The Procurement Office will review each proposal response to ensure that it contains the essential requirements necessary for the bid to be given further consideration. These requirements include: a) a signature on the original bid proposal and copies, b) the required number of copies of the proposal, and requirement of bid documents submitted on CD-ROM, if applicable, c) pricing information, d) required references, e) required Key Personnel information, and f) general compliance with the Statement of Work (SOW).
5. Evaluation committee members will be given a copy of each proposal response for their individual review. All information must be kept strictly confidential. Each committee member shall carefully review all proposals submitted and note any deficiencies. Committee members must evaluate technical sections accordingly (do not deviate from the established evaluation criteria in the bid document). **Starting with the maximum number of points allowed for each evaluation section, the committee member must give a complete explanation of any point deductions for each proposal. Written documentation of the committee's action is critical to the successful outcome of the process.**
6. Committee members should rate each proposal based upon the thoroughness of the response and the understanding the respondent has for the needs of the U of A expressed in the RFP.
7. After the individual review process by each committee member, the chair shall schedule a meeting for all members to collectively review the proposals. This allows each

committee member the opportunity to comment, and to have the benefit of hearing what the other members perceive as being the strong and weak points of each proposal.

8. Committee members may then add additional notations to their individual assessment of each proposal during the full committee review of all the proposals. All notes and determinations made by each member will become a permanent record for the bid file.
9. Once all proposals have been reviewed and collectively discussed, each committee member shall submit an independent ranking of each proposal in order of finish, first to last, to the committee chair. The scores of each committee member are then tallied by the committee chair and averaged to determine the successful respondent.
10. Always use proper documentation (be specific, use ink, use the strike-through method for any modifications - no correction tape). All materials, including copies and originals of each proposal, committee member notes, determination, point-awarding schedule and correspondence whether written or electronic shall be kept as permanent documentation in the respective bid file and is subject to those disclosures permitted under the Freedom of Information Act.

Signature _____

Date_____

Print Name _____

Title _____

Mandatory Pre-Proposal Appointment (Example)

Committee:

Please read the following and share with your committee members:

MANDATORY PRE-PROPOSAL TELE-CONFERENCE:

Tuesday April 18, 2017 @ 10:30 AM CST

Dial-In #: 1-888-330-1716

Access Code: 9088844

I've attached the following documents for your reference purposes if needed during the call:

- RFP
- TsCs

In addition, I've attached a "pre-proposal sign-in" sheet that you can use for the call. This is the format I plan to distribute to participants once I have received all the recorded participant and Q&A information from you. I ask that you start off the call reciting the following reminders/clarifications (which are also listed on the sign in sheet):

Reminders / Clarifications

- **Be sure to sign all bid documents where required and submit with your proposal!**
- All participants on this call will receive the transcript which will include the information from the Q&A forum. Please make certain you have sent Whitney Smith an e-mail with your contact information (wesmith@uark.edu). Any questions related to this RFP that are received *after* the distribution of this Transcript will be addressed by Q&A Addendum and provided by email to all participants of the conference call of 4/18/17.
- **Arkansas Technology Access Clause:** As noted in the Standard Terms & Conditions Document for this RFP, found here <http://procurement.uark.edu/resources/documents/terms.pdf> (item #22 starting at the top of page 4), vendors are required to comply with this request by submission of a Voluntary Product Accessibility Template (VPAT) with their proposal.

In the meantime, as I receive inquiries from potential bidders then I will forward to you ASAP for your preparation. The call is a standard Q&A session/process and is intended to provide the time needed for Q&A discussion and recording - so all should flow smoothly. **Someone from your team will need to record the discussion and then provide me with the information afterwards.**

Whatever questions or information not addressed during the call will be included in the transcript of the session, which I will send out to all participants' post-call, and will include any additional information about the project or the process. Bidders should email me directly upon their connection to the call so I can be sure to follow up accordingly.

Thanks!

ws



Nationally Competitive Student Centered Research Institution

Whitney Smith

Procurement Coordinator

Business Services

ADMN 321

1125 W. Maple

Fayetteville, AR 72701

P: 479-575-5158 | F: 479-575-4158

wesmith@uark.edu | <http://procurement.uark.edu/>



MANDATORY PRE-PROPOSAL TELE-CONFERENCE

Enterprise Form Builder Platform

RFP No. 637938

Tuesday, April 18, 2017

10:30-11:30 AM CST

TRANSCRIPT

The purpose of this meeting is to provide a forum for vendors to obtain clarification about the RFP prior to preparing their responses.

Participants:

Supplier

Contact Name

Email

- 1.
- 2.
- 3.
- 4.
- 5.

UofA Team: Chris Nixon, Blake Chapman, Suzanne Kenner, Robin Carr, Bryon Speller, Dylan Hurd, Andrew Dorman

Procurement Coordinator: Whitney Smith, wesmith@uark.edu

Reminders / Clarifications

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Questions / Answers

Q:

A:



MANDATORY PRE-PROPOSAL TELE-CONFERENCE

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Questions / Answers

Q:

A:

Q&A Addendum

RFP No. 631253 Student Engagement Software System

This document provides question and answer information pertaining to the above captioned RFP.

REMINDER: It is the Respondent's responsibility to thoroughly examine and read the entire RFP document and any appendices and addenda to this RFP.

DUE DATE EXTENSION: The proposal due date for this RFP has been extended to Thursday February 16, 2017.

Posted February 13, 2017

- Question:** Whether companies from Outside USA can apply for this? (like, from India or Canada)
Answer: All vendor proposals that meet the scope and requirements of the RFP will be considered. Non-US companies can submit RFP responses – however the minimal expectation is that all communications occur in written and spoken English.
- Question:** Whether we need to come over there for meetings?
Answer: If vendor presentations are required, these would be on campus meetings
- Question:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
Answer: All vendor proposals that meet the scope and requirements of the RFP will be considered. Non-US companies can submit RFP responses – however the minimal expectation is that all communications occur in written and spoken English.
- Question:** Can we submit the proposals via email?
Answer: No.
- Question:** The difference in department names for the mailing addresses: what is the correct department name that we should be submitting everything too?
Answer: University of Arkansas
Business Services-Procurement
Administration Bldg, Rm 321
1125 W Maple St
Fayetteville, AR 72701

- Question:** Section 9.2: Does the University of Arkansas want to insert ACKNOWLEDGE for every single provision/question within this document as well as the standard terms and conditions? Or does the University of Arkansas want our response as a whole per section?
- Answer:** Respondents must address each section of the RFP. Providing response as a whole, per section, is fine.
- Question:** Section 9.3: Does the University want us to include our responses within the document? Or provide separate pages/exhibits to address items/concerns (i.e. standard terms and conditions document)?
- Answer:** All of your response information should be provided in the same sequence as its appearance in our RFP document. Making references to separate pages or exhibit documents is certainly acceptable, however we ask you remain consistent with the numbering and chronological order as listed in our RFP document. For this purpose will help streamline our evaluation process.
- Question:** What does the statement below taken from section 9.4, page 10 of the MS word doc mean? One copy of referenced or otherwise appropriate descriptive literature must accompany a submitted bid.
- Answer:** Provide supporting documentation for the product/service you are offering, if applicable.
- Question:** Is The Contract and Grant Disclosure and Certification Form only applicable to any subcontractors we are to use or is this for us to fill out?
- Answer:** Good morning. The Contract and Grant Disclosure and Certification Form in this case is required for the bidder to complete and submit to this office with the complete bid response. However, for any subcontractor that you plan to engage with in relation to this project, then you are required to gather this completed form from that subcontractor as well.

Pre-Proposal Transcript Notice (Example)

From: Whitney Elizabeth Smith

Sent: Wednesday, November 30, 2016 2:56 PM

To: Brett Miller <brett.miller@highstreetit.com>; GKunik@ciber.com; PStrother@ciber.com; christopher.day@dlzpgroup.com; Anthony.DiSanza@cognizant.com; cdrescher@erpagroup.com; Dennis.Harkins@lancesoft.com; Brian.Byrne@LanceSoft.com; john.neita@addvantum.com; JCornish@dsisys.com; Walter.Kisner@sierra-cedar.com; Laurie.Schaffler@sierra-cedar.com; Sharon.Green@sierra-cedar.com

Cc: Ron Neyman <rneyman@uark.edu>; Dave Dawson <daved@uark.edu>; Mary-Ann Bloss <mab4@uark.edu>

Subject: TRANSCRIPT - RFP 624830 Pre-Proposal (Consulting Services - PeopleSoft Campus Solutions 9.2 Upgrade Partner)

Participants:

Attached for your record is the transcript from the mandatory pre-proposal teleconference of Tuesday, November 29th. This document will also be posted to the Hogbid website.

At this point, and to maintain consistency with the current timeline in the RFP document, any further questions which are received prior to the 4:00 PM CST deadline of Thursday, December 1st will be addressed via Q&A Addendum and will also be posted to Hogbid, no later than December 2nd.

7. PROJECTED TIMETABLE OF ACTIVITIES

The following schedule will apply to this RFP, but may change in accordance with the University's needs:

11/16/16:	RFP released to prospective respondents
11/29/16:	1:00 PM CST - Mandatory Pre-Proposal Meeting https://global.gotomeeting.com/join/243414013 Dial-In #: 1(224)501-3412 Access Code: 243-414-013
12/01/16:	4:00 PM CST - Last date/time UAF will accept questions
12/02/16:	Last date UAF will issue an addendum
12/08/16:	Proposal submission deadline 2:30 PM CST
TBD:	Vendor Presentations (if necessary)
TBD:	Notice of Intent to Award
Upon Award:	Contract Negotiations Begin (upon intent to award)
Upon Contract Approval:	Service to Commence

NOTE: The successful bidder may be required to enter into a Professional Services or Technical/General Services Contract that will require approval prior to any work conducted. See the following link for reference: http://procurement.uark.edu/_resources/documents/TGSForm.pdf

We appreciate your interest and cooperation moving forward.

Best,
Whitney



Nationally Competitive Student Centered Research Institution

Whitney Smith

Procurement Coordinator

Business Services

ADMN 321

1125 W. Maple

Fayetteville, AR 72701

P: 479-575-5158 | F: 479-575-4158

wesmith@uark.edu | <http://procurement.uark.edu/>



MANDATORY PRE-PROPOSAL TELE-CONFERENCE

Consulting Services - PeopleSoft Campus Solutions 9.2 Upgrade Partner
RFP No. 624830

Tuesday, November 29, 2016
1:00 PM CST

TRANSCRIPT

The purpose of this meeting was to provide a forum for vendors to obtain clarification about the RFP prior to preparing their responses.

Participants:

	<u>Supplier</u>	<u>Contact Name</u>	<u>Email</u>
1.	HighStreet IT Solutions	Brett Miller	brett.miller@highstreetit.com
2.	Ciber	Gloria Kunik	GKunik@ciber.com
		Paul Strother	PStrother@ciber.com
3.	DLZP Group	Christopher Day	christopher.day@dlzpgroup.com
4.	Cognizant	Anthony DiSanza	Anthony.DiSanza@cognizant.com
5.	ERPA Group	Cory Drescher	cdrescher@erpagroup.com
6.	Lancesoft	Dennis Harkins	Dennis.Harkins@lancesoft.com
		Brian Byrne	Brian.Byrne@LanceSoft.com
7.	Addvantage	John Neita	john.neita@addvantage.com
8.	Dimension Systems	Jem Cornish	JCornish@dsisys.com
9.	Sierra-Cedar	Walter Kisner	Walter.Kisner@sierra-cedar.com
		Laurie Schaffler	Laurie.Schaffler@sierra-cedar.com
		Sharon Green	Sharon.Green@sierra-cedar.com

UofA Team: Ron Neyman, Dave Dawson, Mary-Ann Bloss, Dennis Whatley, Allen Fields, Nick Daehn, Kim Gilbert
Procurement Coordinator: Whitney Smith, wesmith@uark.edu

Reminders / Clarifications

- **Be sure to sign all bid documents where required and submit with your proposal!**
- All participants on this call will receive the transcript which will include the information from the Q&A forum. Please make certain you have sent Whitney Smith an e-mail with your contact information (wesmith@uark.edu). Any questions related to this RFP that are received *after* the distribution of this Transcript will be addressed by Q&A Addendum and provided by email to all participants of the conference call of 11/29/16.
- **Arkansas Technology Access Clause:** As noted in the Standard Terms & Conditions Document for this RFP, found here <http://procurement.uark.edu/resources/documents/terms.pdf> (item #22 starting at the top of page 4), vendors are required to comply with this request by submission of a Voluntary Product Accessibility Template (VPAT) with their proposal.

Questions / Answers

- Q:** In section 10.2 of the RFP document, there's mention of an "interactive" version of the RFP document – is that in addition to the three files listed on Hogbid as of 11/18?
- A:** For clarity, the RFP document is provided in Word format which we consider "interactive" (versus a pdf file). Therefore, and as stated in section 10.2, "Bidders can insert responses into the document provided, or create their own response document making sure to remain consistent with the numbering and chronological order as listed in our RFP document. Ultimately, bidders must 'acknowledge' each section of our document in their bid response." All public information pertaining to this RFP will be posted to the Hogbid website accordingly.
- Q:** Whether companies from Outside USA can apply for this? (like, from India or Canada)
- A:** Non-US companies can submit RFP responses. The minimal expectation is that all communications occur in written and spoken English.
- Q:** Whether we need to come over there for meetings?
- A:** The expectation is that the consulting engagement will be an on-site event conducted at UA Fayetteville. If the respondent proposes an alternate venue they should indicate which activities will occur on-site and which activities will occur remotely.
- Q:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
- A:** The expectation is that the consulting engagement will be an on-site event conducted at UA Fayetteville. If the respondent proposes an alternate venue they should indicate which activities will occur on-site and which activities will occur remotely
- Q:** Can we submit the proposals via email?
- A:** No
- Q:** Is UA interested in Organizational Change Management as well as Project Change control? If so, please describe the OCM services you are interested in receiving.
- A:** UA is interested in OCM services as they relate to Project Change control and Project Management. Respondents are encouraged to include those items of OCM they evaluate to provide the best overall engagement experience.
- Q:** Do you plan to use technical upgrade support from the vendor? If so, which of the following roles will be needed? Upgrader, DBA, PS System Administrator, Windows Administrator, Developer?
- A:** No.
- Q:** Does the University need extra processor or disk capacity of any sort during upgrade process?
- A:** No.
- Q:** If UA will require technical upgrade assistance, please complete the questions or validate any information we've already completed in the attached questionnaire.
- A:** N/A
- Q:** How firm is your intention to be live on 9.2 by October 16, 2017? What is your target date to begin the project?
- A:** Very firm go live date of October 16, 2017. Respondents should plan for March 1, 2017 start date.
- Q:** Is the University planning to perform the technical upgrade activities, or are you looking for the selected vendor to provide those services?

A: UA staff will perform the technical upgrade.

Q: Does the University plan to allocate internal staff to support testing of the upgrade?

A: Yes.

Q: Can the University share what internal staff levels they plan to allocate to the project?

A: Minimum 4 technical staff and at least one lead from each functional area – minimum of 5.

Q: The RFP talks about “Post-upgrade work to support the upgraded system.” Can the University elaborate on the expectations for this scope item?

A: UA anticipates provisional assistance from respondents for approximately 2 weeks post go-live of October 16, 2017.

Q: When would UArk be available to begin the project – January 3rd?

A: Respondents should plan to begin March 1, 2017.

Q: P13 – Goals and Objectives – please clarify this comment “Completed project with all deliverables by October 16, 2017 go-live”

a. Is this intended to mean the Upgrade Planning effort to be completed by 10/17, then the upgrade to commence, or that the Upgrade be completed by 10/17?

A: UA expects to be fully functional/operational on October 16, 2017.

Q: Regarding qualifications regarding schools having implemented PeopleSoft Campus Solutions 9.2 – Is the University aware that there are schools in the process of upgrade, but there are no live qualifications? Can we submit schools that are live in PeopleSoft 9.2 HCM or FSCM?

A: Yes, we are aware that schools are currently performing the Campus Solutions 9.2 upgrade. Yes, respondents can provide information regarding their experience with upgrading clients to PeopleSoft 9.2 HCM and/or 9.2 FSCM.

Q: Please clarify P 13 – Scope section details a project that stops prior to commencing the upgrade – Performing Fit/Gap, planning the upgrade and the upgrade project plan. Deliverable #1 & #3 and #5 read as if UArk desires a proposal for an actual upgrade.

A: UA does desire a proposal for an actual upgrade – with local staff performing the technical aspects of the upgrade.

Post-Call Questions Received

Q: Which firm did the original implementation of PeopleSoft Campus Solutions?

A: Ciber

Q: Is that firm bidding on this upgrade as well?

A: Ciber representatives were on the pre-bid conference call. No assumptions can be made regarding an intent to bid.

Q: Will the project follow the vendor’s upgrade methodology or the University’s?

A: UA has requested respondents supply an upgrade “plan” per the scope defined in the RFP. UA will evaluate those proposals as part of the overall RFP evaluation.

- Q.** It is understood that the University is seeking primarily functional support during the upgrade. If following the vendors upgrade methodology, however, would the University also like a project manager from the vendor?
- A:** UA anticipates some level of project management services in order to clarify/interpret items on the requested project plan. The decision to provide a project manager is up to the respondent.
- Q.** Given that on today's call, the University confirmed that they would like a rate card from the vendors for technical roles, would the University like vendors to include offshore rates or just U.S. domestic rates?
- A:** Respondents are encouraged to provide as much information as they feel necessary to fulfill the RFP requirements. Rates can vary. However, expectations for the quality for work performed cannot vary.
- Q.** Will UARK accept electronic signatures on the documents?
- A.** Electronic and digital signatures are acceptable. Also, agencies must submit one (1) signed original, two (2) signed copies, and two (2) soft copies (on CD and/or USB Flash Drive) of your response to this bid. Submit bid to:

**University of Arkansas
Business Services
ADMN 321
1125 W. Maple St
Fayetteville, AR 72701**

II. EVALUATION PHASE

From: Whitney Elizabeth Smith
Sent: Tuesday, February 21, 2017 9:14 AM
To:
Subject:
Importance: High

Evaluation Team:

Please read this entire email. Information contained in this email is critical to the integrity and success of the evaluation process. Copies of proposals and electronic media have been certified by this office and are now available for pickup in ADMN 321. Please designate someone from your team pick up all copies and distribute to the committee.

Documentation containing specific information and instruction about the evaluation process is attached in the following order:

1) Evaluation Committee Outline Form (Protocol information from me to you – via this email).

*2) Evaluation Committee Guideline Summary (Briefing of what is required of you as the evaluation team for this project - **sign and return**)

3) RFP Evaluation Guidelines (General information per Office of State Purchasing)

4) List of Respondents

5) List of Evaluation Committee Members (**sign and return**)

*6) Committee Confidentiality and Disclosure form (**sign and return**)

7) Individual Evaluation Review Form (This form is required to be completed by each member for each evaluated proposal. Once evaluated, please bundle all forms together, **sign and return**)

*As for items 2 & 6 above – I have already received signed forms from each committee member.

Please review each of the attached documents for compliance. Documentation of the committee's actions throughout the evaluation process is critical. Keep in mind that all committee member notes, determinations, scoring comments, memos, etc. whether written or electronic are to be retained as permanent documentation in the bid file and are subject to disclosures permitted under the Freedom of Information Act (FOIA). Use your better judgment regarding proper documentation; be specific, use ink, use strike-through method on any changes to your documentation throughout the process - no correction tape. Remember – keep material confidential. Discussion of any RFP shall remain among the committee members only.

Once the committee has completed final evaluations, be sure to return all committee documents (as mentioned above) as well as all respondent CD's, USB Flash Drives, and confidential/proprietary information to my attention to be archived. Upon the committee's final determination, an official notice shall be addressed to my attention which includes the committee's "recommendation of award."

I will be available for questions.

Thank you!



Nationally Competitive Student Centered Research Institution

Whitney Smith
Procurement Coordinator

Business Services

ADMN 321

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Fayetteville, AR 72701

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wesmith@uark.edu | <http://procurement.uark.edu/>

Evaluation Committee Outline Form

(Bid Name)
RFP RXXXXXX

I. Introductions

Committee Members

II. Procurement Contact - Whitney Smith, wesmith@uark.edu

- A. Intent to walk through entire procedural process.
- B. Answer RFP procedural questions.

III. Primary Contact – (TBD)

IV. Chair Person Contact – (Name, Email)

V. Bid Vendor Listing

- A. Provide list and request that each committee member review the listing.

VI. Question to Members

- A. Does any possible conflict of interest exist between you and any of the listed bidders provided to you on the listing? (any family member associations or previous/current employment associations)
- B. Request signature of all members.

VII. Committee

A. Selection:

- 1. Qualifications - Committee must consist of an uneven number of members so that differences of opinion, when they occur, do not result in a tie vote.
- 2. Objective - Ensure that each member is completely impartial with regard to the selection of a provider(s) and has sufficient knowledge of the subject matter to competently evaluate proposals. Members should have no pre-conceived point of view toward any of the responders.

B. Procurement Contact Duties:

- 1. Ensure proper procurement practices, laws and rules are followed in evaluation process.
- 2. Ensure timely execution of process.
- 2. Provide members opportunity to review all proposals.
- 3. Ensure that all members read all proposals.
- 4. Develop an example evaluation score sheet to be used by all.
- 5. Review final calculation of points for pricing, based on formula, and technical scores for accuracy.

C. Primary Contact Duties:

- 1. Maintain written documentation of all committee actions and decisions (considered permanent record of the bid file and must be retained).
- 2. Coordinate with Chairperson any clarifications to questions that arise regarding subject matter.
- 3. Set up vendor visits under certain conditions.

D. Chairperson Duties:

1. Coordinate committee's activities / set up meeting(s).
2. Coordinate with Primary Contact any clarifications to questions that arise regarding subject matter.
3. Collect all documentation used by the committee and provide final documentation to Procurement Contact.
4. Average final pricing and technical scoring before handing over to Procurement Contact.
5. Deflect interference from upper management, end users, bidders, etc. Everything must remain confidential.

E. Committee Member Duties:

1. Must review all proposals (make notes of any deficiencies).
2. Evaluate technical sections accordingly (use established criteria – criteria can not be changed after bid has been opened).
3. Maintain written documentation of all decisions/determinations (considered permanent record of the bid file and must be retained).
4. Provide any past performance language (any vendor performance reports and other written documents on file prior to the bid opening time and date, and less than three (3) years old).
5. Keep knowledge confidential, discussion of this RFP shall remain among committee members only.
6. Individual scoring process, maintain written documentation of any point deductions. Document all point deductions in ink and include signatures.
7. Rate each proposal based upon the thoroughness of the response.
9. Always use proper documentation (be specific, use ink, use strike-through method on any changes - no correction tape).
10. All members must document entire meeting with any bidder, including Q&A information (bidder is only allowed to address specific committee questions for clarification purposes - see note below).
11. Submit an independent ranking of each proposal (the scores of each committee member are then tallied by the Chairperson and averaged to determine the successful respondent and ranking of all other respondents).

VIII. Preventing Protest

- A. All materials including copies and originals of each proposal, committee member notes, determinations, point-awarding schedule and correspondence whether written or electronic is to be retained as permanent documentation in the respective bid file and is subject to those disclosures permitted under the Freedom of Information (FOI). Documentation will come into play and be reviewed for fairness to all parties.
- B. Qualifications of committee members are sometimes targeted.

NOTE: Occasionally, there will be aspects of a particular proposal that require clarification. In such cases, a phone call placed by an individual on behalf of the committee may suffice. However, under no circumstances should any individual respondent be given the opportunity to submit additional information

without allowing all participants the opportunity to participate when applicable. On other occasions it may be necessary to invite a respondent to a committee meeting to answer questions. It is important to ensure that any provider, invited to appear before the committee, understands and agrees in writing beforehand that the purpose of the meeting is strictly to allow members of the committee to seek and receive specific information for clarification purposes that will assist in the evaluation process. Detailed notes, including all questions and answers, of any such meeting should be recorded and retained as part of the bid file.

UNIVERSITY OF ARKANSAS
EVALUATION COMMITTEE GUIDELINE SUMMARY
FOR THE REQUEST FOR PROPOSAL PROCESS

1. The U of A Procurement Office is the primary point of contact. Committee members should refer all vendor questions to the procurement official. Technical questions will be passed along to the committee chair by the Procurement Office for review. The chair will forward answers to the procurement official, who will then post them to the U of A bid website for all vendors to review.
2. All evaluation committee members must be completely impartial with regard to selection of a provider of services and have sufficient knowledge of the subject matter to completely evaluate all proposals submitted in response to the RFP. The evaluation committee must consist of an uneven number of members so that differences of opinion, when they occur, do not result in a tie vote.
3. The chair of the committee has the responsibility of coordinating the committee's activities with the U of A procurement official.
4. Each proposal shall be received and recorded as part of the public bid opening process. The Procurement Office will review each proposal response to ensure that it contains the essential requirements necessary for the bid to be given further consideration. These requirements include: a) a signature on the original bid proposal and copies, b) the required number of copies of the proposal, and requirement of bid documents submitted on CD-ROM, if applicable, c) pricing information, d) required references, e) required Key Personnel information, and f) general compliance with the Statement of Work (SOW).
5. Evaluation committee members will be given a copy of each proposal response for their individual review. All information must be kept strictly confidential. Each committee member shall carefully review all proposals submitted and note any deficiencies. Committee members must evaluate technical sections accordingly (do not deviate from the established evaluation criteria in the bid document). **Starting with the maximum number of points allowed for each evaluation section, the committee member must give a complete explanation of any point deductions for each proposal. Written documentation of the committee's action is critical to the successful outcome of the process.**
6. Committee members should rate each proposal based upon the thoroughness of the response and the understanding the respondent has for the needs of the U of A expressed in the RFP.
7. After the individual review process by each committee member, the chair shall schedule a meeting for all members to collectively review the proposals. This allows each

committee member the opportunity to comment, and to have the benefit of hearing what the other members perceive as being the strong and weak points of each proposal.

8. Committee members may then add additional notations to their individual assessment of each proposal during the full committee review of all the proposals. All notes and determinations made by each member will become a permanent record for the bid file.
9. Once all proposals have been reviewed and collectively discussed, each committee member shall submit an independent ranking of each proposal in order of finish, first to last, to the committee chair. The scores of each committee member are then tallied by the committee chair and averaged to determine the successful respondent.
10. Always use proper documentation (be specific, use ink, use the strike-through method for any modifications - no correction tape). All materials, including copies and originals of each proposal, committee member notes, determination, point-awarding schedule and correspondence whether written or electronic shall be kept as permanent documentation in the respective bid file and is subject to those disclosures permitted under the Freedom of Information Act.

Signature _____

Date_____

Print Name _____

Title _____

Office of State Procurement Guidelines for: The Request for Proposal Process

General:

The following guidelines developed by the Office of State Procurement are for use in assembling and familiarizing a Request for Proposal (RFP) evaluation committee, but apply equally as well to Request for Qualifications (RFQ) and other procurement actions where an evaluation committee is appropriate to determine the ranking of vendors. The purpose of these guidelines is to help ensure that the committee chairperson and all committee members are thoroughly informed of their responsibilities and understand their obligations. The guidelines emphasize the need to maintain written documentation of the committee's actions and decisions. Finally, following the fundamental steps outlined in this guideline will serve to limit delays that can result from administrative and/or legal actions initiated by respondents. The OSP Buyer and/or the institution or agency procurement staff serves as the primary point of contact to ensure proper procedures are followed in the RFP evaluation process.

Committee Selection:

The selection of evaluation committee members is frequently dictated by decisions that have already been made. The initial step in developing a request for proposal begins with the identification of those individuals who will contribute to writing the scope of work and detailing the technical requirements contained in the proposal. Frequently, these same individuals also serve as members of the evaluation committee. Generally, the agency or division director should make the decision of which staff members will make up the selection committee. Evaluation committee members need not be employees of the agency, but must be State employees. If the agency does not have employees with the knowledge and/or expertise with regard to the commodity or service being evaluated and the conditions under which they will be used, the agency will contact other State Agencies, Colleges and Universities or Board and Commissions for assistance. In special circumstances, agencies may consider the use of evaluators who are employees of other Governmental entities or private sector companies; however, the Office of State Procurement must authorize the use of such evaluators. All State Agencies, Colleges and Universities and Board and Commissions shall make a good faith attempt to ensure inclusion of minorities as voting members of the evaluation committee.

Committees must consist of an uneven number of members so that differences of opinion, when they occur, do not result in a tie vote. The primary objective in the selection of committee members is to ensure that each member is completely impartial with regard to the selection of a provider and has sufficient knowledge of the subject matter to competently evaluate proposals. After the members of

the committee have been selected, a chairperson is appointed. The chairperson has the responsibility of coordinating the committee's activities with the Office of State Procurement, the Agency Procurement Official or Procurement Agent at the State agency.

Review of Proposals:

Prior to the evaluation committee assuming its duties, each proposal received and recorded as part of the public bid opening process, is reviewed by the OSP buyer and/or the agency procurement staff to ensure that each contains the essential requirements necessary for the bid to be given further consideration.

These elements should include but are not limited to:

- a. A signature on the bid proposal form which acknowledges the obligations of any contract awarded in connection with the proposal and affirming that the signature represents the commitment of the provider to honor the requirements of any such contract.
- b. A signed original of the proposal.
- c. Financial statements.
- d. The required number of copies of the proposal.
- e. Pricing information. (Usually submitted under separate cover)
- f. Required references.
- g. General compliance with the Statement of Work (SOW)

Those RFPs that are not processed by OSP and/or Agency Procurement staff should also include, at a minimum, the elements above prior to being given further consideration.

Committee Familiarization:

After the proposals have been reviewed, the committee chairperson in coordination with the OSP Buyer schedules a meeting so that each member of the evaluation committee can be given a copy of each proposal and receives instructions about how the evaluation process will proceed. This initial meeting includes a representative from the OSP and agency procurement staff. Their purpose in attending is to go over the proper procedures in the evaluation process, answer questions and make sure that committee members understand their roles and responsibilities. The chairperson must stress the importance of keeping the work of the committee, including all information about respondents, their proposals and the evaluation process, confidential. To aid in reviewing proposals, the chairperson develops an evaluation form that can be distributed and used as a guide by committee members. Generally the form includes a list of the criteria included in the original solicitation along with the corresponding maximum number of points that can be awarded. The evaluation form may also include a set of questions or statements related to the technical aspects

of the proposal. In the process of finding answers to these questions, each committee member will need to carefully read each proposal and note whether the respondent has completely and satisfactorily addressed the requirements. Committee member orientation also includes information about the awarding of points and the need to document, in writing any point deductions. Members should be instructed to carefully review each proposal and make notes of any deficiencies. Written explanation of any point deductions is critical to the success of the committee's function. Committee members should also be instructed to rate each proposal based upon the thoroughness of the response and the understanding the respondent has to the needs expressed in the RFP. Before the meeting is adjourned, the committee chairperson should announce the time, date and place of the next meeting, and remind members to come prepared to discuss each proposal in detail. Written documentation of the committee's actions is critical to the success of the process.

Committee Evaluation:

In subsequent meetings, the Committee Chair must ensure that members of the committee have each read and completed an individual assessment of each of the proposals. Proposals are selected at random and reviewed collectively by the entire committee. This allows each committee member the opportunity to comment, and to have the benefit of hearing what other members of the committee perceive as being the strong and weak points of each proposal. Committee members may add additional notations to their individual assessment of the proposals during the full committee review of all proposals; however, all notes and determinations made by each member are considered a permanent record of the bid file and must be retained. Occasionally, there will be aspects of a particular proposal that require clarification. In such cases, a phone call placed by a member of the evaluation committee on behalf of the committee may suffice. However, under no circumstances should any individual respondent be given the opportunity to submit additional information without allowing all participants in the procurement to participate. On other occasions it may be necessary to invite a respondent to a committee meeting to answer questions. It is important to ensure that any provider, invited to appear before the committee, understands and agrees in writing beforehand that the purpose of the meeting is strictly to allow members of the committee to ask for and receive specific information that will assist in the evaluation process. Detailed notes, including all questions and answers, of any such meeting should be made and retained as a part of the bid file. The OSP buyer or the agency procurement staff should be available to answer questions and provide guidance on the process. They are not, as a general rule, members of the evaluation committee. They are there to ensure the integrity of the process.

Committee Recommendation:

Once all proposals have been reviewed for technical merit, the job of the each committee member is to submit an independent ranking of each proposal

submitted and rank each proposal in order of finish. The scores of each committee member are then tallied by the committee chair and averaged to determine the successful respondent and ranking of all other respondents. Many requests for proposals are issued with instructions requiring respondents to submit pricing information in separate sealed envelopes. The purpose of this practice is to maintain the integrity of the evaluation process by allowing the evaluation committee to focus entirely on the technical merits of the proposals. Only after all proposals have been reviewed and evaluated, are pricing schedules exposed. Points for pricing are calculated, based upon a predefined formula, and added to the technical score. Total points determine the order of finish.

Disposition of Records:

All materials including copies and originals of each proposal, committee member notes, determinations, point-awarding schedule and correspondence whether written or electronic is to be kept as permanent documentation in the respective bid file and is subject to those disclosures permitted under the Freedom of Information (FOI). Unmarked copies of each proposal are not required to be kept as part of the bid file. The Office of State Procurement maintains, as a permanent part of the bid file, all evaluation records for those bids for which we have responsibility. Agency and Institution procurement staff must provide to the OSP Buyer those records necessary to complete the file.

Assistance with the Process:

The OSP staff is always available to provide guidance and assistance on the entire RFP process which includes guiding agency staff through the evaluation process. Please call prior to initiating the Procurement process (RFP, RFQ etc). The OSP staff will meet with the agency staff and/or the procurement staff to answer questions and provide guidance on the conduct of the process. It is always a good policy to request assistance prior to initiating a procurement action rather than after mistakes may have been made.

Responsibility of OSP Buyer:

The OSP buyer is the primary point of contact for a procurement process initiated by OSP on behalf of all State agencies and/or institutions of higher education. That means the OSP buyer is responsible for the timely execution of the process; conducting the initial meeting of the evaluation committee, review of the evaluations, ensuring that the requesting agency full-fills their requirements in a timely manner; control of the evaluation process and ensuring that both the Procurement Law and Rules and sound procurement practices are followed. The buyer has full authority to require any actions necessary by the agency staff to ensure the integrity and proper execution of the procurement process.

(Bid Name)
RFP RXXXXXX

RFP Due Date: M/D/Y, 2:30 P.M. CST

Proposals received and certified by deadline:

- 1.
- 2.
- 3.
- 4.
- 5.

Committee Members

(Bid Name)
RFP RXXXXXX

There are no existing conflicts of interest between committee member and respondents of this RFP.

Name / Email

Signature

Date

**CONFIDENTIALITY OF INFORMATION AND DISCLOSURE FORM
FOR RFP/RFQ EVALUATION TEAM MEMBERS**

UAF RFP # XXXXXX

RFP Opening Date: MM/DD/YYYY

The Evaluation Team member shall have no financial interest, ownership interest, employee interest, personal interest or seeking employment with any of the respondents or related parties, including identified subcontractors or vendors, submitting proposals for this Request for Proposal (RFP).

In the performance of carrying out the responsibilities of evaluating the proposals, each Evaluation Team member will receive proposals from respondents. The Evaluation Team members shall treat all information as confidential and shall not use any information so obtained in any manner except in the evaluation meetings for the proper discharge of his/her obligations as an evaluator.

From the issue date of the RFP until a successful respondent is selected and the selection is announced, Evaluation Team members shall not communicate with any respondent or related party about this or any related procurement. All communications must be directed to the Team Chairperson.

In an effort to protect the integrity of the evaluation process, the proposals and any amendments, as well as all reference checks, shall not be disclosed to anyone not participating in the evaluation process. Although the proposals are subject to the Arkansas Freedom of Information Act (FOIA), there may be information that may not be disclosed under the FOIA.

This is to certify to the best of my knowledge and belief, I have no financial interest, ownership interest, employee interest, personal interest or seeking employment with any of the respondents submitting proposals for this RFP and I comply with all of the above stipulations.

Signature _____ Date _____

Name: _____

Title: _____

Individual Evaluation Review Form

(Bid Name)
RFP RXXXXXX

A review form shall be completed by each committee member for each proposal reviewed. Vendors shall receive the total points possible (100) unless clear documentation is provided on this form justifying any deduction of points. (This is an example form, variations are acceptable)

Name of Vendor _____ **Overall Score Total** _____/100

It is the intent of the University to award an Agreement to the respondent(s) deemed to be the most qualified, who submits the best overall proposal based on an evaluation of all responses. Selection shall be based on UA assessment of the vendor's ability to provide adequate service, as determined by the evaluation committee elected to evaluate proposals. The University of Arkansas reserves the right to reject any or all Proposals or any part thereof, to waive informalities, and to accept the Proposal or Proposals deemed most favorable to the University of Arkansas. Where contract negotiations with a respondent do not proceed to an executed contract within a time deemed reasonable by UA (for whatever reasons), UA may reconsider the proposals of other respondents and, if appropriate, enter into contract negotiations with one or more of the other respondents. Proposals shall remain valid and current for the period of 90 days after the due date and time for submission of proposals. Each response will receive a complete evaluation and will be assigned a score of up to 100 points possible based on the following items:

Criteria A: _____ **Maximum 30 Points**

Complete/Thorough Proposal **Score Total** _____

Agency with the highest rating shall receive **thirty (30)** points. Points shall be assigned based on factors within this category, to include but are not limited to:

- Understanding of the nature of the project
- Detailed proof of all requested qualifications and specified services

Criteria B: _____ **Maximum 10 Points**

Agency History and Past Performance **Score Total** _____

Agency with highest rating shall receive **ten (10)** points. Points shall be assigned based on factors within this category, to include but are not limited to:

- Agency Overview
- Relevant Experience
- Quality and Assessment of previous performance
- References

Criteria C: **Maximum 10 Points**

Project Timeline **Score Total _____**

Agency with highest rating shall receive **ten (10)** points. Points shall be assigned based on factors within this category, to include but are not limited to:

- **Capacity to complete the project within realistic timeframe as specified in this RFP**

Criteria D: **Maximum 10 Points**

Support Services **Score Total _____**

Agency with highest rating shall receive **ten (10)** points. Points shall be assigned based on factors within this category.

Criteria E: **Maximum 40 Points**

Cost **Score Total _____**

Agency having best value pricing shall receive **forty (40)** points. Remaining bids shall receive points in accordance with the following formula:

$$(a/b) \times c = d$$

a = lowest cost bid in dollars

b = second (third, fourth, etc.) lowest cost bid

c = maximum points for Cost category (**40**)

d = score allocated to bid

Additional Evaluation Comments

Name of Reviewer (Sign) _____ Date Reviewed _____

From: Whitney Elizabeth Smith
Sent: Wednesday, March 01, 2017 11:05 AM
To: valada@involvio.com
Cc: Steve Nolan <smnolan@uark.edu>
Subject: REQUEST FOR CLARIFICATION - RFP 631253 Student Engagement Software System (Involvio)
Importance: High

Mr. Chris Valada,

On behalf of the evaluation committee, this request for clarification is issued to Involvio with the intent to seek clarity regarding the following areas of your proposal:

- Can you provide a service agreement that would span 7 years? What are the costs for each year?
- Does your software allow for offices to have access only to their organizations?
- Can you provide logic flow charts of basic functionality within the software such as form approval process?
- Are you ADA compliant?
- Do you connect to outside agencies to log volunteer hours? Can agencies create volunteer hours and tasks?
- Do you offer a mobile check-in to events?
- Does the 15% discount apply to only the first year or the entire length of the relationship with UAF?
- What would happen to the cost if we exceeded the 26,000 FTE?
- Does non-FTE count against our 26,000 total?
- Can you export the calendar/events from the software to a personal calendar?
- Do you offer Service Learning tracking in the software?
- Does the co-curricular transcript offer an export to a resume?
- What would training look like for our institution?

To ensure the integrity of the process, by responding to this request the respondent understands and agrees that the purpose of this correspondence is strictly to allow members of the committee to ask for and receive specific clarification that will assist in the evaluation process. This is not an official request for Best and Final Offer.

Response to this request is due by 2:00 PM CST on Monday, March 6, 2017. Please respond directly to Whitney Smith wesmith@uark.edu by said deadline.

Thank you for your cooperation.



Nationally Competitive Student Centered Research Institution

Whitney Smith
Procurement Coordinator

Business Services
ADMN 321
1125 W. Maple
Fayetteville, AR 72701
P: 479-575-5158 | F: 479-575-4158
wesmith@uark.edu | <http://procurement.uark.edu/>

From: Whitney Elizabeth Smith
Sent: Friday, April 07, 2017 10:12 AM
To: Adam Oas <adam@tmtel.com>
Cc: Clayton E. Hamilton <claytonh@uark.edu>
Subject: Request for Best and Final Offer - RFP 629583 Archive Asset Management System (TM)
Importance: High

Adam,

On behalf of the selection committee for the above captioned RFP, this request is sent to your attention in anticipation of your Best and Final Offer. Please find the attached document and respond accordingly by 2:30PM CST on Monday April 17, 2017.

Thank you for your cooperation.



Nationally Competitive Student Centered Research Institution

Whitney Smith

Procurement Coordinator

Business Services

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UNIVERSITY OF ARKANSAS**BEST AND FINAL OFFER**

SUBMIT BID TO:	Business Services - Procurement	BU:	ATHL	Bid Number:	629583
	Administration Bldg, Rm 321	Buyer:	Whitney Smith		
	1125 W Maple St	Offer Due Date:	4/17/2017	Time:	2:30 PM CST
	Fayetteville, AR 72701 (479) 575-2551	Bid Description:	Archive Asset Management System		

INSTRUCTIONS TO BIDDERS:

This official bid sheet must be signed by an official of the responding party authorized to bind the respondent to a resultant contract. Responses to this official request for Best and Final Offer (BFO) must be submitted in a sealed package with Bid Number clearly visible on the outside of the package. Bidders must submit one (1) signed original, one (1) signed copy, and two (2) electronic copies of their BFO (on CD or USB Flash drive).

**Submit offers to the physical address stated above,
to be received no later than 2:30PM CST on April 17, 2017.**

Please note: The date and time stated herein is the absolute latest offers will be accepted. Offers received after this time will not be considered. Offers will not be accepted via email or fax. University of Arkansas reserves the right to reject any and all offers.

Name (Type or Print): _____ Title: _____

Signature: _____ Date: _____

PLEASE PRINT OR TYPE:

Company Name:		Phone:	
Address:			
		Fax:	
City:		E-Mail:	
State:		Web Site:	
Zip Code:			

ATTENTION BIDDER:

Bidders receiving this request for BFO shall respond accordingly. Responses will be evaluated and a final decision will be recommended by the evaluation committee based on the results. Bidder questions regarding all procurement matters should be submitted via email to Whitney Smith, Procurement Coordinator, wesmith@uark.edu.

OBJECTIVES:

The University's objective in issuing this request for BFO is to bring the project closer to budget expectations and to secure clarification of your earlier offer. Bidders receiving this request must submit their BFO for the project as outlined in the original RFP while incorporating any additional clarifications as requested through this document.

TERMS AND CONDITIONS:

1. All terms and conditions, information, and offers submitted by the vendor under RFP #629583 on 2/2/17 remain valid unless otherwise stated in this document. By signing above, the bidder certifies this to be true.
2. Bidders must complete and submit information contained in this document in order to be considered responsive to this request for BFO.
3. Bidders may submit inquiries concerning this request for BFO to Whitney Smith, via email. Responses to questions will be returned via email. Only written questions and clarifications will be considered formal and binding to the University. Oral discussions are considered informal and will not be considered in evaluation.
4. Offers submitted will become part of the RFP response to the University of Arkansas. Bidders must submit their BFO as instructed in this document.

BFO Request Release Date:

April 7, 2017

BFO Due Date/Time:

April 17, 2017 2:30 PM CST

5. Bidders shall respond to this BFO request by carefully reviewing any requested changes described in this document and by providing adjusted pricing (refer to sections 6 and 7 below). Bidders shall insert their adjusted pricing in each section of the table below. The pricing must contain the detailed costs of each component. Prices must be kept firm for at least sixty (60) days after the BFO Due Date specified in this document. This pricing will be included in the costing evaluation. If a bidder declines to adjust their pricing in any way, then that bidder's original response will be the only response considered and evaluated in this process. By submitting a response to this BFO request, the bidder certifies its confidence in successful completion of the project under the terms of its response.

6. Requested Changes/Clarifications

As part of the BFO request, the evaluation committee requests the following changes/clarifications to be provided as part of your BFO response, for fair comparison:

- A. Include storage as Sony ODA with a minimum space of 500TB.
- B. Include Premiere Connector licenses for direct access to the archive system for a minimum of 10 stations.
- C. Include Premiere Connector licenses so Premiere editors can access the legacy Interplay PAM environment for a minimum of 10 stations.
- D. Include Interplay automation to make retrieved assets from the archive system available without a person to import them manually thru Media Composer.
- E. Include an automated encoding system that can transcode the content from the capture station as well as batch transcoding of Dreamcatcher Replay assets and various video assets exported from Premiere and Media Composer.
- F. Within the public facing Media Management System include the ability to send links to files for external clients to download via a web interface.
- G. Include all servers that are necessary to operate this system in the pricing.
- H. Include a service that will allow the University to generate proxy clips of all media that is being sent to archive so that all assets remain in a low-resolution format on new ISIS or Nexus storage. This solution should allow all media to remain usable so editors can continue to use archived footage and generate content as the full resolution version of the clips restore back to the Interplay PAM system. The service then must have a

method to replace the low-resolution clips with the high-resolution versions as they become available.

- I. Include an Interplay system upgrade that will allow clips to play within the Interplay Access software window.
- J. Include two content capture stations with automated signal verification to encode legacy media for loading into the system. One station will be housed at the University and the other at a location offsite. The offsite location will need to capture and tag media into files to be transported back to the University for loading into the archive system.

7. BFO PRICE SHEET

Complete the bid cost sheet below. If pricing is dependent on any assumptions that are not specifically stated on the Official Price Sheet, please list those assumptions accordingly on a separate spreadsheet and show detailed pricing. Any additional pricing lists should remain attached to the Official Price Sheet for purposes of accurate evaluation:

ITEM	QTY	DESCRIPTION	PRICE EACH	TOTAL
1		Equipment	\$	\$
2		Installation / Integration	\$	\$
3		Implementation	\$	\$
4		Support Services	\$	\$
5		Annual Maintenance	\$	\$
6		Contingency/Other	\$	\$
Grand Total				\$

Note: The University will not be obligated to pay any costs not identified in the offer submitted. Any cost not identified by the respondent, but subsequently incurred in order to achieve successful operation of the service, will be borne by the respondent.



Whitney,

The evaluation committee has completed the review and evaluation of proposals for the student engagement software under RFP 631253. Proposals were received from the following vendors:

1. Involvio, LLC
2. Campus Labs

The committee recommends the award for the student engagement software to Campus Labs. Campus Labs received the highest score and provided the best services that will provide the most benefit to our students and the University of Arkansas.

Evaluation forms and supporting documentation have been forwarded to your office.

The committee wishes to thank each respondent for their interest in doing business with the University of Arkansas, and for their efforts in responding to the RFP.

Thank you for your Assistance with this RFP process.

Sincerely,

Steve Nolan
Director of Assessment and Planning
University of Arkansas



		Campus Labs	Involvio
Flo	Criteria A	50	40
	Criteria B	30	15
	Criteria C	10	20
Lori	Criteria A	50	20
	Criteria B	30	20
	Criteria C	10	20
Steve	Criteria A	50	35
	Criteria B	20	20
	Criteria C	10	20
Total		260	210

Whitney Smith 4/4/2017

III. AWARD PHASE

From: Whitney Elizabeth Smith
Sent: Wednesday, May 27, 2015 10:09 AM
To:
Cc:
Subject: Intent to Award - RFP Number – RFP Name
Importance: High

Respondents:

Please find attached the University of Arkansas official notification of intent to award. For reference purposes, we are also in the process of posting this notification to our Hogbid website:
<http://hogbid.uark.edu/>.



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Whitney Smith
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Fayetteville, AR 72701
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wesmith@uark.edu | <http://procurement.uark.edu/>



321 Administration Building, Fayetteville, Arkansas 72701
Phone: 479.575.2551 Fax: 479.575.4158

[MM/DD/YYYY]

RE: Intent to Award - RFP Number – RFP Name

To All Respondents:

The University of Arkansas Procurement division has received the official recommendation of award from the evaluation committee elected to review the proposals requested for [RFP Name]. The proposal due date was [Month Day, Year]. The University received [number (#)] certified responses. Upon the results of the committee evaluation, the recommendation for award extends to [Name of Awardee].

Respectfully, this letter of "Intent to Award" serves as notification that contract negotiations will commence with [Name of Awardee] with the ultimate goal of a Purchase Order/Contract to be issued by the University of Arkansas.

The University of Arkansas is thankful for the attention of each respondent, and for the time and effort expended in responding to the RFP. We encourage and appreciate the participation of our vendor community. Thank you for your interest and participation.

Best Regards,

Whitney Smith
Procurement Coordinator

Business Services
ADMN 321
1125 W. Maple
Fayetteville, AR 72701
P: 479-575-5158 | F: 479-575-4158
wsmith@uark.edu | <http://procurement.uark.edu/>

From: Whitney Elizabeth Smith
Sent: Tuesday, April 04, 2017 2:27 PM
To:
Cc:
Subject: Bid Award - RFP Number – RFP Name
Importance: High

[Address bidder contact],

Congratulations! We are pleased to announce [Name of successful bidder] as the successful awardee of [RFP Number and Name]. The attached letter serves as official notification that contract negotiations shall commence between [Name of successful bidder] and the University with the ultimate goal of a final executed Purchase Order/Contract.

Along with your offer signed and dated [MM/DD/YYYY] by [Signature Name], please work with [UA Department Contact Name and Title] (included here) towards a final executed contract. If you have a copy of your standard contract to provide then that will be a helpful start. Please keep in mind the contents of the RFP considering the stipulations in your contract which we may need to edit.

Thank you! We look forward to a productive and successful relationship.

Best,
Whitney



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wesmith@uark.edu | <http://procurement.uark.edu/>



321 Administration Building, Fayetteville, Arkansas 72701
Phone: 479.575.2551 Fax: 479.575.4158

[MM/DD/YYYY]

Via EMail: [successful bidder email address]

[Bidder contact name]
[Bidder company name]
[Bidder full address]

RE: Bid Award - RFP Number – RFP Name

[Address bidder contact],

Congratulations! The University of Arkansas is pleased to announce [Name of successful bidder] as the successful awardee for the above captioned RFP.

This letter serves as official notification that contract negotiations shall commence between [Name of successful bidder] and the University of Arkansas [Department Name] with the ultimate goal of a final executed Purchase Order/Contract for this transaction.

We look forward to a productive and successful relationship.

Sincerely,



Nationally Competitive Student Centered Research Institution

Whitney Smith
Procurement Coordinator

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DATA ANALYST

PERFORMANCE STANDARDS & RESPONSIBILITIES

The Data Analyst is responsible for submitting financial reports (including Act 557 documentation), overseeing contract administration, and managing the University of Arkansas's fleet of vehicles.

- Use outlined University Processes and Procedures to obtain Financial Data to comply with the reporting requirements of Arkansas Act 557. The reporting process requires Extensive Knowledge and Experience in the collection of data, as well as the Manipulation and Warehouse Extraction of data to obtain the financial information necessary to prepare Financial Reports. Additional Knowledge and Hands On Experience with electronic forms Design and Maintenance is required. The data collection and reporting process requires frequent review of various data processes and procedures to enable the institution to fully comply with Arkansas Act 557 requirements.
- Provide Information and Reporting Best Practice Processes and Procedures to departments when requested. Assist Departments with Report Creation and Respond to Requests for Customer Service assistance related to training of campus personnel in the Preparation of necessary Monthly, Quarterly, Semi-annual and Annual reports.
- Assist Departments in compiling complex Vendor Performance Reports (VPR) required by Arkansas Act 557. Additional assistance may be requested by individuals to respond to important Data Warehouse and Financial Questions, and reporting processes when requested. Additional support of various general office Processes and Procedures may be Required and Requested.
- Fleet Manager for University of Arkansas Fayetteville and University of Arkansas Division of Agriculture Cooperative Extension Service located in Little Rock, AR. Oversees procurement and reporting as it relates to the fleet and partners with Transit and other university departments to communicate and resolve equipment and preventive maintenance issues. The Fleet Manager notifies Departments of Requirements to Compile and Submit Vehicle reports on a Quarterly basis by the deadline date so information may be reported to the Department of Finance and Administration.
- Adequately and competently handles day-to-day tasks and duties in an efficient and timely manner. Maintains work relationships with departments, organizations and the general public in a very diplomatic, friendly and personal approach. Completes special projects and assignments in a satisfactory timeframe, initiates and completes tasks and duties that relate to partnership activities and events. Specific measures of this standard include: weekly meetings with supervisor to discuss specific progress.
- Provides information, assistance and clarification to interested parties concerning agency/institution programs, policies and procedures. Maintains work relationships with departments, organizations and the general public in a very diplomatic, friendly and personal approach. Specific measure of this standard include: no valid complaints from partnership participants or university departments.

REPORTING CHECKLIST



The Data Analyst is responsible for submitting various monthly and quarterly reports. After each report is completed/submitted, the Data Analyst should document the date it was submitted on the Reporting Checklist printout.

Management Data Analyst *Reporting Checklist*

FY18 Q1

Due in August

_____	Emergency Purchase Order Report	LH
_____	Delegation Printing Report	LH
_____	Recycled Paper Report*	LH, MC, and PK
_____	Contract Master Vendor List (only if there are new vendors)	
_____	Contract Spend Report*	RB, SAS, PP, Travel
_____	Blanket PO Invoice Report	SAS
_____	MV-2 Vehicle Reports	Departments

Due in September

_____	Emergency Purchase Order Report	LH
_____	Delegation Printing Report	LH
_____	Recycled Paper Report*	LH, MC, and PK
_____	Contract Master Vendor List (only if there are new vendors)	
_____	Contract Spend Report*	RB, SAS, PP, Travel
_____	Blanket PO Invoice Report	SAS
_____	MV-2 Vehicle Reports	Departments

Due in October

_____	Emergency Purchase Order Report	LH
_____	Delegation Printing Report	LH
_____	Recycled Paper Report*	LH, MC, and PK
_____	Contract Master Vendor List (only if there are new vendors)	
_____	Contract Spend Report*	RB, SAS, PP, Travel
_____	Blanket PO Invoice Report	SAS
_____	MV-2 Vehicle Reports	Departments
_____	Contract & Grant Disclosure Report	Buyers, LH
_____	Bio-Based Product Usage Report	AM
_____	Minority Report	U.S. Bank, CC
_____	MV-3 Vehicle Report	CC
_____	Vendor Performance Report	SAS - Departments

ACT 557 REPORTING GUIDELINES & FAQs

Act 557 is available to view online at:

<https://procurement.uark.edu/resources/documents/Act557.pdf>.

Procurement Reporting Guidelines (Act 557)

Actions/Reports	Information Required	Submission Deadline	Responsibility
<i>\$100K + Technical and General Service Contracts Must Submit for Pre-Approval</i>		NEW REQUIREMENT	<u>WILL IMPACT UA DEPARTMENTS</u>
Contracts that are projected to have at least \$100K in spend over total projected term (up to 7 years) must be submitted for approval to Legislative Counsel before the contract can become effective.	<ol style="list-style-type: none"> 1. Name of Contractor 2. Agency Name 3. Contact info for contractor 4. Contact info for issuing agency 5. Total initial cost of contract 6. Type of commodity or service. 7. Quantity 8. Procurement method 9. Total projected amount 	<p>Monthly - As Needed.</p> <p>Anticipated approval time is <i>minimum</i> 45-60 days from submission to Procurement. This timeline does not include bidding.</p> <p>Procurement will determine if Performance Standards will need to be added or written for all performance-based contracting over \$25K.</p>	Procurement will handle submission of contract information to the state.
<i>\$25K + Technical and General Service Contracts Vendor Performance Report</i>		NEW REQUIREMENT	<u>WILL IMPACT UA DEPARTMENTS</u>
Vendor Performance Reporting (VPR) required for Technical and General Services contracts or Purchase Orders \$25K or above for services. & Vendor Performance Reporting for Professional Contract Services (PCS) Contracts over \$50K.	Enter into portal located on OSP website	<p>Submit report at least 1 time every 3 months for the entire term of the contract and at the end of the contract.</p> <p>End-user Department will complete the VPR & submit to Procurement for review and submission to OSP.</p>	Procurement will handle submission of VPR information to the state.
Technical and General Services \$25K to \$100K Contract Report		NEW REQUIREMENT	
Submit quarterly report for all executed contracts requiring service that are \$25,000 to \$100K for the TERM of the contract (may be up to 7 years).	<ol style="list-style-type: none"> 1. Name of Contractor 2. Agency Name 3. Contact info for contractor 4. Contact info for issuing agency 5. Total initial cost of contract 	Quarterly - As Needed.	Procurement will handle submission of contract information to the state.

	6. Type of commodity or service. 7. Quantity 8. Procurement method 9. Total projected amount		
Cooperative Contract Spend Report		NEW REQUIREMENT	
Cooperative Contract Spend for all cooperative contracts. Includes all contracts listed on the OSP web site and any other approved Co-Operative or Consortium contract purchases.	1. Name of Vendor 2. Agency Name 3. Contact info for vendor 4. Contact info for issuing agency. 5. Total cost of PO 6. Description of goods and services.	Quarterly & End of Contract	Procurement will handle submission of contract information to the state.
Professional Consultant Services Contract Report		Current Requirement	
Professional Consultant Services Contracts (PCS) with spend \$10K-50K must be reported, but do not go down for prior legislative approval.	Current Process	Monthly – As Needed.	Current Requirement
Pre-Approval of Professional Consultant Services Contract Report		NEW REQUIREMENT	
Professional Consultant Services Contracts (PCS) contracts between \$10K – 50K with <i>“projected total” that would exceed 50K during the life of contract</i> – <u>must be entered as PCS that go on agenda for review.</u>	Enter into portal appear on agenda	Monthly - As Needed.	Procurement will handle submission of contract information to the state.
Pre-Approval of Professional Consultant Services Contract Report		Current Requirement	
Professional Consultant Services Contracts (PCS) over <u>\$50K</u> will continue to be reported to legislative counsel for review and approval.	Submit as is currently required to appear on agenda for review and approval.	Monthly – As Needed.	Procurement will enter these contracts as is done presently.

Technical and General Services:

(34) (A) “Technical and General Services” means:

- (i) Work accomplished by skilled individuals involving time, labor, and a degree of expertise, in which performance is evaluated based upon the quality of the work and the results produced;
- (ii) Work performed to meet a demand, including, but not limited to, work of a recurring nature that does not necessarily require special skills or extensive training; or
- (iii) The furnishing of labor, time, or effort by a contractor or vendor, not involving the delivery of any specific end product other than reports that are incidental to the required performance.

- Question 1.** What is a Technical Service?
Answer 1. A service that is specialized or technical in nature and cannot be performed by UA Staff/Faculty.
- Question 2.** What is a General Service?
Answer 2. A service that is conventional in nature and not specialized or professional, technical, a commodity or exempt from procurement law.
- Question 3.** Will copiers leased from PMC have to be submitted for review and approval?
Answer 3. No, leased equipment such as copiers are exempt from Act 557.
- Question 4.** Will paper ordered from the state contract qualify for review?
Answer 4. Commodity purchases will not have to be reviewed prior to purchase. However, it is potentially reportable as Act 557 contract spend.
- Question 5.** What about purchases using federally funded grant cost centers?
Answer 5. Transactions that are 100% federally funded are exempt from Act 557.
- Question 6.** Will departments considered "self funded" or an "auxiliary" have to follow the Act 557 approval and reporting process?
Answer 6. Departments considered revenue generating, "self funded" or an "auxiliary" are exempt from the Act 557.
- Question 7.** Will internal requisitions to UA departments be exempt from Act 557? Example FAMA
Answer 7. Internal Requisitions or Blankets are exempt from Act 557. Those transactions are considered intragovernmental; between UA departments.
- Question 8.** Will a transaction be entered before or after submission for Act 557 submission to Little Rock?
Answer 8. The transaction must be entered before Act 557 review and approval or we would not be aware of it.
UPS transactions, for example: bid requests (BR). BR transactions will be entered prior to the bidding process.
If the awarded vendor's proposal exceeds \$100,000, the transaction will be held in Procurement while submitted for Act 557 review and approval.
A comment stating the transaction has been sent for Act 557 review and approval should be added to the requisition.
Razorbuy transactions that qualify for Act 557 review and approval will be held in Procurement while submitted for Act 557 review and approval.
A comment stating the transaction has been sent for Act 557 review and approval should be added to the requisition.
- Question 9.** If a department is having software developed or designed - would it be exempt from Act 557 review and approval?
Answer 9. Customization or integration services, as part of the initial software purchase, require the transaction to be sent for Act 557 review and approval.
- Question 10.** What if only a percentage of a transaction is for service?
Answer 10. If any portion of a transaction is for service, it could potentially require submission for Act 557 review and approval.
- Question 11.** What if the funding for the transaction is from an 0392 cost center? Will it be exempt?
Answer 11. Yes. 0392 cost center funds are not state funds and do not require submission for Act 557 review and approval.
- Question 12.** Are student fees considered state or public funds? Example: 0202
Answer 12. No. 0202 funds are exempt from Act 557.
- Question 13.** Are travel expenses such as charter, buses and other travel expenses exempt from Act 557?
Answer 13. Yes.
- Question 14.** Would Act 557 apply to Moving expenses?
Answer 14. Rarely will a moving expense meet the \$100,000 threshold. However, it is potentially reportable as Act 557 contract spend.
Discuss with your procurement coordinator if the threshold is met.
- Question 15.** Are purchases from State Contracts and Cooperative /Consortium contracts exempt from Act 557?
Answer 15. No, service contracts over \$100,000 will require submission for Act 557 review and approval and will be reportable over \$25,000.
- Question 16.** Is a Warranty considered a service?
Answer 16. No. A warranty is not a service and is exempt from Act 557.
- Question 17.** Are Legal Services considered a service? Example: Trademark, Licensing, Patents
Answer 17. No. Legal services are considered Professional Services and must be submitted as Professional Contract Services. However, services for trademarks, licensing, and patents are exempt from Act 557.
- Question 18.** Will departments fill out a VPR (Vendor Performance Reporting) for every transaction over \$25,000?
Answer 18. No, VPR's are only required for those transactions that qualify as a technical or general service.
- Question 19.** Who will receive the list of PO's that qualify for VPR reporting?
Answer 19. Departmental Contacts

- Question 20.** Will a transaction that has a percentage of state funding and the remaining portion federal funding be exempt?
Answer 20. No. If a transaction has any state funding, regardless of the percent, it must be submitted as required by Act 557.
- Question 21.** Once approved if I have a transaction that was on a 0392 cost center, can I change it to a state funded cost center?
Answer 21. No.
- Question 22.** Will the vendor receive the VPR?
Answer 22. No. However, it is available under the Freedom of Information Act (FOIA).
- Question 23.** Will equipment maintenance agreements require submission for Act 557 review and approval and/or will they have to fill out the VPR?
Answer 23. No, these types of agreements are considered exempt from Act 557.
- Question 24.** What if my department has an ongoing research contract with a vendor?
Answer 24. If the contract qualifies as a Technical and/or General Service over \$100,000, it must be submitted for Act 557 review and approval.
- Question 25.** When will I fill out the Vendor Performance Report (VPR)?
Answer 25. The department will be notified if a transaction requires a VPR.
- Question 26.** Where can I find a list of exempt services?
Answer 26. <http://procurement.uark.edu/>
 It will show the list of exempt services according to 19-11-203.
 These services are exempt from Act 557.
- Question 27.** I am just buying software... will that require submission per Act 557?
Answer 27. Purchase of Software is typically exempt from Act 557 requirements.
 However, the initial purchase may require submission for Act 557 review and approval. If you have questions, contact your Procurement Coordinator.
- Question 28.** How will I know if a transaction must be submitted for Act 557 review and approval?
Answer 28. A comment will be made within the transaction that the transaction qualified for Act 557 review and approval.
- Question 29.** Who do I contact if I have questions about a bid or contract?
Answer 29. Contact your departmental Procurement Coordinator. Please email them and provide the scope of work and budget.
- Question 30.** What is the current turnaround time for Act 557 submission for review, approval and return to UA Procurement?
Answer 30. Turn around time is approximately 30-60 days.
- Question 31.** Can I process several transactions at one time to the same vendor to avoid submission for Act 557 review and approval?
Answer 31. Absolutely not. This practice is considered splitting orders and is against the law.

Exemptions

- (14) "Exempt commodities and services" means:
- (A) Advertising in newspapers, periodicals, and related publications and on television, radio, billboards, and electronic media;
 - (B) Animals procured for medical research;
 - (C)(i) Commodities and services for use in research, education, and treatment for the diagnosis, cure, and prevention of disease, which may be procured with administrative approval through a group purchasing entity serving other public health institutions when substantial savings are available.
 - (ii) A report shall be filed annually with the Division of Legislative Audit reflecting the justification of and the estimated savings accruing due to the use of this exemption;
 - (D)(i) Commodities procured for resale in cafeterias, commissaries, bookstores, gift shops, canteens, and other similar establishments.
 - (ii) However, these commodities procured shall not be sold or transferred to any agency with the intent of circumventing applicable procurement procedures;
 - (E)(i) Contracts awarded by agencies for the construction of buildings and facilities and for major repairs.
 - (ii) These contract exemptions shall not extend to the procurement of any commodities not otherwise exempt that are to be furnished by the agency under any such contract;
 - (F) Contracts awarded by the Arkansas State Highway and Transportation Department for the construction, reconstruction, and maintenance of roads and bridges in the state highway system and for the county, rural road aid, and city street aid programs;
 - (G)(i) Farm products procured or sold by a state agency having an agency procurement official.

(ii) The current trade customs with respect to the procurement or sale of cotton, cotton seed, rice, and other farm products shall be followed when it is necessary to obtain the best price for the commodities procured or sold;

(H) Fees, including medical fees and physician fees;

(I) Foster care maintenance services provided by foster family homes approved by the Division of Children and Family Services of the Department of Human Services for children whose placement and care are the responsibility of the Division of Children and Family Services of the Department of Human Services;

(J) Freight and storage charges and demurrage;

(K) Licenses required prior to performance of services;

(L)(i) Livestock procured by an agency having an official experienced in selection and procurement of livestock.

(ii) Such procurement will be reported to the State Procurement Director, giving details of the purchase;

(M) Livestock procured for breeding, research, or experimental purposes;

(N) Maintenance on office machines and technical equipment;

(O) Medical items specifically requested by a physician for treatment or diagnosis of patients in his or her care, including prosthetic devices, surgical instruments, heart valves, pacemakers, radioisotopes, and catheters;

(P) Membership in professional, trade, and other similar associations;

(Q) Perishable foodstuffs for immediate use or processing;

(R) Postage;

(S) Published books, manuals, maps, periodicals, films, technical pamphlets, and copyrighted educational aids for use in libraries and for other informational or instructional purposes in instances in which other applicable law does not provide a restrictive means for the acquisition of these materials;

(T) Services of visiting speakers, lecturers, and performing artists;

(U) Taxes;

(V) Travel expense items such as room and board and transportation charges;

(W) Utility services or equipment that is defined, recognized, and regulated by the Arkansas Public Service Commission as a monopoly offering;

(X) Works of art for museum and public display;

(Y) Capital improvements valued at less than twenty thousand dollars (\$20,000), subject to minimum standards and criteria of the Arkansas Building Authority;

(Z) Services related to work force development, incumbent work force training, or specialized business or industry training;

(AA) Major procurement contracts of the Arkansas Lottery Commission under § 23-115-103; and

(BB) The following commodities and services relating to proprietary software after the initial procurement:

(i) Technical support;

(ii) Renewals;

(iii) Additional copies; and

(iv) License upgrades;

(CC) Commodities and raw materials purchased by Arkansas Correctional Industries intended for use in goods for resale;

(DD) Commodities purchased by the Department of Correction for crop production, including without limitation fertilizers, seed, seedlings, and agricultural-related chemicals; and

(EE) Repair services for hidden or unknown damages to machinery already purchased;

DATA ANALYST: MONTHLY REPORTS

EMERGENCY PURCHASE ORDER REPORT

DATE

MONTHLY REPORTS
Due by the 10th of the month following the reporting period.

TO: Office of State Purchasing
P.O. Box 2940
1509 W Seventh Street
Little Rock, AR 72203

FROM: Agency: University of Arkansas
Agency Code: 135
Address: Business Affairs
321 Admin Building
Fayetteville, AR 72701
Phone#: 479-575-2551
Contact Person: Darrell Wagoner

In accordance with Arkansas State Purchasing Regulation R1:19-11-233 (C) and Arkansas Code annotated S19-11-234(d), the reports for the month of _____, 20_____, are forwarded.

_____(EM) - Copies of Emergency Purchase Orders plus the quote sheet applicable to each. (Only agencies with APO's need submit EM Reports)

_____(CB) - Copies of Competitive Bid Purchases plus the quote sheet applicable to each. (Only agencies without APO's need submit CB Reports)

_____- Negative Report - None of the above (EM's or CB's) completed during the reporting month.

(Rev. 8/91)

Write current/today's date at top of form

Fill in "month of _____, 20_____" for the appropriate reporting period

Select Negative Report

Fax to OSP

- 9-1-501-324-9311
- Redial/Pause
- 99235 (long distance code)
- Start

Attach fax confirmation page to actual report

PRINTING DELEGATION ORDER REPORT

*Compile all bid package POs via the emails/documents from Bid Clerk

Make simple chart in Excel showing each bid w/ Vendor, Items Purchased, PO#, Recycled, and Virgin columns and then print

(NOTE: The dollar amounts should equate to the entire PO Amount on the printed purchased orders, per Linda Fast.)

Delegation Printing Report				
Vendor	Items Purchased	PO#	R	V
Print Group Inc.	Print Garden Leaves Newsletter	6859080	\$ 3,444.00	
Print Group Inc.	Print GWG Promo Brochures 2018	6859077	\$ 1,050.00	
TCPrint Solutions	Self-Guided Tour Guides GWG	6859653	\$ 4,168.00	
TCPrint Solutions	Calendar of Events Brochure	6859654	\$ 4,644.00	
Just Us Printers Inc.	David Murphree Exhibition Postcard	6859655	\$ 787.00	
TCPrint Solutions	Anthony Chapel Card	6859906	\$ 619.00	
Love Envelopes Inc.	9X6, 24# Window Envelopes	6860032	\$ 2,838.00	
Magna IV Color Imaging Inc.	ENGR Brochures & View Books	6860119	\$ 2,894.50	
Chicago Distribution Center	Print/Bind Book: True Faith, True Light	6860165	\$ 6,197.00	
Allegra Print & Imaging	Folders & Business Card Slots	6860286		\$ 882.20
			\$ 26,641.50	\$ 882.20

<http://www.dfa.arkansas.gov/offices/procurement/Documents/printingDelegation.pdf>

Procurement → Forms/Reporting → Printing Delegation Report



DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of State Procurement

Agency Printing Delegation Order Report

[Print Form](#)[Submit by E-mail](#)[Clear Form](#)**All reports are due by the 10th of the following month.**

Each agency, college or university issued delegated authority from the Office of State Procurement to purchase printing is required to submit a monthly report of the activity under their respective Delegation Order.

Agency		Authorized Delegate
0135 UA/Fayetteville		Kallie Tanner
Date (MM/DD/YYYY)	Phone (Enter numbers only)	eMail
04/05/2017	(479) 575-8481	kmtanner@uark.edu
Reporting Period		
March	2017	

The agency, college or university assumes full responsibility for conformance to all existing constitutional and statutory law for all purchases made under their delegation order. Failure to comply with these procedures may result in cancellation of the delegation order.

5	Number of quote bids taken for the reporting month. (Enter "0" if no bids were taken.)
---	--

Instructions: For each bid taken, provide the following information: vendor name, check box for minority vendors (MV), brief description of item(s) purchased, purchase order number, and enter dollar amount awarded (not including tax) under recycled or virgin.

Do not send copies of your bids.

A random monthly sampling will be conducted and copies may be required at that time.

	Vendor	M V	Item(s) Purchased	PO Number	Dollar Amounts (not including tax)	
					Recycled	Virgin
+ -	BNB Systems Inc.	<input type="checkbox"/>	Auto stuffing envelopes-window	6854234		\$2,500.05
+ -	Print Group Inc.	<input type="checkbox"/>	Bumpers Honors flyer printing	6854402	\$396.00	
+ -	Just Us Printers Inc.	<input type="checkbox"/>	UREC Fall 2017 magazine	6855056	\$4,165.00	
+ -	Just Us Printers Inc.	<input type="checkbox"/>	6000 UA Orientation booklets	6855128	\$1,708.00	
+ -	Print Group Inc.	<input type="checkbox"/>	Honors College recruitment	6855450	\$6,920.00	
+ -		<input type="checkbox"/>				
+ -		<input type="checkbox"/>				

(To add or remove a row, use the buttons on the left side.)

Save As: YYYY-MM Delegation Report

[Print Form](#)

[Submit by E-mail](#)

- Options > Request a Delivery Receipt
- CC: kmtanner@uark.edu

Send

[illegible]

Staples

Contract	Prod Div	SKU	Item Description	Vendor Name	Sell UOM	Qty	Adj Gross Sales
N	5	040565	LIN 1880801 CASE PAPER	LINDENMEYR MUNROE	CT	1	\$116.49
Y	5	122374	COPYPLUS 8.5X11 COPY CS	INTERNATIONAL PAPER	CT	(1)	(\$41.00)
Y	5	122457	STAPLES 8.5X11 3HOLE COPY CS	DOMTAR	CT	5	\$202.45
Y	5	127035	SPLS 8.5X14 COPY RM	DOMTAR	RM	6	\$31.14
Y	5	135848	STAPLES 8.5X11 COPY CS	DOMTAR	CT	66	\$2,182.49
Y	5	135855	STAPLES 8.5X11 COPY RM	DOMTAR	RM	2	\$7.24
N	5	194677	CL CREST SM CVR 8.5X11 SLR W/H	LINDENMEYR MUNROE	PK	1	\$46.39
N	5	194946	SPRINGHILL INDEX 11X17-110LB W/	LINDENMEYR MUNROE	PK	1	\$30.09
Y	5	238105	COPY PLUS 11X17 500CT SS	INTERNATIONAL PAPER	RM	5	\$30.25
Y	5	466045	LASER TENT CRD LARGE 50PK 1UP	AVERY PRODUCTS CORPORATION	BX	1	\$20.39
Y	5	479057	FINE PARCH PPR IVR 500CT 24LB	NEENAH PAPER INC	BX	2	\$58.16
N	5	490881	SPLS BRIGHTS 8.5X11 ORANGE RM	NEENAH PAPER INC	RM	1	\$3.00
Y	5	490882	STAPLES W/HITE COVER STOCK	NEENAH PAPER INC	PK	2	\$12.38
Y	5	490890	8.5X11 IVORY CARD STOCK 250	INTERNATIONAL PAPER	PK	2	\$19.84
Y	5	491899	BUS CARD LASER WHITE CE 200PK	AVERY PRODUCTS CORPORATION	PK	3	\$45.42
Y	5	492005	NCR ROLL 2.25X150 WHT 12PK	TST IMPRESO, INC	DZ	1	\$3.61
Y	5	507445	ASBR 8.5X11 ASST NEON PAPER RM	NEENAH PAPER INC	RM	1	\$11.90
Y	5	512215	SPLS 11X17 COPY CS	DOMTAR	CT	1	\$40.43
Y	5	538371	TENT CARDS EMBSD DUAL W/HIT 100	AVERY PRODUCTS CORPORATION	BX	4	\$83.84
N	5	610384	SPLS IJ BUSCARD MATTE W/H 500CT	STAPLES BRANDS GROUP	PK	1	\$28.49
Y	5	733081	BRIGHTS 8.5X11 RED RM	NEENAH PAPER INC	RM	1	\$12.78
Y	5	733330	STAPLES IJ BRT/WHT 5RM/CS	DOMTAR	CT	1	\$47.54
N	5	806071	HAM COLOR COPY PAPER12X18 REAM	INTERNATIONAL PAPER	RM	2	\$66.58
N	5	813192	HAM FORE MP YELL LET 24LB RM	INTERNATIONAL PAPER	RM	3	\$40.77
Y	5	814178	HP 8.5X11 MULTI 20/36 CS	INTERNATIONAL PAPER	CT	4	\$246.80
N	5	887557	CARD HLDRTNT CDSTK 50/BX	C-LINE PRODUCTS INC.	BX	2	\$22.38
N	5	901412	PPR PHOTO GLOSSY 36 X100FT	HP INC.	RL	1	\$120.99
N	5	958599	CARDSTOCK 110LB 250/BX	ESSENDANT (UNITED STATIONERS)	BX	1	\$19.99
N	5	958605	PAPER 17X11 COLR COPY W/E	ESSENDANT (UNITED STATIONERS)	RM	1	\$43.66
N	5	958726	PAPER HYYWGT35LB 42 X100	ESSENDANT (UNITED STATIONERS)	RL	1	\$87.49
N	5	1147484	SPLS MULTI 5REAM PLASTIC WRAP	DOMTAR	CT	1	\$30.99
Y	5	1149611	STAPLES MULTUSE PAPER 8RM CS	DOMTAR	CT	2	\$78.78
Virginia Total:							\$3,824.35
Y	5	490887	8.5X11 WHITE CARD STOCK 250	INTERNATIONAL PAPER	PK	43	\$262.73
Y	5	490935	PASTELS 8.5X11 PINK PAPER RM	INTERNATIONAL PAPER	RM	1	\$4.17
Y	5	490936	PASTELS 8.5X11 GREEN PAPER RM	INTERNATIONAL PAPER	RM	2	\$8.34
Y	5	490947	PASTELS 8.5X11 BLUE PAPER RM	INTERNATIONAL PAPER	RM	2	\$8.34
Y	5	490950	PASTELS 8.5X11 CREAM PAPER RM	INTERNATIONAL PAPER	RM	1	\$5.47
Y	5	492072	SPLS 8.5X11 30% REC COPY CS	DOMTAR	CT	20	\$705.00
N	5	2259455	STAPLES PASTEL CS PAPER 8.5X11	INTERNATIONAL PAPER	CT	2	\$127.50
30% Total							\$1,121.55
50% Total							\$0.00
100% Total							\$0.00
Recycled Total:							\$1,121.55
Paper Total STAPLES: March 2017							\$4,945.90

Delegation & Recycle Emails from Linda H.

Include all POs from Linda Hickman, including delegation report and emails regarding Recycled Paper Report

	A	B	C	D
1	BIDS: March 2017			
2				
3	Vendor	PO#	R	V
4	BNB Systems Inc.	6854234		\$ 2,500.05
5	Print Group Inc.	6854402	\$ 396.00	
6	Just Us Printers Inc.	6855056	\$ 4,165.00	
7	Just Us Printers Inc.	6855128	\$ 1,708.00	
8	Print Group Inc.	6855450	\$ 6,920.00	
9	Marquis Book Printing Inc.	6855452	\$ 3,402.00	
10	Chicago Distribution Center	6855449	\$ 4,937.00	
11	Versa Press Inc.	6855453		\$ 2,914.10
12			\$21,528.00	\$ 2,914.10
13				

SUMMARY

	A	B	C
1	SUMMARY: March 2017		
2			
3	Purchasing using ALL-STATE Contracts		
4		Recycled	Virgin
5	Delegation & Recycle Emails	\$ 21,528.00	\$2,914.10
6	PMC	\$26.48	\$ 250.64
7	TOTALS	\$ 21,554.48	\$3,164.74
8			
9			
10	Purchases from all other sources		
11		Recycled	Virgin
12	Staples	\$1,121.55	\$3,824.35
13			

<http://www.dfa.arkansas.gov/offices/procurement/Pages/RecycledPaperReport.aspx> or
Procurement → Forms/Reporting → Recycled Paper Report

Agency Name: UofA Fayetteville
Agency Number: 135
Category: HE (Institutions of Higher Education)
Agency Contact Name: Kallie Tanner
Phone Number: 479-575-8481
Reporting Period: Select Month and Year

Purchases utilizing ALL-STATE Contracts

Contract Number: Leave blank
Virgin Paper Amount: PMC+Linda Hickman virgin totals
Recycled Paper Amount: PMC+Linda Hickman recycled totals

Purchases from all other sources

Virgin Paper Amount: Staples virgin total
Recycled Paper Amount: Staples recycled total

Recycled Paper Report

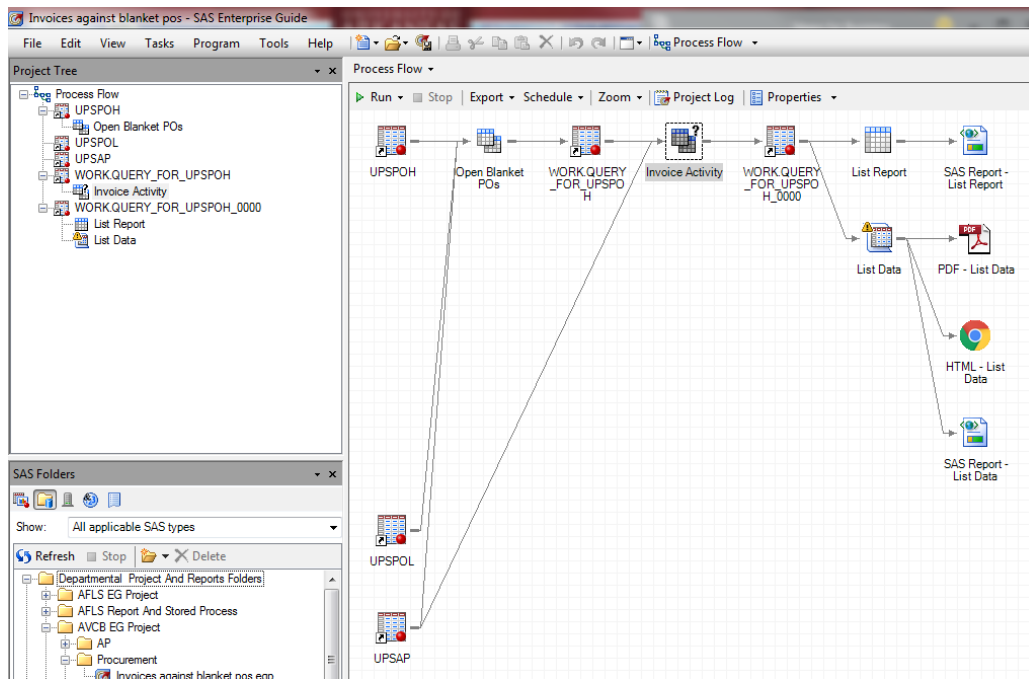
In accordance with the provisions of ACA 19-11-260(2)(A), agencies are required to report their progress in meeting the goals for the purchase of paper products with recycled content.

Agency Name:	<input type="text" value="UofA Fayetteville"/>
Agency Number	<input type="text" value="135"/>
Category:	<input type="text" value="HE (Institutions of Higher Education ▼)"/>
Agency Contact Name:	<input type="text" value="Kallie Tanner"/>
Phone Number:	<input type="text" value="479-575-8481"/>
Reporting Period:	<input type="text" value="March ▼"/> <input type="text" value="2017 ▼"/>
Purchases utilizing ALL-STATE Contracts	
Contract Number:	<input type="text"/>
Virgin Paper Amount:	<input type="text" value="\$ 3164.74"/>
Recycled Paper Amount:	<input type="text" value="\$ 21554.48"/>
Purchases from all other sources	
Virgin Paper Amount:	<input type="text" value="\$ 3824.35"/>
Recycled Paper Amount:	<input type="text" value="\$ 1121.55"/>
<input type="button" value="Submit"/>	

Submit and Print

Print all Excel sheets and staple to Recycled Paper Report confirmation

BLANKET PO INVOICE REPORT



\$10,000+ Open SAS program > Ctrl + O (File/Open Project) > Servers > SAS Folders > Departmental Projects and Report Folders > AVCB EG Project > Procurement > **Invoices against blanket pos.egg**

**Review the subtotals on .PDF*

\$2,500+ Open SAS program > Ctrl + O (File/Open Project) > Servers > SAS Folders > Departmental Projects and Report Folders > AVCB EG Project > Procurement > **Invoices on blankets over 2500.egg**

**Review PO amounts in Excel*

Run > Run Project> Enter_Beginning_Invoice_Date and Enter_Ending_Invoice_Date to match first and last days of the month being reported on

Results

- PDF tab> Ctrl + Shift + S (Save As)> YYYY-MM Blanket Invoice POs
- Input Data, Copy/Paste into Excel, add headings as needed
- Copy/Paste into “Blanket Invoice PO-Monthly Audit” Excel log

	A	B	C	D	E	F	G	H	I	J	K
1	pono	polineno	itemdesc	pbucd	vendname	buyruser	ap_id	dateinvo_dc	constcdc	invamt	CMamt
2	0813585	001	Parts and services for Transit Buses.	TRST	Cummins Mid-South Inc.	FERGUSO	002889249	03/16/2017		5489.52	5489.52
3	0813585	001	Parts and services for Transit Buses.	TRST	Cummins Mid-South Inc.	FERGUSO	002890798	03/23/2017		3111.42	-3111.42
4	0813585	001	Parts and services for Transit Buses.	TRST	Cummins Mid-South Inc.	FERGUSO	002894337	03/30/2017		3037.8	3037.8
5	0813600	001	Parts and repair for buses	TRST	MHC Kenworth/Volvo-Springdale	FERGUSO	002884667	03/03/2017		4236.58	4236.58
6	0813708	001	Lab supplies. Replaces PO 6531232.	ANDL	IDEXX Laboratories Inc.	ANDYF	002893624	03/27/2017		2535.23	2535.23
7	0815687	001	Licensed products by a licensed vendor	ASCR	3 Dogs LLC	FERGUSO	002887876	03/16/2017		8546.01	8546.01
8	0837840	001	Trash disposal services as per contract	PHPL	Waste Management	ANDYF	002888701	03/01/2017		8729.63	8729.63
9	0839996	001	Trash disposal services as per contract	HOUS	Waste Management	FERGUSO	002887788	03/02/2017		16017.24	16017.24
10	0841700	001	Standing Order to replace old PO#6639718	ASCR	ACT	FERGUSO	002894815	03/08/2017		2680	2680
11	0842183	001	Parts and services for Transit Buses.	TRST	Cummins Mid-South Inc.	FERGUSO	002889249	03/16/2017		5489.52	5489.52

- To edit the types of blanket POs that should appear on the SAS report:
 - R-click on Open Blanket POs Icon in query field> select Modify> Filter Data tab> double-click the desired “Where” row that needs to be edited> make changes> Save and Close

08:29 Wednesday, January 18, 2017 3

List of Invoices paid against Blanket POs for a Specified Time Period

Buyer User ID=ANDYF Purchase Order Number=0813708

Buyer User ID	Purchase Order Budgetary Unit Cd	Purchase Order Number	Item Description	Vendor Name	Accounts Payable ID	Vendor Invoice Amount	dateinvo_dc
ANDYF	ANDL	0813708	Lab supplies. Replaces PO 6531232.	IDEXX Laboratories Inc.	002862589	2865.08	12/19/2016
ANDYF	ANDL	0813708	Lab supplies. Replaces PO 6531232.	IDEXX Laboratories Inc.	002856926	5578.20	12/05/2016
pono						8443.28	

Buyer User ID=ANDYF Purchase Order Number=0813709

Buyer User ID	Purchase Order Budgetary Unit Cd	Purchase Order Number	Item Description	Vendor Name	Accounts Payable ID	Vendor Invoice Amount	dateinvo_dc
ANDYF	ANDL	0813709	Lab analysis. Replaces PO 6668819.	Oklahoma Animal Disease Diagnostic Lab	002857893	1592	12/07/2016

Buyer User ID=ANDYF Purchase Order Number=0813712

Buyer User ID	Purchase Order Budgetary Unit Cd	Purchase Order Number	Item Description	Vendor Name	Accounts Payable ID	Vendor Invoice Amount	dateinvo_dc
ANDYF	ANDL	0813712	Lab supplies. Replaces PO 6531235.	USDA/APHIS	002860092	171	12/14/2016

Buyer User ID=ANDYF Purchase Order Number=0814317

Buyer User ID	Purchase Order Budgetary Unit Cd	Purchase Order Number	Item Description	Vendor Name	Accounts Payable ID	Vendor Invoice Amount	dateinvo_dc
ANDYF	ANDL	0814317	Lab test kits for Vet Lab	Zoetis	002863717	3230.62	12/19/2016

Look at Vendor Invoice Amount; any totals that are over \$2500 amount should be verified against image in WebBASIS (Administrator Menu > Purchasing Menu > Invoices > View AP Invoices) or Perceptive Content

Any Blanket PO Invoices \$2500+ on the report that do not match the Image description in WebBASIS/Perceptive should be reported to the appropriate Procurement Coordinator via email so they can speak with the department about “best practices”

Any Blanket PO Invoices that are \$10K+ should be reported to Procurement Coordinator, unless the vendor is under contract or has a standing exempt order

ACT 557: UNVA135.F01 CONTRACT MASTER VENDOR LIST REPORT

Documents needed for Act 557 contract spend and vendor list reports:

- SAS Report on VWR expenditures – Data Analyst
- RazorBuy PO Spend – Data Analyst
- Personal/T-Card Car Rental Report –Grace Henderson
- BASIS T-Card Car Rental Report – Polly Parnell

To check for new vendors** (only required if there are new ones)

- Catalogs on RazorBuy homepage
- Consortium lists – Tips/Taps, E&I
- Contract Expiration Date Excel file (all TCS and PGS)



Excel

Create Excel file named 201_-MM MasterVendorList w/ following column names:

F01 Contract Master Vendor List – Detail Record Layout								
Field	Start Position	End Position	Data Type	Data Length	Decimals	Example Notes	Format	Other Info
Record Type	1	1	NUMC	1				Enter 1 for Contracts
Business Area	2	5	CHAR	4		Example: 0090	0000	Your Business Area/Agency number.
Contract Number	6	15	CHAR	10				Agency contract # for non-State contracts
Contract Line Item Number	16	20	NUMC	5				Agency contract line item number
Your Reference	21	32	CHAR	12				Agency's contract # - same as Contract Number above
Description	33	72	CHAR	40				Free form text that describes the contract
Begin Date	73	82	DATE	10		04/12/2010	MM/DD/YYYY	For Contracts, enter the first date on which orders can be placed. For Direct Purchase Orders, enter the date on which the Purchase Order was approved.
End Date	83	92	DATE	10		04/12/2010	MM/DD/YYYY	For Contracts, enter the last date on which orders can be placed. For Direct Purchase Orders, enter the last day the PO is valid.
Total Projected Cost	93	108	CURR	16	2	250000.00		For Direct Purchase Orders, enter the sum of PO Line Amounts including any amendments or possible extensions.
Vendor Name	109	148	CHAR	40				Vendor Name from W-9 (first 40 chars)
Vendor PO Box	149	158	CHAR	10				Vendor P.O. Box number (if applicable)
Vendor Street	159	218	CHAR	60				Vendor Street Address
Vendor City	219	258	CHAR	40				Vendor City
Vendor Street Zip Code	259	268	CHAR	10				Vendor Postal Code for the street address
Vendor PO Box Zip Code	269	278	CHAR	10				Vendor Postal Code for the PO Box address (if PO Box address is used)
Contact Name	279	318	CHAR	40				Name of the person responsible for the contract at the agency/institution.
Contact Phone	319	334	CHAR	16				Phone Number to contact person responsible for the contract at the agency/institution.

- | | |
|--------------------------|--|
| 1. Record Type: | 1 (for contracts) |
| 2. Business Area: | A135 |
| 3. Contract Number: | Agency contract # |
| 4. Contract Line Item #: | 1 |
| 5. Your Reference: | Agency contract # again |
| 6. Description: | Free form text describing contract |
| 7. Begin Date: | First date orders can be placed |
| 8. End Date: | Last date orders can be placed |
| 9. Total Projected Cost: | For direct POs, enter sum of PO Line Amounts |
| 10. Vendor Name: | from W-9 |
| 11. Vendor PO Box | (if applicable; if N/A, type "0") |
| 12. Vendor Street: | |
| 13. Vendor City: | |
| 14. Vendor Street Zip: | |
| 15. Vendor PO Zip: | (if applicable; if N/A, type "0") |
| 16. Contact Name: | Kim Williams |
| 17. Contact Phone: | 479-575-4900 |

- Select all and change Number Format to Text
- Copy and paste sheet into Non-Ascii site > Select "Remove Diacritics"
- Copy the new text from Non-Ascii site to Sheet2 in Excel and save > Select "Erase" on site



Access

- Blank desktop database
- File Name: 201_-MM MasterVendorList.accdb, Create
- External Data > Import Excel Spreadsheet > Browse > 201_-MM MasterVendorList.xlsx, OK, Open
- Show Worksheets (Non-ASCII), Next, Next
- Edit Data Types for different Field Names
 1. Integer
 2. Short Text
 3. Short Text
 4. Short Text
 5. Short Text
 6. Short Text
 7. Short Text
 8. Date With Time
 9. Date With Time
 10. Short Text
 11. Short Text
 12. Short Text
 13. Short Text
 14. Short Text
 15. Short Text
 16. Short Text
 17. Short Text

- Next, No primary key, Next
- Import to Table: 201_-MM MasterVendorList, Finish, Close
- Open 201_-MM MasterVendorList from Tables on left
- Export to text file
- Browse – BSVC > Act 557 > Contract Spend > 201_-MM, Save, OK
- Fixed Width > Advanced
- Enter Start/Width numbers in Field Information box from Page 2 of EG's notes (same chart that appears two pages prior)
- Select Leading Zeros in Dates and Four-Digit Year, Next, Next, Finish, Close, OK



WordPad

- Open, 201_-MM MasterVendorList
- Save As (MS-DOS format)
- File, Page Setup, Landscape – verify formatting and change L and R margins to 0.5"
- Scroll through all pages to make sure everything appears correct
- Enter line at beginning for Header Record Layout (according to EG's page 4 notes)

F01 Contract Master Vendor List – Header Record Layout

<u>Start/End Position</u>	<u>Field Name & Length</u>	<u>Field Description</u>	<u>What To Enter</u>
1	rec_type (01)	Record Type	0
2-5	sub_bus_area(04)	Submitting Agency	A135
6-21	fgdate(16)	Flat file gen date/time	YYYYMMDDHH:MM:SS
22-33	infile(12)	Filename	UNVA135.F01
34-41	control_totals(08)	Total lines including header	Line count including header
42-76	contact(35)	Contact person	Your first and last name
77-92	contact_phone(16)	Contact telephone	###-###-####

- 0A1352017012008:00:00UNVA135.F01 4 Kallie Tanner 479-575-8481
- File, Page Setup, Portrait
- Save As, unva135.f01



FileZilla

- Host/Username/Password/Port
 1. aft.arkansas.gov
 2. unv0135
 3. abcd134
 4. 22
- Quickconnect
- In bottom left quadrant, drill down on desktop for MS-DOS/.txt file just saved via WordPad
- Select unva135.f01 and drag/drop to bottom right quadrant
- Status: File transfer successful, transferred ##### bytes in 1 second

ACT 557: UNVA135.F02 CONTRACT SPEND REPORT



VWR Expenditures via SAS in Excel

- Excel
- SAS, Reports, AVCB Report and Stored Process, VWR_eBusiness_Act 557, Open
- Range Type: Custom
- From: 0_/01/2017 To: 0_/31/2017
- Run
- Save as: 20YY-MM SAS VWR Expenditures



RazorBuy Data Pull

- Documents
 - View Saved Searches
 - Act 557 RazorBuy Data, Act 557 PO Spend (3-14-17)
 - Date Range: Custom Date Range
- OR
- Documents
 - Search Documents > Advanced Search (default)
 - Search: Purchase Orders
 - Date: Creation Date (System)
 - Custom Date Range: Start Date/End Date (01/01/2000-01/31/2000)

PO No.	Supplier	Creation Date/Time	Requisition No.	Requisitioner
✓ 893466	FedEx	2/28/2017 4:31 PM	85133900	Kim Ferguson
✓ 893297	FedEx	2/15/2017 2:33 PM	84612221	Kajynn Smith
✓ 893447	VWR International	2/28/2017 4:31 PM	85036821	Amber Friday-Brown
✓ 893448	VWR International	2/28/2017 4:31 PM	84847353	Shelby Foster
✓ 893446	Staples	2/28/2017 4:31 PM	85077408	Johnella McCrary
✓ 893449	VWR International	2/28/2017 4:31 PM	84946572	Shelby Foster
✓ 893444	Staples	2/28/2017 3:32 PM	85109982	Shannon Freeman
✓ 893438	Staples	2/28/2017 2:32 PM	85083702	Viola Phillips
✓ 893435	WW Grainger, Inc.	2/28/2017 2:32 PM	85036247	Robert Adamson
✓ 893434	Angas Inc.	2/28/2017 2:32 PM	85013135	Stephanie Greene
✓ 893433	Staples	2/28/2017 2:32 PM	85139472	Natalia Kames
✓ 893432	VWR International	2/28/2017 2:32 PM	85044150	Alynn Ruell
✓ 893431	Fisher Scientific	2/28/2017 2:32 PM	85012832	Rebecca Bollinger
✓ 893429	VWR International	2/28/2017 2:32 PM	85080673	Bethanie Howard-Parlier
✓ 893430	WW Grainger, Inc.	2/28/2017 2:32 PM	85068853	Michael Lume
✓ 893428	VWR International	2/28/2017 2:32 PM	85094162	Thomas Deere
✓ 893422	CDW Government LLC	2/28/2017 12:32 PM	85037834	Aline Phillips
✓ 893420	VWR International	2/28/2017 12:32 PM	84793500	Daniel Falton
✓ 893419	Angas Inc.	2/28/2017 12:32 PM	85058339	Russell DeLong

- Supplier: Select all vendors that apply (Vendors to Report.xlsx), using Advanced Search
 - If multiple Supplier Names appear for the same vendor, select all
 - Do not select Supplier Name if it is an obvious other business owned by same company

VendorsToReport.xlsx:

Contract #	Supplier Name/Vendor	# Suppliers		
CNR01141	(Gov)Connection	1		
UAR488072/B	3Play Media Inc.	1		
ST110186/A	AAA Business Systems	1		
CNR01291	Airgas	3		
ST140125	American Paper & Twine	1		
UAR447500	Arkansas Portable Toilets NW	3		
UAR488072/A	Automatic Sync Technologies LLC	1		
UAR502628/B	B Virtual Inc.	2		
CNR01341	B&H Photos	6		
ST110076	Bank & Business Solutions	1		
UAR633556	Barcode Label Consultants LLC	3		
CNR01330	Beckman Coulter	1		
UAR424691/B	Broyles & Son Wrecker Service Inc.	1		
UAR485376	Buchanan Janitorial	1		
ST110186/F	Canon USA Inc.	2		
102751-04	CDW Government LLC	7		
UAR3NSB163	Center Point	5		
UAR634842	Chill-It Ice Company	2		
UAR482241	Christmas Decor-NW Arkansas	2		
UAR607101/A	City Wide Building Services	1		
CNR01323	Claridge Products	1		
UAR631614	Clean Harbors Environmental Services	2		
UAR432219	Clean Uniform Co.	2		
UAR483569/A	Clifford Power Systems	1		
ST150032/A	Cruse Uniforms & Equipment	1		
ST160019	Dell	2		
UAR590105	Educational Marketing Group	1		
CNR01253	Enterprise Rent-a-Car	8		
UAR012508	Evoqua Water Technologies LLC	1		
ST150016	Fastenal Company	2		
CNR01193	FedEx	7		
CNR01138	Filtration Concepts	1		
ST160220	Fisher Scientific	9		
CNR01328	Global Med Industries	1		
UAR550876	GradImages (Event Photography Group Inc.)	1		
MA-IS-1340234	Graybar Electric	3		
ST150032/B	Gulf State Distributors Inc.	1		
UAR634843	Henry Schein Medical	1		
UAR469080	Heritage AG of AR @ Carlisle	3		
CNR01252	Hertz Rent-a-Car	5		
CNR01142	Hewlett Packard (HP)	8		
ST140076	HF Group LLC	2		
CNR01336	HireRight Inc.	2		
UAR531845	Intents Inc.	3		
UAR448933	James Walton Photo	2		
UAR522512	Jostens Inc.	2		
UAR519659	Landmark Event Staffing	1		
CNR01375	Lowe's	9		

[illegible]

Creation Date (System) ▼	06/01/2017-06/30/2017
▼	
Connection (GovConnection) x	3Play Media Inc. x
AAA Business Systems Inc. x	Airgas Inc. x
Air Gas USA, LLC. x	American Paper & Twine x
Arkansas Portable Toilet Rentals x	Arkansas Portable Toilets x
AR Portable Toilet Rental NWA Division x	
Automatic Sync Technologies LLC x	B Virtual Inc. x
B. Virtual x	B&H Photo x
B&H Photo Video x	B&H Photo Video Pro-Audio x
B&H Photo-Video Remittance Process. Ctr x	
B&H Photo-Video-Pro-Audio x	BH Media Group Inc. x
Bank & Business Solutions x	Barcode Label Consultants LLC x
Barcodes LLC x	BarcodesInc x
Beckman Coulter Inc. x	
Broyles & Son Wrecker Service Inc. x	Buchanan Janitorial x
Canon Solutions America Inc. x	Canon USA Inc. x
CDW x	CDW Computer Centers Inc. x
CDW Computer Discount Warehouse x	
CDW Government Inc. x	CDW Government LLC x
CDW Government LLC. x	CDW-G x
CenterPoint Energy x	CenterPoint Energy Services Inc. x
Centerpoint Energy Arkla x	CenterPoint Energy Services Inc. x
Center Point Contractors x	Center Point Contractors x
Chill It Ice Company x	Chill-It Ice Company Inc. x
Christmas Decor x	Christmas Decor-NW Arkansas x
City Wide Building Services LLC x	
Claridge Products & Equipment Inc. x	Clean Harbors x
Clean Harbors Environmental Services Inc. x	
Clean Uniform Company x	Clean The Uniform Co Joplin x
Clifford Power Systems Inc. x	Cruse Uniforms & Equipment x
Dell x	Dell Computer x
Enterprise x	Enterprise Car Rental x
Enterprise Leasing Co of Houston x	
Enterprise Leasing Co. South Central x	
Enterprise Leasing Co. Southwest x	
Enterprise Leasing Company of DFW x	Enterprise Rent-A-Car x
Enterprise Rentals x	Evoqua Water Technologies LLC x
Fastenal Co. x	Fastenal Company x
FedEx x	FedEx Freight x
FedEx Freight East x	FedEx Ground Inc. x
FedEx Ground Package System Inc. x	
FedEx Ground/Home Delivery x	Fedex Office x
Filtration Concepts x	Fisher Science Education x
Fisher Scientific x	Fisher Scientific x
Fisher Scientific Co. LLC x	
Thermo Fisher Scientific x	
Thermo Fisher Scientific (Asheville) LLC x	
Thermo Fisher Scientific Biosciences x	
Thermo Fisher Scientific LLC x	Fisher Scientific LLC x
Global Med Industries LLC x	GradImages x
Graybar x	Graybar Electric Company x
Graybar Electric x	Graybar Electric Company x
Gulf States Distributors Inc. x	Henry Schein Inc. x
Heritage Agriculture x	Heritage Agriculture of AR/Carlisle Inc. x
Heritage Agriculture of Arkansas x	Hertz x
Hertz Local Edition-NWA x	Hertz Rent a Car x
Hertz Local Redition x	Hertz-Penske Truck Rental x
HP Inc. x	HP Inc. x
Hewlett Packard x	Hewlett Packard Enterprise x
Hewlett-Packard x	Hewlett-Packard Corporation x
HP Business Store x	HP Distribution Center x
HF Group LLC x	
The HF Group x	HireRight Inc. x
HireRight LLC x	Intents x
Intents Inc. x	Intents Party Rental x
James Walton Photo x	
James Walton Photography x	Josten's Inc. x
Jostens Inc. x	
Landmark Event Staffing Services x	Lowe's x
Lowe's Companies Inc. x	Lowe's Home Center Inc. x
Lowe's Home Improvement Center x	
Lowe's Home Improvement Inc. x	
Lowe's Home Improvement Warehouse x	
Lowe's of Fayetteville x	Lowe's Home Center x
Lowe's of Jonesboro x	Marmic Fire & Safety Co. Inc. x
Medline Industries Inc. x	The Medline Foundation x

Mid South Awards x
Mid-South Awards & Custom Embroidery x
Mid-South Awards Inc. x
Mid-South Awards Inc. x
Mitchell Communications x
Mitchell Communications Group Inc. x
Moore Wallace North America Inc. x
National Rent-A-Car x
Newegg Business Inc. x
Newegg Inc. x
Newegg.com x
NuPark Inc. x
Off Campus Partners LLC x
O'Reilly Auto Parts x
O'Reilly Automotive Inc. x
Orkin x
Orkin Exterminating x
Orkin Extermination Co. x
Orkin Pest Control x
Otis Elevator Co. x
OzarksGo LLC x
Printing Papers Inc. x
Proctor U x
ProctorU Inc. x
ProtoCall Services Inc. x
Regal Poly-Pak x
Reynolds Greenhouses LLC x
Riverside Fireworks LLC x
Sherwin Williams x
Sherwin Williams Paint Co. x
Sherwin Williams Store #7199 x
Sherwin-Williams Co x
The Sherwin Williams Co. x
SHI International Corp x
SHI International Corp. x
SHI Corp x
Southwest Arkansas Telephone Cooperative x
Standard Business Systems Inc. x
Staples x
Steris Corp. x
Steris Corporation x
Tandus Centiva US LLC x
Tandus Flooring US LLC x
Tandus US LLC x
Today's Office Inc. NWA x
Today's Office (Steelcase Dealer) x
Triple S Alarm Co Inc x
Triple-S Alarm Company, Inc. x
Armstrong Relocation x
Armstrong Relocation Company-Memphis x
Armstrong Relocation/United Van Lines x
Armstrong Transfer & Storage Co Inc x
United Van Lines Inc. x
University Sleep Products Inc. x
Vantage Vehicle Group x
VIP Special Services LLC x
VWR International x
VWR Scientific x
Waste Management x
Waste Management Little Rock x
Waste Management of Arkansas x
Waste Management of Arkansas East x
Waste Management of Arkansas-Wynne x
WebME Technologies LLC x
West Termite and Pest Management Inc. x
West Termite Pest and Lawn x
Windstream Communications Inc. x
Windstream Corporation x
Windstream Supply x
WW Grainger, Inc. x
Xerox Corporation x
Xerox Direct x
Xerox Omniafax x
Xerox Printer Store x
SciQuest Inc. x
SciQuest.com x

- Workflow Status: Completed > Search
 - If new vendors were added to the list
 - Save New Search
 - NickName
 - Select Destination Folder
 - Save
- Export Search
 - File Name: Act 557 Month Year
 - Request Export Template: Act 557 report
 - Submit

[Click to filter exports ?](#)

Results Per Page 20 ▼		Results found: 1				
File Name	Description	Request Date / Time	Expiration Date	Export File Size	Export Status	
Act 557 March 2017.zip		4/14/2017 10:53 AM	4/21/2017	103.0 KBytes	Completed	

- Go to Page Download Exports
 - When Export Status is “Completed,” click on File Name to open and convert to Excel
 - Save As: 201Y-MM RazorBuy Data Act 557 (Contract Spend/Act 557/Contract Spend folders)



VWR Expenditures (~30 minutes)

- Open VWR Expenditures Excel and copy/paste into new Excel workbook
 - Don't save changes to original
 - Save new file as 201_-MM Act 557 WIP (Act 557/Contract Spend folders)

VWR eBusiness Charges by Invoice Date for Act 557 Reporting						
PO Number	Rec Inv Entry #	PO Line #	Order Date	Description	PO Amt	Line Cost
002914953	0001	0001	06/01/2017	VWR PETRI DISH, 35X10 MM 3535	1648.90	114.46
002914953	0002	0001	06/01/2017	EPTIPS RELOAD 0.1-20UL CS960 022491512	1648.90	93.89
002914953	0003	0001	06/01/2017	TIP LORETEN 50-1000UL CS960 022493024	1648.90	93.78
002914953	0003	0002	06/01/2017	FICOLL-PAQUE PLUS 6X100ML PK6 17-1440-02	1648.90	190.94
002914953	0004	0001	06/01/2017	DERM BIO PNCH STER DISP 5MM-25 96-1148	1648.90	73.84
002914953	0005	0001	06/01/2017	VWR WASHBOTTLE; METHANOL;GHS;V 12416-6011	1648.90	22.51
002914953	0006	0001	06/01/2017	FORMIC ACID 0.1% WATER 2500ML LC452-2.5	1648.90	41.65
002914953	0007	0001	06/01/2017	VWR TUBE CENT 15ML FC B CS500 3136-345-306	1648.90	65.92

- Convert PO Number column data (A) and PO Line # (C) to number format
- Convert Rec Inv Entry # column (B) to number format (custom: 00)
- Copy/paste Rec Inv Entry # column (B) into column I
- Data, Sort By, Receiving Inv Entry #
- Ctrl+F for 10 in Receiving Inv Entry # column (B) to insert a row between 09 and 10
- Column H:
 - Receiving Inv Entry # 01-09: =CONCATENATE(A2,0,B2)
 - Note: This is because the leading zero causes issues otherwise
 - Receiving Inv Entry # 10-99: =CONCATENATE(A259,B259)



RazorBuy (~30 minutes)

- Insert column b/t PO # and Original Revision Date
- Move PO Line # column to newly inserted, blank column
- Move Supplier Name column to very right, first blank column
- Delete blank columns b/t Product Description and Extended PO Total
- Put Extended Price column after PO Total column (replacing Contract No), then delete resulting blank column
- Insert four columns at very beginning: Record, Contract, Line, and Area
- Copy Supplier Name into Contract column and then change heading back to Contract
- Delete columns after Extended Price
- Move Date Received column b/t PO Line and Item Description column
- Delete Date Approved column
- Delete columns b/t Item Description and PO Amount
- Select all, Data, Sort, Column B (Contract), OK
- Refer to VendorsToReport list that includes all vendors that are grabbed from RazorBuy
- Replace Supplier Names in Contract column with the Contract # on VendorsToReport sheet
 - Select Contract column, Ctrl+F, Replace (Find What/Replace With):

▪ Staples VWR International	WW Grainger, Inc.	Xerox Corporation
▪ 31210 CNR01163	CNR01248	CNR01366
 - All others – copy Contract Number from VendorsToReport sheet, select Supplier Names in Contract column of WIP sheet, Paste
- Copy RB WIP data below VWR data in 2016-12 Act 557 WIP Excel sheet/Act 557 WIP tab



Car Rental from Polly Parnell (~10 mins.)

- Open Polly Parnell/Car Rental Excel and copy/paste into new Excel workbook
- Insert four columns at very beginning: Record, Contract, Line, and Area
- Fill in Contract # column
- Copy all and Paste PP data below RB data in 2016-12 Act 557 WIP Excel sheet

Cleaning Up

- Fill in the remaining blank columns
 - Record: 3
 - Line: 1
 - Area: A135
- Date should be formatted as MM/DD/YYYY
- Data, Sort, Sort By: Line Item Total Data, Then by: PO Total
 - Delete row if Line Item Total or PO Total is < or = 0
- If cells depend on concatenated columns that are hidden
 - Copy the cells w/ formulas in them, paste as Values into new column, copy/paste back

Submission

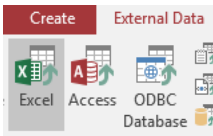
Non-Ascii

- Sort by: Contract, PO, PO Line, Date
- Scroll through to make sure everything checks out
- Copy and paste sheet into Non-Ascii site (<http://utils.paranoiaworks.org/diacriticsremover/>)
- Select "Remove Diacritics"
- Copy the new text from Non-Ascii site Non-Ascii tab in Excel and save



Access

- Blank database
- File Name: 201_-MM Act 557.accdb, Create
- External Data



- Import Excel Spreadsheet
- Browse
- 201_-MM Act 557 WIP.xlsx, Open, OK
- Show Worksheets, Non-ASCII, Next, select First Row Contains Column Headings, Next
- Edit Data Types for different Field Names (based on Ann's page 4)
 1. Record: Integer
 2. Contract #: Short Text
 3. Contract Line: Short Text
 4. Area: Short Text
 5. PO #: Short Text
 6. PO Line #: Integer
 7. Date: Date w/ Time
 8. Description: Long Text
 9. PO Total Proj.: Short Text
 10. Line Item Total: Short Text

F02 Monthly Contract Spend Data – Detail Record Layout

Field	Start Position	End Position	Data Type	Data Length	Decimal	Example Notes	Format	Other Info
Record Type	1	1	INTEGER	1				Enter 3 for Purchase Orders (tied to a contract).
Contract Number	2	11	SHORT TEXT	10				Enter either the statewide AASIS Outline Agreement number or the agency's contract number
Contract Line	12	16	SHORT TEXT	5				Enter either the statewide AASIS contract line item or the agency's contract line item number 1
PO Business Area	17	20	SHORT TEXT	4		Ex: 0090	0000	Enter your Business Area/Agency number A135
PO Number	21	30	SHORT TEXT	10				Enter your Purchase Order number
PO Line Item Number	31	35	INTEGER	5				Enter the Purchase Order line item number
Date PO approved	36	45	DATE	10		04/12/2010	MM/DD/YYYY	Date the Purchase Order was approved for release
PO item description	46	85	LONG TEXT	40				Description of item purchased. Leave this field blank if referencing a State contract
Total Projected Cost	86	101	SHORT TEXT	16	2	250000.00		The total projected cost of the purchase order, including any possible extensions. Up to 16 digits, 2 decimal places
Line item total amount	102	117	SHORT TEXT	16	2	19000.00		Amount paid on the PO line item. (unit price x quantity) Up to 16 digits, 2 decimal places.

Import Spreadsheet Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

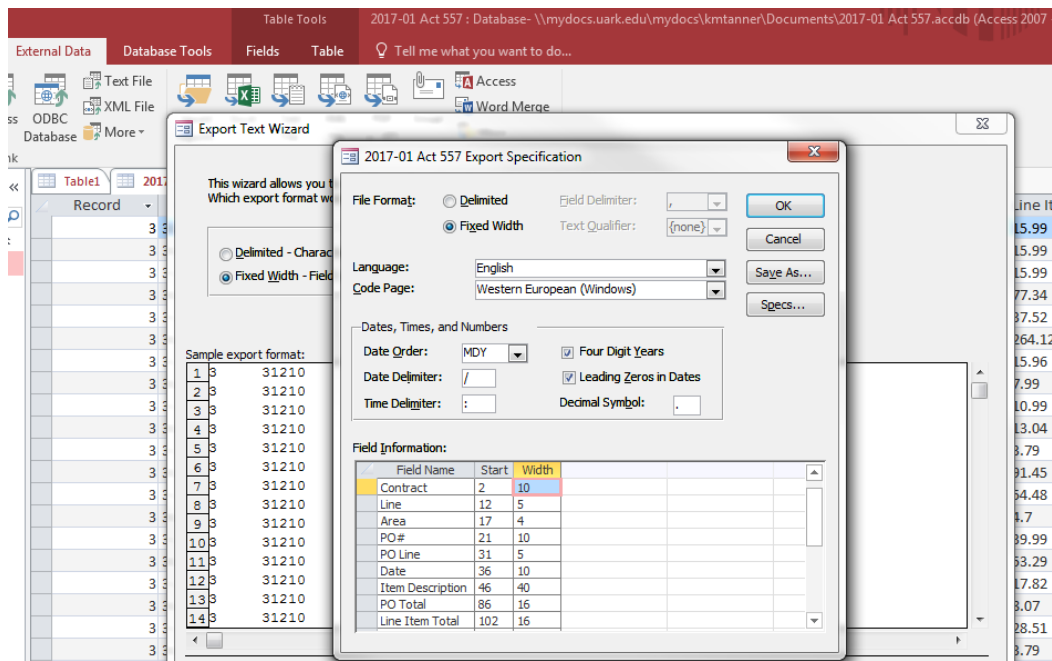
Field Name: Record Data Type: Integer

Indexed: No ☐ Do not import field (Skip)

Record	Contract	Line	Area	PO #
1	3	31210	1	A135
2	3	31210	1	A135
3	3	31210	1	A135
4	3	31210	1	A135
5	3	31210	1	A135
6	3	31210	1	A135
7	3	31210	1	A135
8	3	31210	1	A135
9	3	31210	1	A135
10	3	31210	1	A135
11	3	31210	1	A135
12	3	31210	1	A135
13	3	31210	1	A135
14	3	31210	1	A135

Cancel < Back Next > Finish

- No primary key, Next
 - Import to Table: 201_-MM Act 557
 - Finish, Close
-
- Open 201_-MM Act 557 from Tables on left
 - Export to text file
 - Browse – BSVC > Act 557 > Contract Spend > 201_-MM
 - Save, OK
 - Fixed Width, Advanced
 - Select Leading Zeros in Dates and Four-Digit Years
 - Enter Start/Width numbers in Field Information box from Page 4 of EG's notes
 1. Record: 1 1
 2. Contract #: 2 10
 3. Contract Line: 12 5
 4. PO Business: 17 4
 5. PO #: 21 10
 6. PO Line Item #: 31 5
 7. Date: 36 10
 8. Description: 46 40
 9. PO Total Project: 86 16
 10. Line Item Total: 102 16



- OK, Next, Next, Finish, Close



WordPad

- Open, 201_-MM.txt
- Save As (MS-DOS format), 201_-MM Act 557.txt
- File, Page Setup, Landscape – verify formatting and change L and R margins to 0.5"
- Scroll through all pages to make sure everything appears correct
- Enter line at beginning for Header Record Layout (according to EG's page 4 notes)
 1. 0A1352017031611:59:00UNVA135.F02 2818 Kallie Tanner 479-575-8481

F02 Monthly Contract Spend Data – Header Record Layout

Start/End Position	Field Name & Length	Field Description	What To Enter
1	rec_type (01)	Record Type	0
2-5	sub_bus_area(04)	Submitting Agency	A135 ✓
6-21	fgdate(16)	Flat file gen date/time	YYYYMMDDHH:MM:SS ✓
22-33	infile(12)	Filename	UNVA135.F02 ✓
34-41	control_totals(08)	Total lines including header	Line count(including header) ✓
42-76	contact(35)	Contact person	Your first and last name ✓
77-92	contact_phone(16)	Contact telephone	###-###-####

- File, Page Setup, Portrait
- Save As, "unva135.f02"



FileZilla

- Host/Username/Password/Port
 1. aft.arkansas.gov
 2. unv0135
 3. abcd1234
 4. 22
- Quickconnect
- In bottom left quadrant, drill down on desktop for MS-DOS/.txt file just saved via WordPad
- Select unva135.f02 and drag/drop to bottom right quadrant
- Status: File transfer successful, transferred ##### bytes in 1 second

Email Jacquie.Hulsey@dfa.arkansas.gov and pparnell@uark.edu requesting confirmation that the file uploaded successfully and passed the formatting check.

DATA ANALYST: QUARTERLY REPORTS

CONTRACT AND GRANT DISCLOSURE REPORT

*Based on the Contract and Grant Disclosure and Certification Form provided by Procurement Coordinator(s) and Bid Clerk

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM									
Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.									
SUBCONTRACTOR: SUBCONTRACTOR NAME:									
<input type="checkbox"/> Yes <input type="checkbox"/> No									
IS THIS FOR:									
TAXPAYER ID NAME: <input type="checkbox"/> Goods? <input type="checkbox"/> Services? <input type="checkbox"/> Both?									
YOUR LAST NAME: FIRST NAME: M.I.:									
ADDRESS:									
CITY: STATE: ZIP CODE: COUNTRY:									
AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:									
FOR INDIVIDUALS*									
Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:									
Position Held	Mark (✓)		Name of Position of Job Held (senator, representative, name of board/ commission, data entry, etc.)	For How Long?		What is the person(s) name and how are they related to you? (i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.)			
	Current	Former		From MMYY	To MMYY	Person's Name(s)		Relation	
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>							
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>							
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>							
State Employee	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/> None of the above applies									
FOR AN ENTITY (BUSINESS)*									
Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.									
Position Held	Mark (✓)		Name of Position of Job Held (senator, representative, name of board/ commission, data entry, etc.)	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?			
	Current	Former		From MMYY	To MMYY	Person's Name(s)		Ownership Interest (%)	Position of Control
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>							
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>							
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>							
State Employee	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/> None of the above applies									
Contract and Grant Disclosure and Certification Form									
<u>Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.</u>									
<u>As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:</u>									
1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.									
2. I will include the following language as a part of any agreement with a subcontractor: <i>Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.</i>									
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.									
<u>I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.</u>									
Signature _____ Title _____ Date _____									
Vendor Contact Person _____ Title _____ Phone No. _____									
<u>Agency use only</u>									
Agency Number _____ Agency Name _____ Agency Contact Person _____ Contact Phone No. _____ Contract or Grant No. _____									

ALL Contract and Grant Disclosure and Certification Forms for the quarter should be gathered, even if they are considered "no hits" i.e. there are no conflicts

How to Report When There Are 0 Hits

If the “None of the above applies” box(es) is selected, it should be entered as follow at https://www.ark.org/dfa/dfa_disclosure_contract/index.php:

Executive Order 98-04

Contract and Grant Disclosure Report Based on Calendar Year

Agency Information:	
Agency:	0135 / University of Arkansas at Fayetteville
Division:	UA Fayetteville ▼
Agency Contact Name:	Kallie M. Tanner
Agency Contact Email Address:	kmtanner@uark.edu
Agency Contact Telephone Number:	479-575-8481
Do you have anything to report this quarter?:	No ▼
Reporting Quarter:	2nd ▼
Year:	2017 ▼
Continue	

How to Report Hits

If the form has listed an individual and has not selected the “None of the above applies” box, click “Yes” for “Do you have anything to report this quarter?” and enter appropriate “Contract Number”:

- Click “Continue”
- Business Entity Name: Taxpayer ID Name
- Name of Discloser: Person’s Name
- Name of Relative: If applicable; if not, type “None”
- Relation: If applicable; if not, type “None”
- Status: Select “Current” or “Former”
- Position Held: Based on “Position Held” column
- Job Held: Based on “Name of Position of Job Held” column
- Percent Owned: N/A unless specified in “Ownership Interest (%)” Column
- Position of Control: Based on “Position of Control” Column

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SOCIAL SECURITY NUMBER	FEDERAL ID NUMBER	SUBCONTRACTOR	SUBCONTRACTOR NAME
TAXPAYER ID #	OR 71-0349938	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
IS THIS FOR:			
TAXPAYER ID NAME: CROMWELL ARCHITECTS ENGINEERS, INC	<input type="checkbox"/> Goods?	<input checked="" type="checkbox"/> Services?	<input type="checkbox"/> Both?

YOUR LAST NAME: DAVIS	FIRST NAME: DARYL	M.I.: L
ADDRESS: 101 S. Spring St		
CITY: LITTLE ROCK	STATE: AR	ZIP CODE: 72201
COUNTRY:		

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held (denator, representative, name of board/ commission, date entry, etc.)	For How Long?		What is the person(s) name and how are they related to you? (i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.)	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

☐ None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held (denator, representative, name of board/ commission, date entry, etc.)	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%) Position of Control
General Assembly							
Constitutional Officer							
State Board or Commission Member		XXX	State Board of Architects	1996	2011	Eugene Levy	Past -

☐ None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

- Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
- I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
- No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature Daryl L Davis Title Principal Date April 26, 2017
Vendor Contact Person DARYL L. DAVIS Title Business Manager Phone No. 501-372-2900

Agency use only
Agency 11AF Agency Ellen Ferguson Contact 419-15-5314 Contract DA113788
Number 135 Name Contact Person Phone No. or Grant No.

Contract and Grant Disclosure Report

Please review the form before submitting your form. If you need to make corrections, please press the back button. If the form is correct, press the 'Add Disclosure' button.

Agency Information:
Agency Number: 0135
Agency Name: University of Arkansas at Fayetteville
Division: UA Fayetteville
Agency Contact Name: Kallie M. Tanner
Agency Contact Email Address: kmtanner@uark.edu
Agency Contact Telephone Number: 479-575-8481
Reporting Quarter: 4th
Year: 2017
Contract Number: RA1113788
Business Entity Name: Cromwell Architects Engineers, Inc.
Name of Discloser: Eugene Levy
Relative Name: None
Relation: None
Status: Former
Position Held: State Board or Comission Member
Job Held: State Board of Architects (1996-2011)
Percent Owned: 0
Position of Control: None

[< Back](#)[Add Disclosure](#)

- Click "Continue", "Add Disclosure"
- Print the final screen

If there is more than one disclosure, click "Add Another Disclosure" and repeat process

BIO-BASED PRODUCT USAGE REPORT

*Based on the e-mailed report from Arthur Maton

<http://www.dfa.arkansas.gov/offices/procurement/Pages/BioBasedProductReport.aspx> or
Procurement → Forms/Reporting → BioBased Product Usage Report

Open Arthur Maton's Excel document

- Sort by vendor
- Select everything except Grand Total Row
- Data > Outline > Subtotal (at each change in: Vendor) > Sum: Qty, Part Total
- Highlight "____ Total" rows in Group 3 and print



	A	B	C	D	E	F	G	H	I
1	VENDOR	PO#	PART #	DESCRIPTION	QTY	UM	PRICE	LINE TOTAL	PART TOTAL
2	AMERICAN PAPER & TWINE	0901002	0402116	TOWELS, PAPER, SINGLEFOLD, 9.125" X 10.25", 250 TOWELS/PKG., 16 PKGS./CASE, KRAFT (BROWN), ECOLOGO CERTIFIED, CONTRACT ITEM #9, CASCADES PRO SELECT H165 (CASCADES DECOR #1750)	70	CS	\$13.65	\$955.50	\$955.50
3	AMERICAN PAPER & TWINE	0901002	0402123	TOWELS, PAPER, MULTIFOLD, 9.25" X 9.5", 250 TOWELS/PKG., 16 PKGS./CASE, KRAFT (BROWN), GREEN SEAL CERTIFIED, CONTRACT ITEM #12, VON DREHLE #548K	210	CS	\$13.42	\$2,818.20	\$2,818.20
4	AMERICAN PAPER & TWINE	0901002	0402130	TISSUE, TOILET, WHITE, 1-PLY, 4.5" WIDE X 3.6" LONG SHEET SIZE, 1,000 SHEETS/ROLL, 96 ROLLS/CASE, WRAPPED, WHITE, GREEN SEAL CERTIFIED, CONTRACT ITEM #2, VON DREHLE BLUE MIST #5501	200	CS	\$35.77	\$7,154.00	\$7,154.00
5	AMERICAN PAPER & TWINE	0901002	0403476	TOWELS, PAPER, ROLL, HOUSEHOLD, PERFORATED, ABSORBENT, 9" X 11", 85 SHEETS/ROLL, 30 ROLLS/CASE, WHITE, GREEN SEAL CERTIFIED, CONTRACT ITEM #14, VON DREHLE PRESERVE #4100	24	CS	\$16.60	\$398.40	\$398.40
6	AMERICAN PAPER & TWINE	0901002	0403797	TOWELS, PAPER, ROLL, 7.87" WIDE, 1,000 LINEAR FEET/ROLL, 6 ROLLS/CASE, NATURAL (BROWN), ECOLOGO CERTIFIED, CONTRACT ITEM #21, GEORGIA-PACIFIC SOFPULL #26480	220	CS	\$37.16	\$8,175.20	\$8,175.20
7	AMERICAN PAPER & TWINE Total				724			\$19,501.30	\$19,501.30
8	DATEK INC.	0904378	0403865	SOAP, HAND, FOAM, MILD, GENERAL USE, GREEN SEAL CERTIFIED (1.3 LITER CONCENTRATED BOTTLE; 10:1 DILUTION RATE), ECOLAB NEXA FACILIPRO #6100870	80	BTL	\$95.08	\$7,606.67	\$7,606.67
9	DATEK INC. Total				80			\$7,606.67	\$7,606.67

BioBased Product Report

Agency Name:	UofA Fayetteville
Agency Contact Phone:	479-575-8481
Agency Contact Email:	kmtanner@uark.edu
Vendor:	American Paper & Twine
Product:	Paper Towels/Toilet Tissue
Purchase Date :	April/May/June
Quantity:	724
Total Expenditure:	19501.30
<input type="button" value="Submit"/>	

Submit

Print

Click to go back to previous page to add additional vendors after the first

Repeat process for each vendor

Attach Arthur's Excel to all printed reports

MINORITY REPORT

Act 698 of 1991 establishes a procurement goal of ten (10) percent of annual business with minority businesses and defines a minority as "a black citizen or black lawful permanent resident of the State of Arkansas." It is the policy of the University of Arkansas to use minority businesses in contracting to the maximum extent that is feasible. All departments are encouraged to do business with minority businesses whenever possible. [Minority Vendors Business Directory](#)



321 Administration Bldg. • Fayetteville, Arkansas 72701 • (479) 575-2551 • (479) 575-4158 (FAX)

Business Affairs

Agency Minority Business Plan Fiscal Year 2017

Agency Plan Details

University of Arkansas - Fayetteville 321 Administration Bldg. Fayetteville, AR 72701 Phone (479) 575-2551 - Fax (479) 575-4158 Business Affairs Minority Business Plan Fiscal Year 2017, July 1, 2016 – June 30, 2017.

The University of Arkansas, located in Fayetteville, Arkansas, has implemented our revised Minority Business Purchasing Goal for fiscal year 2017 (July 1, 2016 – June 30, 2017). The revised minority goal is based upon our 2017 operating budget, which is based upon commodities and services of \$104,895,178.00 minus allowed deductions identified by the Arkansas Economic Development Commission and approved by Patricia Brown, Director of Small and Minority Business, of \$73,579,339.74, for a total budget amount upon which to base our minority spend of \$31,315,838.26 This figure identifies and confirms a 10 percent 2017 Minority Purchasing Goal of \$3,131,583.82.

The previous Minority Business Purchasing Goal for fiscal year 2016 of \$3,283,691.99, may have included categories and amounts that were recently identified by the Arkansas Economic Development Commission and the Director of Small and Minority Business, to be exempt commodities and services that may not be included in our plan because there are normally no minority business alternatives. The following action items will help the university to work toward achieving the 2017 Minority Purchasing Goal.

Action Item One: Update existing vendor records and add new vendors. The University of Arkansas in Fayetteville, AR, will update minority vendor records as required during current Fiscal Year 2017. We will review existing records for accuracy and add new minority vendors when they are located. The University will use various means to locate new minority vendors to include vendor lists from the Office of State Procurement, the Division of Minority Business Enterprise of the Arkansas Economic Development Commission and from lists offered by other Arkansas Agency Purchasing Officials.

Action Item Two: Include appropriate minority vendors in University of Arkansas - Fayetteville bid solicitations. University of Arkansas - Fayetteville Purchasing staff will be instructed to use the minority vendor list for inclusion in the bid process. Bids will include competitive (quote) bids,

formal sealed (IFB) bids and requests for proposals (RFP). A supervisory element will be added to insure that minority vendors are included in appropriate bids.

Action Item Three: Minority Vendors are encouraged to submit their information to be included in the University vendor data base. Inform minority vendors through the Procurement web site, through telephone conversations, and by response to email requests, of the bid process and acquaint vendors with instructions for vendors to follow when soliciting and managing procurement contracts with the University.

Action Item Four: Encourage minority participation in construction and repair/remodel projects. Identify minority vendors who may be able to participate in University of Arkansas construction projects. Work with the Building Services and Facilities buyer to encourage the use of the vendors. Assure that language to encourage minority vendor inclusion is in bid solicitations for construction and remodel/repair.

Action Item Five: Encourage use of minority vendors for small orders. Identify campus users that may be good candidates to use local minority vendors. Review departmental procurement history to identify what types of goods and services are being purchased and combine those with existing local minority suppliers. Set up meetings to introduce individual campus users with individual minority suppliers to foster and increase business relationships.

Action Item Six: Locate and target unique minority business opportunities. The University of Arkansas - Fayetteville will reach out to minority vendors when specific vendors are brought to our attention. We will contact these vendors and set a meeting to discuss plans to foster University business partnerships.

Respectfully Submitted

Linda K. Fast, APO, CPPO, CPPB

Manager of Procurement Services and Minority Business Officer



321 Administration Building
Fayetteville, Arkansas 72701
(479) 575-6513 - Telephone
(479) 575-4158 - Fax
www.uark.edu - Website

*Based on the BASIS report from Cheryl Canfield and the e-Business report from US Bank

Reporting Guidelines

- Asian AS
- Black BO
- Hispanic HI
- Native American NA
- Veteran Owned VO
- Disabled Veteran DV
- Woman Owned WO
- Do NOT report on Small Business Entity (8A) or Small Disadvantaged Owned (SD)= unless they are also a minority according to above categories

Generating data from US Bank

(<https://access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>)

Organization Short Name: STAR
User ID: kmtanner
Password: XXXXXXXXXXXXXXXX

Reporting → Tax and Compliance Management

Vendor Summary by Socio-economic Indicator

Date: Transaction Date Range (quarter's start/end dates)
Merchants: Arkansas
Socio-Economic Indicator: All
Group Report By: Bank (1425) Agent (1006)
Company: (35204)

Date

☐ Cycle Close Date Range: ☐ Calendar Month Range: ☐ Posting Date Range: ☒ Transaction Date Range:

☐ Enable Cycle Day

Start Date:

End Date:

01/01/2017



to

03/31/2017



Merchants

Merchant States/Provinces:

Hold down the Ctrl key to make multiple selections.

Alaska
Alberta
Arizona
Arkansas

Socio-Economic Indicator

Hold down the Ctrl key to make multiple selections.

All
No Indicator
Minority Owned
Woman Owned

Socio-Economic Indicator

Hold down the Ctrl key to make multiple selections.

All
No Indicator
Minority Owned
Woman Owned

Sort Report By

Merchant Name No Sort No Sort No Sort

Ascending Order Ascending Order Ascending Order Ascending O
Descending Order Descending Order Descending Order Descending C

Report Output

Output Type:

Excel

Group Report By

Processing Hierarchy Position: *

Bank: Agent: Company: Division: Department:

1425 1006 35204 Search for Position or Add Multiple

Run Report > Open Excel document > Save As: FY__Q_ Minority Spend

Save under Raw Data tab > copy/paste into second tab

Delete un-needed columns based on last quarter's report:


- Start at end with BN ("Sort 4") through BG ("Data Type")
- BE ("Report Date") through AW ("Secondary NAICS Code/Description")
- AU ("Secondary SIC Code/Description") through AT ("Primary SIC Code/Description")
- AR ("Merchant Category Code") through AP ("Incorporated Status Change Date")
- AN ("Sole Proprietor Middle Initial")
- AL ("Incorporation Status Code/Description") through AI ("Merchant Email Address")
- AG ("Mailing Zip/Postal Code") through AA ("Alternate Merchant City")
- Y ("Business Legal Name") through V ("Hub Zone Indicator")
- T ("SBA Registered Indicator") through S ("8A Classification Indicator")
- M ("Minority Owned Status Code") through L ("Number of Transactions")
- J ("Number of Credit Transactions") through F ("Debit Amount")

<G:\Purchase\Kallie's Folder\Reports\Minority Report\Copy of Minority PCard Spend FY17 TEST.xlsx>

Remaining columns labeled as follows:

A		B		C	D	E
Merchant Name		Merchant Street Address		Merchant City	Merchant State/Province	Merchant Zip/Postal Code
F	G		H	I	J	
Total Spend Amount	Minority Owned Status Description		Woman Owned Indicator	Veteran Indicator	Vietnam Veteran Indicator	
K		L		M		N
Disabled Veteran Indicator		Small Disadvantaged Business Indicator		Alternate Merchant Name		Merchant Phone Number
O	P		Q	R		S
Sole Proprietor First Name	Sole Proprietor Last Name		Merchant Category Description	Primary NAICS Code/Description		Report Name

- Data, Filter on: "Not Minority Owned" and "Blanks" for "Minority Owned Status Description" (Column G)
- Filter on Y for Woman Owned Indicator (Column H) → Type "Woman Owned" in Columns G and H

- NOTE: Use the “Select Visible Cells” option  when copying/pasting into large range
- Repeat process for “Veteran Indicator,” “Vietnam Veteran Indicator,” and “Disabled Veteran Indicator” until the “Minority Owned Status Description” lists the minority description according to the Ys, and all Ns say “Not Minority owned” in column G (or that are blank)
- View all filters and make sure Minority Owned Status Description displays (1) ethnicity, (2) Woman Owned, (3) disabled veteran, or (4) veteran or other indicator, in that hierarchical order
 - E.g. If vendor is both Hispanic and Woman Owned, MOSD should be HI
 - If vendor is a Disabled Veteran and Veteran, MOSD should be DV
- Insert > Pivot Table
 - Rows: Minority Owned Status Description, Merchant Name, Primary NAICS Code/Description, Alternate Merchant Name, Merchant Phone Number, Merchant Street Address, Merchant City, Merchant Zip/Postal Code, Total Spend Amount
 - PivotTable Tools > Design > Subtotals: Do Not Show Subtotals > Report Layout: Show in Tabular Form

USBank:



	A	B	C	D	E
1	Oct 1, 2016 - Dec 31, 2016	Arkansas Vendors			
2					
3	Minority Description	Merchant Street Address	Merchant City	Merchant Zip/Postal Code	Total Spend
4	Asian Indian				\$157.70
5	HI PRESSURE SYSTEMS	2111 HIGHWAY 412 E	479-5990046	727610000.	\$82.31
6	PINNACLE ARBORIST SUPP	6801 W 12TH ST STE A	LITTLE ROCK	722040000.	\$57.44
7	PENGUIN EDS BBQ 1	2773 E MISSION BLVD	FAYETTEVILLE	727030000.	\$17.95
8	Hispanic				\$8,731.91
9	TRIPLE S ALARMS	2820 CANTRELL RD	LITTLE ROCK	722020000.	\$3,769.14
10	HAMCO BUSINESS Solutio	1101 CENTURY ST	SPRINGDALE	727620000.	\$819.45
11			479-9270405	727620000.	\$171.83
12	EAGLE BODY INC	1500 S THOMPSON ST	SPRINGDALE	727646320.	\$45.93
13	COAST TO COAST CARPORTS I	22525 INTERSTATE 40	KNOXVILLE	728450000.	\$1,410.08
14	WILDHEART DESIGNS	2016 N SHILOH DR	FAYETTEVILLE	727046720.	\$1,161.16
15	WOODBURY-BEACH CO	6329 CRYSTAL HILL RD	501-753-8323	721180000.	\$1,354.32
16	Native American				\$4,137.18
17	MOUNTAIN SPRING WATER CO	8501 HIGHWAY 271 S STE A	501-648-9696	729080000.	\$190.07
18	HI PRESSURE SYSTEMS	2111 HIGHWAY 412 E	SILAM SPRING	727618608.	\$259.89

BASIS:

20170627	BO	Banks Construction and Son	6,352.91	902760	PO Box 95	Madison	AR	72359		
20170508	BO	Posh Planning & Design Services	1,478.54	900117	2907 E Joyce Blvd, Ste 7	Fayetteville	AR	72703	Ulanda Terry	
20170509	BO	Posh Planning & Design Services	175.56	900268	2907 E Joyce Blvd, Ste 7	Fayetteville	AR	72703	Ulanda Terry	
		Total BO (Black Owned)	28,821.46							
20170623	DV	Heral Enterprises Inc.	4,275.86	903995	9110 Lew Drive	Little Rock	AR	72219-3666		
20170412	DV	Heral Enterprises Inc.	6,025.28	896910	9110 Lew Drive	Little Rock	AR	72219-3666		
20170623	DV	Heral Enterprises Inc.	175.38	903995	9110 Lew Drive	Little Rock	AR	72219-3666		
20170607	DV	Heral Enterprises Inc.	6,574.03	902319	9110 Lew Drive	Little Rock	AR	72219-3666		
20170510	DV	Dynasty Taxi	130.00	6857201	PO Box 7990	Springdale	AR	72766	Melissa Reynolds	210/612-0225
20170501	DV	Dynasty Taxi	110.00	6856384	PO Box 7990	Springdale	AR	72766	Melissa Reynolds	210/612-0225
20170405	DV	Dynasty Taxi	59.00	6855467	PO Box 7990	Springdale	AR	72766	Melissa Reynolds	210/612-0225
20170501	DV	Dynasty Taxi	92.00	6856580	PO Box 7990	Springdale	AR	72766	Melissa Reynolds	210/612-0225
20170405	DV	Dynasty Taxi	64.00	6855468	PO Box 7990	Springdale	AR	72766	Melissa Reynolds	210/612-0225
20170403	DV	Dynasty Taxi	233.00	892116	PO Box 7990	Springdale	AR	72766	Melissa Reynolds	210/612-0225
20170413	DV	Dynasty Taxi	110.00	897673	PO Box 7990	Springdale	AR	72766	Melissa Reynolds	210/612-0225
20170512	DV	Dynasty Taxi	305.32	900208	PO Box 7990	Springdale	AR	72766	Melissa Reynolds	210/612-0225
20170627	DV	Dynasty Taxi	33.00	904837	PO Box 7990	Springdale	AR	72766	Melissa Reynolds	210/612-0225
20170505	DV	Ultimate Air LLC	2,314.54	897855	3221 Shelby Dr	Jonesboro	AR	72404	Angie Walker	
		Total DV (Disabled Veteran Owned)	20,501.41							
20170512	HI	Mayan Sign	60.37	900609	800 S Thompson, Ste A	Springdale	AR	72764		
					2016 W Martin Luther					
20170501	HI	Con Quesos LLC	185.40	898619	King Blvd, #8	Fayetteville	AR	72701		okasim@conquesos.com
					2016 W Martin Luther					
20170508	HI	Con Quesos LLC	284.40	900091	King Blvd, #8	Fayetteville	AR	72701		okasim@conquesos.com

- Copy sheet to new tab
- Data, Sort by: MINORCD, VENDNAME
- Look at vendor names in the Vendor Management tab in MinorityView portal; if they have a Vendor Ethnicity box checked, change MINORCD from 8A/SD to the ethnicity
- Delete remaining 8A and SD rows
- Data, Subtotal, At each change in: VENDNAME, Use function: Sum, Add subtotal to: INVAMT
 - Replace current subtotals
 - Summary below data
- Ensure Grand Total at bottom =SUM(grand total on Sheet1-(8A+SD))
- View and print group 3 for the report totals

<http://mbo.arkansasedc.com/smb/index.php> (or <http://www.dfa.arkansas.gov/Pages/default.aspx> → Procurement → Forms/Reporting → MinorityView Portal)

- Credentials for login
 - E-mail: lfast@uark.edu
 - Username: 30353
 - Password: Razorback
- Agency Code: 0135
- Agency Name: University of Arkansas-Fayetteville
- Quarterly MBE Spending tab
- Press  button on left side to expand the appropriate quarter
- Press  button to add line for every vendor → Type total \$ amount in second column and select vendor from menu in fourth column → Save → Repeat

Logged in as Linda K Fast Start menu | Settings | Help | Logout

ARKANSAS
Economic Development Commission
MinorityView Portal

Contact Information | Annual Purchasing Plan | **Quarterly MBE Spending** | Vendor Management

	\$188,895.45	0.57%	
2nd Quarter: January 15, 2017 (October 1-December 31, 2016)			
January 15, 2017	\$82.31	0.00%	Hi Pressure Systems
January 15, 2017	\$57.44	0.00%	Pinnacle Arborist Supplies
January 15, 2017	\$3,769.14	0.01%	Triple S Alarms
January 15, 2017	\$991.28	0.00%	HAMCO Business Solutions
January 15, 2017	\$45.93	0.00%	Eagle Body, Inc.
January 15, 2017	\$1,410.08	0.00%	Coast to Coast Carpets - Arkansas Carpets
January 15, 2017	\$1,161.16	0.00%	Wildheart Apparel
January 15, 2017	\$1,354.32	0.00%	Woodbury-Beach Co. Inc.
January 15, 2017	\$190.07	0.00%	Mountain Spring Water Co
January 15, 2017	\$259.89	0.00%	Hi Pressure Systems
January 15, 2017	\$3,293.06	0.01%	Wheeler Powersports Inc
January 15, 2017	\$394.16	0.00%	Foodservice Equipment Brokers
January 15, 2017	\$438.46	0.00%	Hunton Office Supply
January 15, 2017	\$497.67	0.00%	Ozark Fluid Power Inc
January 15, 2017	\$717.19	0.00%	Seyler Electric Inc
January 15, 2017	\$19.68	0.00%	Campus Bookstore
January 15, 2017	\$59.39	0.00%	Cross Tire & Auto Service
January 15, 2017	\$217.91	0.00%	Hogeye Inc
January 15, 2017	\$138.32	0.00%	Honda Power Sports of Fort Smith
January 15, 2017	\$2,189.38	0.01%	Wheeler Powersports Inc
January 15, 2017	\$140.00	0.00%	Arkansas Shades, Blinds and Shutters, Inc.
January 15, 2017	\$5,558.62	0.02%	Heral Enterprises, Inc
January 15, 2017	\$0.00		
(Total)	\$22,985.46	0.05%	
3rd Quarter: April 15, 2017 (January 1-March 31, 2017)			
April 15, 2017	\$0.00		

Save Cancel Print

If the vendor does not appear on the drop-down menu because it's new> **click Save** and then switch to Vendor Management Tab and select Add New Vendor

Vendor Details

Vendor Information

AASIS Registered: Not Verified

Business Name

Doing Business As

Status: Active

Products/Services(NAICS Code):

Vendor No

Contact Information

Last Name

First Name

Middle Initial

Officer's Title/ Position

Department

Phone Number

Fax Number

Email

Website

Address Details

Address Line 1

Address Line 2

City

State: Arkansas

County: Pulaski

Zip

Business Type & Ethnicity

Business Type

☐ Certified Minority Business Enterprise(CMBE)

☐ Minority Business Enterprise(MBE)

☐ Women Business Enterprise(WBE)

Vendor Ethnicity

☐ African American

☐ Native American

☐ Hispanic American

☐ Asian American

☐ Pacific Islander

☐ Disabled Veteran

Save & Close Save Close

Open **BASIS** for Vendor ID# (**VARD**)

Vendor Information:

Verified> Business Name> DBA> Active> NAICS> Vendor No.

Contact Information:

Last Name> First Name> Officer's Title> Phone> Fax> Email> Website

Address Details:

Address> City> State> County> Zip

Business Type & Ethnicity:

Minority Business Enterprise (MBE)

Vendor Ethnicity

Save & Close

NOTES:

- To determine NAICS for e-Business charges, go to BASIS, UPS, UPO, LIVD

MV-3 AND MV-4 VEHICLE REPORT

- 

	A	B	C	D	E
164		70525232	13.86		
165		70525233	82.74		
166	1102		29.4		
167		70525223	29.4		
168	(blank)		220647.94	Reimbursement Cost	
169		(blank)	220647.94		
170	Grand Total		441295.88		
171					
172					
173			525352	Miles Traveled	

SAVA

- File MV-3
- Reporting for Quarter: Quarter, Fiscal Year
- Divide Grand Total by 0.42 (<http://www.dfa.arkansas.gov/travel/Pages/default.aspx>) to calculate the Miles Traveled
- Reimbursement Cost: Grand Total rounded to the nearest \$
- Click to Confirm Data
- Print Form

MV-3 | Quarterly State Vehicle Report

Reporting for Quarter:		Jan-Mar ▼	2017 ▼
Agency:	UNIVERSITY OF ARKANSAS AT FAYETTEVILLE -	Agency Code:	0135
Prepared by:	Kallie Tanner	Telephone No.:	575 6761

Report

Miles Traveled:	525352
Reimbursement Cost:	220648

[Click to Confirm Data](#)

VENDOR PERFORMANCE REPORTS

General Information



- Quarterly report that captures PO Spending from SAS report
- Approximately 130 reports are collected and submitted each quarter
- Procurement Coordinators email or submit physical notification of whether vendors listed on the SAS PO Spend Report are exempt or not
- After receiving notification from PCs, contact Contract Monitor requesting them to submit VPR form
- <http://www.dfa.arkansas.gov/offices/procurement/Pages/forms.aspx>
 - Forms for monthly reports
 - ACT 557 updates
- Upon receipt of VPR form, save the originals as .PDF
- Questions regarding Vendor Performance Reports can be directed toward:
 - Anna Hawthorn 501-371-6066 Anna.Hawthorne@dfa.arkansas.gov
 - Denise Harris 501-682-0247

SAS

AVCB EG Project > Procurement > POs by Order Date for Act 557

- Open Project > SAS Folders > AVCB EG Project > Procurement> POs by Order Date for Act 557.egp
- Run, Date Range, Run Project
- Send To > Microsoft Excel
- Save As: PO_Spend_for_VPRs-YYYY-QQQ
- Rename sheet "Raw Data"

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	buyruser	pbucd	vendorno	vendname	pono	req_no	poamt	invsum	polineno	itemdesc	po_type	postat	doreff_dc
2	WESMITH	ARON	213811	Arkansas Utility Protection Services	6847889	622844	34769.04	11589.68	001	Annual Utilities locating services for	RE	O	01/01/2017
3	NO BUYER	CONS	158938	Physical Plant	6851000	629571	251201.64	59056.67	001	Services	IN	O	01/01/2017
4	NO BUYER	CONS	158938	Physical Plant	6851468	630282	25000	471.16	001	Services	IN	O	01/01/2017
5	NO BUYER	FACT	158938	Physical Plant	6851470	630376	96640.19	22866.7	001	Services	IN	O	01/01/2017
6	NO BUYER	FACT	158938	Physical Plant	6851471	630390	50000	5963.02	001	Services	IN	O	01/01/2017
7	ANDYF	PHPL	238620	One East Center Condominiums POA Inc.	0889029	629328	205000	205000	001	POA dues for period January 1 through	RE	C	01/01/2017
8	NO BUYER	WCOB	166699	U of A Bookstore	6851805	629644	50000	0	001	Services	IN	O	01/01/2017
9	FERGUSO	FACT	229655	Cone Group Inc.	6850334	627815	79748.83	67781.26	001	JOC-Bud Walton Courtside Club	RE	O	01/04/2017
10	FERGUSO	CJI	248290	LIFELOC Technologies Inc	0888588	628822	49800	49900	001	FC10 Portable Breath Tester (alcohol	RE	C	01/05/2017
11	FERGUSO	GRAD	107101	Spring International	0888568	628245	460000	152077	001	Year 1 of 5 year agreement for English	RE	O	01/05/2017
12	FERGUSO	GRAD	107101	Spring International	0888568	628245	460000	152077	002	Year 2 of 5 year agreement for English	RE	O	01/05/2017

Copy this Raw Data sheet into additional sheet called "Data Descending"

- Format columns in the following order for Data Descending sheet:
 - A: pono
 - B: req_no
 - C: pbucd
 - D: buyruser
 - E: vendname
 - F: itemdesc
 - G: poamt
 - H: invsum


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	pono	req_no	pbucd	buyruser	vendname	itemdesc	poamt	invsum	polineno		po_type	postat	doreff_dc	vendorno
2	6847889	622844	ARON	WESMITH	Arkansas Utility Protection Services	Annual Utilities locating services for	34769.04	11589.68	001		RE	O	01/01/2017	213811
3	6851000	629571	CONS	NO BUYER	Physical Plant	Services	251201.64	59056.67	001		IN	O	01/01/2017	158938
4	6851468	630282	CONS	NO BUYER	Physical Plant	Services	25000	471.16	001		IN	O	01/01/2017	158938
5	6851470	630376	FACT	NO BUYER	Physical Plant	Services	96640.19	22866.7	001		IN	O	01/01/2017	158938
6	6851471	630390	FACT	NO BUYER	Physical Plant	Services	50000	5963.02	001		IN	O	01/01/2017	158938
7	0889029	629328	PHPL	ANDYF	One East Center Condominiums POA Inc.	POA dues for period January 1 through	205000	205000	001		RE	C	01/01/2017	238620
8	6851805	629644	WCOB	NO BUYER	U of A Bookstore	Services	50000	0	001		IN	O	01/01/2017	166699
9	6850334	627815	FACT	FERGUSO	Cone Group Inc.	JOC-Bud Walton Courtside Club	79748.83	67781.26	001		RE	O	01/04/2017	229655
10	0888588	628822	CJI	FERGUSO	LIFELOC Technologies Inc	FC10 Portable Breath Tester (alcohol	49800	49900	001		RE	C	01/05/2017	248290
11	0888568	628745	GRAD	FERGUSO	Spring International	Year 1 of 5 year agreement for English	460000	152077	001		RE	O	01/05/2017	107101


- Delete blank column J b/t “polineno” and “po_type”
- Data, Sort, Sort by: poamt, Order: Largest to Smallest
- Insert, PivotTable, Table/Range: DataDescending!\$A\$1:\$M\$552, OK

	A	B	C	D	E	
1	pono	req_no	pbucd	buyruser	vendname	itemdesc
2	6850848	629333	AVCF	WESMITH	City Title & Closing LLC	Wire Transf
3	6853314	632731	FACT	FERGUSO	Kinco Constructors LLC	JOC-Gibson
4	0894670	635337	ARON	WESMITH	ARTP Developers One LLC	Monthly rent
5	0893162	633774	CPNW	WESMITH	Presidio Networked Solutions LLC	CISCO - Ho
6	0888568	628245	GRAD	FERGUSO	Spring International	Year 1 of 5
7	0888568	628245	GRAD	FERGUSO	Spring International	Year 2 of 5
8	0888568	628245	GRAD	FERGUSO	Spring International	Year 3 of 5
9	0888568	628245	GRAD	FERGUSO	Spring International	Year 4 of 5
10	0888568	628245	GRAD	FERGUSO	Spring International	Year 5 of 5
11	0893615	633885	BISC	AI	Create PivotTable	
12	6853326	623181	UITs	FE		
13	6851622	630226	FACT	FE		
14	6855559	637475	CONS	NO		
15	6854947	624830	UITs	W		
16	0892102	632585	CPNW	W		
17	6852218	630787	FACT	FE		
18	6851461	615510	UITs	FE		
19	6851000	629571	CONS	NO		
20	6854688	633185	FACT	FE		
21	6854688	633185	FACT	FE		
22	6853367	626870	PARK	FE		
23	0890336	630674	UITs	W		
24	0889029	629328	PHPL	AI		
25	6852919	631951	RSSP	AI		
26	6852919	631951	RSSP	AI		
27	6851921	631120	DREX	AI		

- Checkmark boxes for: buyruser, pbucd, pono, vendname, itemdesc, poamt, invsum

PivotTable Fields ▼ ✕



Choose fields to add to report:  ▼


Search 

- ☒ pono
- ☐ req_no
- ☐ pocode
- ☒ pbucd
- ☒ buyruser
- ☒ vendname
- ☒ itemdesc
- ☒ poamt
- ☒ invsum

MORE TABLES...

Drag fields between areas below:

 FILTERS	 COLUMNS
	Σ Values ▼

 ROWS	Σ VALUES
buyruser ▼ ▲	Sum of poamt ▼
pbucd ▼ ▲	Sum of invsum ▼
pono ▼ ▲	
vendname ▼ ▲	
itemdesc ▼ ▼	

- Design > Subtotals > Do Not Show Subtotals
- Report Layout > Show in Tabular Form
- Change format to Currency for last two columns
- Add sheet and repeat process, but only include \$25-99K data for Table/Range

VPR Glossary

Agency Number/Name: Select the Agency Business Area Number and Name

Bid Number: Indicate the assigned bid number. Include the dashes, ex: SP-XX-XXXX.

Contract Monitor Email Address: This email address is where all correspondence with the agency will be sent regarding the vendor performance report.

Contract Monitor Name: This is the name of the person in your agency most familiar with the contract or purchase order. This person will be the sole contact.

Contract Monitor Phone Number: This phone number is the contact number for the person in your agency most familiar with the contract or purchase order.

Date of Rating: This is the date the vendor performance report is submitted by the agency.

Document Number: For AASIS users, this should be the number assigned by AASIS for the outline agreement or purchase order. For Reporting Agencies that are not on AASIS, provide number unique to the agency for the contract.

Total Projected Cost (TPC): The TPC includes the cost of the initial term of the contract and any potential extensions.

Vendor email address: This email address is where all correspondence with the vendor will be sent regarding the vendor performance report.

Vendor Name: This is the name that would appear on the top line of an IRS form W-9. If the vendor uses a Social Security Number as a tax ID, enter the name of the person associated with that SSN. The vendor name must correspond to the legal name of the provider(s) as opposed to the "doing business as" (d.b.a.) or "remit to" name.

Vendor Tax ID: The tax ID number is the one under which the business operates. This is typically a Federal Employer Identification Number (FEIN). It may be a Social Security Number if they don't use an FEIN for their business. Include the dashes in the vendor tax id number, ex: XX-XXXXXXX or XXX-XX-XXXX.

VPR Number: A number will be assigned to your VPR when it is submitted through the portal. Reference the VPR number on your copy of the form for tracking purposes.

<http://www.dfa.arkansas.gov/offices/procurement/Pages/forms.aspx>

- VPR → Vendor Performance Report Submission
- Enter New Vendor Performance Report

Agency: *

0135 / University of Arkansas at Fayetteville

Division: *

UA Fayetteville ▼

Bid Number:

R582452

Contract Document Number: *

846181

Contract Monitor Name: *

Philip Adams

Contract Monitor Email Address: *

stephena@uark.edu

Contract Monitor Phone Number:

501-626-4681

*

xxx-xxx-xxxx

Vendor Name: *

Arkansas Department of Workforce Services

Vendor Tax ID: *

Tax ID Number ▼

71-6006690

Vendor Email Address: *

terri.baca@arkansas.gov

Date of Rating:

02/02/2017

Rating Period:

mm/dd/yyyy

06/28/2016 to 06/30/2016

☐ Final VPR

(Term contracts Only)

Agency Director/Designee
signature attached: *



Rating

Rating Categories	Below Standard	Standard	Above Standard
Customer Service	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Delivery	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Quality	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Pricing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Overall Rating: *

Standard ▼

Name of Agency Director or
Designee: *

Linda K. Fast

Attachments

Supporting Documents:

Arkansas De...016June.pdf

Submitted by: *

Kallie M. Tanner

Email: *

kmtanner@uark.edu

- Mark ratings according to VPR filled out by department and give Overall Rating
- Name of Agency Director or Designee: Linda K. Fast
- Browse, VPR, select file, Attach
- Submitted by: Kallie M. Tanner, Email: kmtanner@uark.edu
- Review
- Submit
- Print
- Write VPR # on upper right hand corner of each VPR submitted online
- Staple all four sheets together in order – Department VPR, Printed PO, Submitted VPR Confirmation

DATA ANALYST: PEPSI & IMPERIAL

PEPSI & IMPERIAL LIAISON

The Data Analyst is responsible for maintaining the pepsi4u@uark.edu and bevsnack@uark.edu email accounts. The Data Analyst will forward donation request forms to Pepsi and keep track of how much donation product remains after each request is processed. In addition, the Data Analyst will attend quarterly meetings with Wayne Townsend, Nina Ephremidze, Kelley Line, and Lynne Williams Bell.

The Donation Request Form is located on the UARK website (Student Activities > Forms > Pepsi Beverage Request Form) at <http://osa.uark.edu/registered-student-organizations/forms.php>. The form was created by Pepsi, but may be modified by the Data Analyst and subsequently posted by osa@uark.edu.

Pepsi

- \$50,000/year total marketing budget
 - \$20,000 – Marketing reserved (Kelley Line in Campus Card Office)
 - \$30,000 – Donations Request Form
 - NOTE:
 - At the beginning of each FY, the Senate Staff picnic should be considered before handling any other donation requests.
 - Put automated reply email account when supply runs out
 - JAS and AMJ use about 80% of the total product available, while OND and JFM only use about 20%
- **Donations: Criteria and Reminders**
 - Must include date of delivery (not necessarily the date of event)
 - Must include phone number on form to get drinks from delivery person
 - NOTE: Delivery contact name may be different than email sender
 - Drinks are room temperature, but coolers with ice may be rented from Chartwell's for ~\$50
 - Limit to ~50-65 cases (1200-1560 items)
 - Only deliver on campus
 - Must submit 7-10 days ahead of time
 - Must be for a legitimate group and event that has high visibility for marketing
- **Pepsi Contacts**
 - Wayne Townsend – Donation Request Form (melford.townsend@pepsico.com)
 - Patrick Aicklen – Regional (Patrick.Aicklen@pepsico.com)
 - James Kyzer – Vending issues (james.kyzer@pepsico.com or 479-313-5866)
 - (Off work on Tues. and Wednes.), so cc: Patrick

Imperial

- James Pickney – jpickney@imperialco.com

Refunds

- Pepsi – Two refund bags on campus, one at Mullins Library and the other in ADMN 321
- Imperial – Refunds bags at several locations on campus, but ADMN 321 can service entire campus if desired

DATA ANALYST: FLEET MANAGER

FLEET SUMMARY

The university fleet is currently comprised of 548 vehicles, with a contingency cap of 605 vehicles. The approximate numbers include vehicles at the University of Arkansas (UA) System Office fleet, Agriculture & Agri.-Experiment Stations, Cooperative Extension Center in Little Rock, the School for Math and Sciences in Hot Springs, the Fayetteville campus, and the Engineering Research Center. This also includes Razorback Transit (44 general public transit buses), which is partially funded by the Federal Transit Authority (FTA). Razorback Transit carries approximately 1.8 million passengers annually, which includes UA students, faculty, and staff, along with the Fayetteville general public.

Management of vehicle procurement and mandated reporting is submitted to the Arkansas Department of Finance and Administration: Office of Administrative Services. Reporting is submitted through State of Arkansas Vehicle Application ([SAVA](https://www.ark.org/sava/index.php)) computer system at <https://www.ark.org/sava/index.php>. Fleet management requires in-depth knowledge of State of Vehicle Use and Management Handbook (Section 3) and the State of Arkansas Procurement Laws and Rules.



MV-2 REPORTS

Fifty-seven (57) departments are responsible for submitting their MV-2 reports via email to the Data Analyst by the 10th of every month. For example, January 2017 reports would be due on February 10, 2017. To ensure timely responses, it is advisable to send out a mass email to all 57 contacts on the last business day of each month to notify of them of the upcoming deadline. Several days later, a follow-up email should be sent to any contacts that have not yet turned in their MV-2 reports.

To determine if there are missing reports:

- SAVA > Reports > Missing Vehicle Report: select month and year > Show
- Look up the Serial Codes (aka VINs) on the FLEET Inventory List or in the SAVA File MV-2 tab to determine which department the vehicles belong to

SAVA Reports

Select a Form or Report Below:			
MV-2	Period starting April	2017 ▼	Show
MV-3	Jul-Sep ▼	2017 ▼	Show
Requests	01 ▼	January ▼	2017 ▼
	to	01 ▼	January ▼
		2017 ▼	Show
Missing Vehicle Report	April ▼	2017 ▼	Show

PDF Forms Require FREE Acrobat Reader

Missing Vehicle Report

Agency:	UNIVERSITY OF ARKANSAS AT FAYETTEVILLE -	Agency Code:	0135
Report Date:	06/02/2017		

Serial Code	Year	Make	Model	Body	License No	Agency Assigned Number	Missing Month/Year
2354	2016	FORD	4X4 PICKUP	3/4 TON	156 SZW	75C	04/2017
9780A	2017	DODGE	4X4 PICKUP	1/2 TON	383 SZW		04/2017

Printable Report

Many departments use FleetCommander via USBank online to track their vehicle data. (This process is explained within the next few sections.)

Burl Scifres (bscifres@uaex.edu or 501-671-2328), the Purchasing Manager at the Cooperative Extension Service in Little Rock reports on ~48 vehicles in SAVA. Those 48 vehicles appear on our Inventory lists, although the Fleet Manager is not responsible for entering MV-2s for those vehicles. If any of the vehicles appear on the Missing Reports list, Burl should be notified.

Upon the receipt of email submission, the Data Analyst should note the date the MV-2 was received in the "Fleet Department Contacts by Month" Excel sheet.

MV-2 Submission Checklist

May 2017

Dept.	Received	Submitted	Vehicles	Name	Email Address
ADSB			14	Peter Shattuck	shattuck@uark.edu
AERS			1	Tonya Foster	trfoste@uark.edu
AGES			3	Chris McCain-Jones	Chrisjones@astate.edu
ANSC			18	Jeannie Hornsby	jhornsb@uark.edu
ARAS			16	Lisa Davison	davison@uark.edu
ARDO			1	Marianne Hill	mhill2@uark.edu
ARKU			1	Jody Cochran	jdc047@uark.edu
ARON			2	Elizabeth Mann	eam001@uark.edu
ASCR			3	Darlene Beeler	beeler@uark.edu
ATHL			6	Rebecca Burns	rhertzog@uark.edu
AVCB			1	Wenoah Goodson	goodson@uark.edu
BAEG			6	Julian Abram	jabram@uark.edu
BISC			8	Mike Belcher	mbelcher@uark.edu
BKST			2	Barb Orsburne	bmorsbur@uark.edu
CJI			5	Margaret Cotton	macotton@cjl.edu
CLCE			1	Kamille Barker	kamilleb@uark.edu
COMP			1	Sung Lee	s013@uark.edu
CSES			30	Liz (Vaughn) Jones	lv002@uark.edu
CSPS			1	Carol Kordsmeier	ckordsm@uasys.edu
CTED			2	Vicki Martin	mwicki@uark.edu
CTST			9	Teresa Malone/Sarah Phillips	tmalone@uaex.edu sdp010@uark.edu
CVEG			2	Sandra Hancock	shancock@uark.edu
DREX			7	Vicki Kelley	vkelley@uark.edu
EDUC			1	Shirley Easley	saeasley@uark.edu
ELEG			1	Daniel Klein	dmklein@uark.edu
ENTO			12	Shelby Hanson	sgouche@uark.edu
FDSC			5	Connie Tharel	ctharel@uark.edu
FRSS			2	Katie Hanshaw	khanshaw@uark.edu
GEOL			5	Lisa Milligan	lmilliga@uark.edu
GWG			1	Robin Carlos	rcarlan@garvangardens.org
HOEC			1	Kim Neyman	kneyman@uark.edu
HORT			5	Cindy Kuhns	ckuhns@uark.edu
IMRS			2	Linda Fricke	lfricke@uark.edu
LFST			7	Kathy McSpadden	lauram@uark.edu
MAIL			4	Doug Norwood	dwnorwo@uark.edu
MATH			8	Sabrina Packard	packards@asmsa.org
MULN			1	Lynne Dunigan-Little	ldunigan@uark.edu
MUSE			2	Johnnie Gentry	Gentry@uark.edu
NERE			13	Melissa Milano	mmilano@uark.edu
PARK			10	Georgan Prince	gprince@uark.edu
PHPL			96	Jennifer Wilson	jmphelan@uark.edu
PLPA			7	Chad Mills	ctm004@uark.edu
POSC			10	Leslie "Denise" Rogers	lr019@uark.edu
PRSV			1	Angela Salrin	apayton@uark.edu
PTST			14	Patricia Smith	pas012@uark.edu
RIRE			17	Demeytres "Dee" Henderson	dhender@uark.edu
RLDS			14	Aaron England	aenglan@uark.edu
SERE			8	Cheryl Larkin	larkin@uamont.edu
SEST			7	Tanya Hughes	txh01@uark.edu
SOIL			4	Lisa Turner	lturner@uark.edu
SWRE			17	Sherri Pote	sblue@uaex.edu
TRST			40	June McLeroy	mcleroy@uark.edu
UAMF			12	Valerie Harvey	vharvey@uark.edu
UAS			6	Lynda Bertram	lbertram@uasys.edu
UREL			3	Terri Brumett	tbrumett@uark.edu
VGSS			2	Christina Lawrence	cm015@uark.edu
VPAG			1	Patty Siebenmorgen	psiebenm@uark.edu

All departments should use the automated Excel form that was released in January 2017, unless later updated by Procurement. The Excel form contains formulas that ensure accurate calculations from month-to-month, and the usage of gray highlighting denotes the fields that the Data Analyst does not enter into SAVA (because the program automatically inserts them).

	A	B	C	D	E	F	G	H
1	INDIVIDUAL STATE VEHICLE REPORT							
2	MV-2							
3								
4	Yr./Make:	1998 Ford F-150	LIC. #:	074 BIJ	New Vehicle:	X	Agency Name:	University of Arkansas-Fayetteville
5	Model/Body Style:	P/U 1/2 Ton	FLEET #:	A-1	Used Vehicle:		Agency Code:	135
6	Mfg. Serial #:	7283	Location (BU & City):	ANSC-Fayetteville	Date Added:	05/24/205	Prepared by:	Jeannie Hornsby
7					Date Disposed:		Telephone:	479-575-4549
8	Reporting Period (Mon & Yr): April, 2017							
9								
10		January	February	March	April	May	June	
11	A. Nature of Use	Pool	Pool	Pool	Pool	Pool	Pool	
12	B. Maintenance & Repair Costs	603.41	-					
13	C. Insurance Cost	51.17	51.17	51.17	51.17	51.17	51.17	
14	D. Total Fuel Cost	35.22		48.05	37.74			
15	E. Total Cost (B + C + D)	689.80	51.17	99.22	88.91	51.17	51.17	
16	F. Ending Mileage	121753	121931	122122	122326			
17	G. Beginning Mileage	121612	121753	121931	122122	122326		0
18	H. Total Mileage for Month (F - G)	141	178	191	204	-122326		0
19	I. Gallons of Fuel	18.97		23.83	19.70			
20	J. Miles Per Gallon (H / I)	7.43	#DIV/0!	8.02	10.36	#DIV/0!	#DIV/0!	
21	*Gray cells will automatically calculate for you.							
22								
23		July	August	September	October	November	December	
24	A. Nature of Use	Pool	Pool	Pool	Pool	Pool	Pool	
25	B. Maintenance & Repair Costs		-					
26	C. Insurance Cost	51.17	51.17	51.17	51.17	51.17	51.17	
27	D. Total Fuel Cost							
28	E. Total Cost (B + C + D)	51.17	51.17	51.17	51.17	51.17	51.17	
29	F. Ending Mileage							
30	G. Beginning Mileage	0	0	0	0	0	0	0
31	H. Total Mileage for Month (F - G)	0	0	0	0	0	0	0
32	I. Gallons of Fuel							
33	J. Miles Per Gallon (H / I)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

After the department emails the MV-2 report using the correct Excel form, the document needs to be saved as a .PDF (to later be uploaded to PerceptiveContent). To do so:

- Right-click the first tab
- Select all sheets
- Page Layout
 - Width and Height: 1 Page
 - Orientation: Landscape
- Make sure all columns are wide enough for the text to be visible
- Highlight the Mfg. Serial # and reporting month in yellow (optional)
- File, Save As, Browse, Save as type: .PDF
 - Gizmo > Purchase > Kallie's Folder > Original MV-2s
 - File name: BU YYYY-MM (e.g. ANSC 2017-04)

**INDIVIDUAL STATE VEHICLE REPORT
MV-2**

Yr./Make:	1998 Ford F-150	LIC. #:	074 BIJ	New Vehicle:	X	Agency Name:	University of Arkansas- Fayetteville
Model/Body Style:	P/U 1/2 Ton	FLEET #:	A-1	Used Vehicle:		Agency Code:	135
Mfg. Serial #:	7283	Location (BU & city):	ANSC-Fayetteville	Date Added:	05/24/2005	Prepared by:	Jeannie Hornsby
				Date Disposed:		Telephone:	479-575-4549

Reporting Period (Mon & yr): April, 2017

	January	February	March	April	May	June
A. Nature of Use	Pool	Pool	Pool	Pool	Pool	Pool
B. Maintenance & Repair Costs	\$ 603.41	\$ -				
C. Insurance Cost	\$ 51.17	\$ 51.17	\$ 51.17	\$ 51.17	51.17	51.17
D. Total Fuel Cost	\$ 35.22		\$ 48.05	\$ 37.74		
E. Total Cost (B + C + D)	\$ 689.80	\$ 51.17	\$ 99.22	\$ 88.91	51.17	51.17
F. Ending Mileage	121753	121931	122122	122326		
G. Beginning Mileage	121612	121753	121931	122122	122326	0
H. Total Mileage for Month (F - G)	141	178	191	204	-122326	0
I. Gallons of Fuel	18.97		23.83	19.70		
J. Miles Per Gallon (H / I)	7.43	#DIV/0!	8.02	10.36	#DIV/0!	#DIV/0!

*Gray cells will automatically calculate for you.

	July	August	September	October	November	December
A. Nature of Use	Pool	Pool	Pool	Pool	Pool	Pool
B. Maintenance & Repair Costs		-				
C. Insurance Cost	51.17	51.17	51.17	51.17	51.17	51.17
D. Total Fuel Cost						
E. Total Cost (B + C + D)	51.17	51.17	51.17	51.17	51.17	51.17
F. Ending Mileage						
G. Beginning Mileage	0	0	0	0	0	0
H. Total Mileage for Month (F - G)	0	0	0	0	0	0
I. Gallons of Fuel						
J. Miles Per Gallon (H / I)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

ANSC DEPT.

Reporting via SAVA after saving the MV-2 report as a .PDF

- <https://www.ark.org/sava/index.php?page=Login&n>
- MV-2 Individual State Vehicle Report
- Select the Serial Code drop-down box, and type four-digit VIN that you are looking for
- Verify that the vehicle information that populated in SAVA matches the .PDF MV-2 form you are trying to enter (year, make, model, license #, location)

* - required field

Vehicle Selection

Serial Code:	7283A ▼ <i>Last 4 of Vehicle Identification Number plus letter (if needed)</i>
OR select vehicle from menu:	1998 FORD PICKUP V8 (074BIJ) ▼
Year/Make:	1998 FORD
Model/Body Style:	PICKUP V8 (1/2 TON)
License Number:	074BIJ
Location:	Animal Science Fayetteville
Date Added:	05/24/2005
Date Disposed of:	
Fleet/Inventory Number:	
* Assigned To:	Unassigned
* Drive Home:	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Purpose:	To go to farms, get supplies, run errands, driver may be stude
* License Plate Status:	Red plates with agency seals ▼

- Enter the information in SAVA exactly as it appears on the MV-2 report submitted by the dept.

Reporting for Month of: April ▼ 2017 ▼	
Agency:	UNIVERSITY OF ARKANSAS AT FAYETTEVILLE -
Agency Code:	0135
Prepared by:	Kallie Tanner
Telephone No.:	575 6761

Report	
* A. Nature of Use:	Pool ▼
* B. Maintenance & Repair Cost:	0.00
* C. Insurance Cost:	51.17
* D. Total Fuel Cost:	37.74
E. Total Cost:	88.91
* F. Ending Mileage:	122326
G. Beginning Mileage:	122122
<i>edit previous Ending Mileage to change</i>	
H. Total Mileage:	204
* I. Gallons Of Fuel:	19.70
<input type="checkbox"/> Alt fuel used	
J. Miles Per Gallon:	10.36

- NOTE: Some vehicles have incorrect odometer readings in SAVA for unknown reasons. Refer to the "FLEET Discrepancies" Excel sheet to confirm if a particular vehicle's Beginning Mileage differs between SAVA and the MV-2 report. If the Beginning Mileage in SAVA is greater than the Ending Mileage on the MV-2 report, simply enter the Ending Mileage to be identical with SAVA's Beginning Mileage figure. (This should be addressed with the State Fleet Administrator at DFA in the event that a vehicle with a discrepancy is used as a replacement vehicle.)
- Review the data to make sure it was typed correctly into the SAVA form and then Submit Report
- Finished with Forms
- Repeat process for all remaining MV-2 reports

SAVING MV-2 REPORTS QUARTERLY TO IMAGENOW/PERCEPTIVE

The Data Analyst should upload MV-2 reports to the imaging system at least quarterly. The reports are saved according to fiscal year (FY), budgetary unit (BU), and quarter. For example, February 2017 reports for the Arkansas Union would be saved as FY 2017, ARKU, JFM. By the end of the fiscal year, each department's previous 12 MV-2 reports should be archived in the imaging system.







Follow the steps below to upload each individual report, and contact Tina (IT Manager) for additional help if needed.

HOW TO ADD A VEHICLE TO SAVA

- Look up the SAVA Request # on the FLEET Vehicle Requests FY17 spreadsheet
- Go to SAVA (<https://www.ark.org/sava/index.php>)
- Inventory
- Add Vehicle

SAVA Home	Menu	File MV-2	File MV-3	Requests	MV-1/MV-4	Reports	Inventory	Help
Log Out								

Add Requested Vehicle to Inventory

Vehicle Adding Fill In Data	
Request Number	<input type="text"/>
Date Acquired (mm/dd/yyyy)	<input type="text" value="06/02/2017"/> 
Serial Code (VIN)	<input type="text"/> <i>Last 4 of Vehicle Identification Number plus letter (if needed)</i>
Year	<input type="text"/>
Make/Model/Body	-- Please select -- 
Exterior Color	<input type="text"/>
License Plate	<input type="text"/>
Location	<input type="text"/>
Owner	
Agency Assigned Number	<input type="text"/>
<hr/>	
Alt Fuel Type	-- 
Engine Configuration	-- 
Assigned To:	<input type="text"/>
Drive Home:	<input type="radio"/> Yes <input type="radio"/> No
Purpose:	<input type="text"/>
License Plate Status:	- select one - 
<input type="button" value="Confirm Addition"/>	

- Date Acquired: Date of delivery
- Serial Code (VIN): Last four digits of the VIN
 - (If another vehicle in the fleet has the same last four digits, must add the letter A to the end of the four digits when confirming addition.)
- Make/Model/Body: Refer to Vehicle Specifications and Pricing spreadsheet provided on DFA state contracts page for vehicles
- Exterior Color: Usually white
- Location: Department – City
- Owner: Leave blank
- Agency Assigned #: Fleet #
- Alt Fuel Type: Leave blank
- Engine configuration: Leave blank

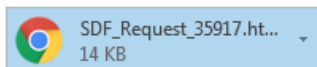
- Assigned to: Unassigned
- Drive Home: No
- Purpose: Used for _____
- License Plate Status: Red plates with agency seal
- Confirm Addition

HOW TO REMOVE A VEHICLE FROM SAVA

When a department replaces one of their existing vehicles with a new (or used) vehicle, the old/existing vehicle is turned over to the Surplus Warehouse to be auctioned off to the public. The department should keep the old vehicle on their MV-2 spreadsheet and continue reporting on it until the Surplus Warehouse Manager confirms that the vehicle is in her possession.

Wenoah Goodson, the Warehouse Manager, will send documentation via email confirming when a department surrenders a vehicle to be sold and/or when it has officially been sold.

Examples of Documentation:



Kallie,

Attached is SDF 35917 the following vehicle belonging to SEST:

UA 256725, 2004 CHEVROLET SILVERADO, VIN 1GCEC14V74Z312472, Fleet 215A, govdeals.com asset ID #7371

This vehicle is in M&R review status on govdeals.com. Once it has sold and removed from UA premises I will forward all the documentation to you.

Thank you,
Wenoah

Surplus Disposal Form (SDF) Turn-In Request

On-line Request # 35917

Turn-In Request P

Business Area 0135

Agency Name UA FAYETTEVILLE
(SEST)

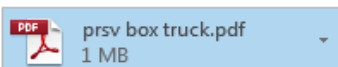
Date 03/02/2017

Cost Object Cost Center 146601

WBS

Internal Order

Status	Item #	Quantity	Asset #	Property #	Serial #	Description	Sloc	Price	M.G.
	1	1	Fleet215A	256725	1GCEC14V74Z312472	2014 CHEVROLET SILVERADO			
Completed by:						WENOAH GOODSON	Delivered By:		
Phone Number:						479-575-2325	Received By:		
E-mail Address:						goodson@uark.edu	Received Date		



All,

Please find attached the documentation for the 1999 Chevy Box Truck sold via UA Public Auction 55 on April 22nd.

Thank you,
Wenoah

Looper Auction & Realty, Inc.
4430 Nickletown Road
Greenwood, AR 72936
Phone: 479-996-4848 Fax: 479-996-8301

PAID IN FULL

Invoice #:	76022
Date:	4/22/2017
Page:	1

SOLD TO: # 219
Patrick L Edwards
15731 ROBERTS LOOP
Garfield, AR 72732- 882
Phone: 479-616-4345

Lot#	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
177	1999 BOX TRUCK FLEET 84C	1 x	3,300.00	3,300.00
Total Quantity:				1.00
Total Extended Price:				3,300.00
Tax1 Default:				0.00
Invoice Total:				\$3,300.00
Check - 4/22/2017 -				3,300.00
Remaining Invoice Balance:				\$0.00

ALL SELLS AS-IS - ALL SALES ARE FINAL

CERTIFICATE OF TITLE

STATE OF ARKANSAS

VEHICLE IDENTIFICATION NUMBER: 168H631R4X1106442 YEAR: 99 MAKE: CHEV MOD: C/T BODY: VN MSO: MSO PREVIOUS TITLE NUMBER: 99949914748 TITLE NUMBER: 99949914748

REMARKS: OD ACTUAL ODOMETER: 500 ISSUE DATE: 07/24/1999 UNLADEN WEIGHT: 6001

MAILING ADDRESS
UNIV OF AR OFFICE OF BUSINESS AFFA
ADMIN BLDG RM 321
FAYETTEVILLE AR 72701

OWNER:
UNIV OF AR OFFICE OF BUSINESS AFFAIRS
ADMIN BLDG RM 321
FAYETTEVILLE AR 72701

OWNER'S SIGNATURE (IF JOINT OWNERSHIP, BOTH MUST SIGN)
THIS TITLE MUST BE SIGNED UPON RECEIPT BY OWNERS


DATE OF UEN

INTEREST IN THE ABOVE DESCRIBED VEHICLE IS HEREBY RELEASED
BY: _____ TITLE: _____ DATE: _____

INTEREST IN THE ABOVE DESCRIBED VEHICLE IS HEREBY RELEASED
BY: _____ TITLE: _____ DATE: _____

The Department of Finance and Administration, State of Arkansas, hereby certifies that applicant named herein is duly registered as the owner of the vehicle described above. Upon the statements of the owner and the records on file with this department, the person described herein is subject to the liens enumerated herein.

In Witness Whereof, I have affixed my hand and seal.



VOID IF ALTERED

Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

ASSIGNMENT OF TITLE

Printed Name: Patrick L Edwards
Physical Address: 15731 Roberts Loop, Garfield, AR 72732
with necessary to the State of all assignments of title.

Unit of Weight: _____

Whose signature is required for the vehicle transfer is the owner or the person having the following agreement to be signed:

☒ 66230 ☐ Owner/Financing ☐ 1. Transfer only if the vehicle is not in the possession of the owner or the person having the following agreement to be signed. ☐ 2. The owner/financier must be the actual owner. ☐ 3. The owner/financier must be the actual owner. ☐ 4. The owner/financier must be the actual owner.

DESCRIPTION OF VEHICLE TRADED IN IF ANY:

YEAR: _____ MAKE: _____ MODEL: _____ BODY STYLE: _____ VEHICLE IDENTIFICATION NUMBER: _____

FULL SALES PRICE OF VEHICLE PURCHASED: 3300.00

LESS TRADE-IN: _____

NET PAYABLE TRADE DIFFERENCE: _____

SIGNATURE AND ADDRESS OF SELLER: University of Arkansas, Andy Fletcher
DATE OF SALE: 4/22/17 PRINTED NAME: Andy Fletcher
SIGNATURE OF BUYER: Patrick L Edwards
BUYER'S PRINTED NAME: Patrick L Edwards

The undersigned hereby certifies that the vehicle described in this title has been transferred to the following printed name and address.

Printed Name: _____
Physical Address: _____
Last known address: _____

Whose signature is required for the vehicle transfer is the owner or the person having the following agreement to be signed:

☒ 66230 ☐ Owner/Financing ☐ 1. Transfer only if the vehicle is not in the possession of the owner or the person having the following agreement to be signed. ☐ 2. The owner/financier must be the actual owner. ☐ 3. The owner/financier must be the actual owner. ☐ 4. The owner/financier must be the actual owner.

DESCRIPTION OF VEHICLE TRADED IN IF ANY:

YEAR: _____ MAKE: _____ MODEL: _____ BODY STYLE: _____ VEHICLE IDENTIFICATION NUMBER: _____

FULL SALES PRICE OF VEHICLE PURCHASED: _____

LESS TRADE-IN: _____

NET PAYABLE TRADE DIFFERENCE: _____

SIGNATURE OF SELLER: _____ DEALER'S NO.: _____
DATE OF SALE: _____ PRINTED NAME: _____
SIGNATURE OF BUYER: _____
BUYER'S PRINTED NAME: _____

COORDINATING: 00112076

That documentation should be forwarded to the DFA State Fleet Administrator (StateVehicleAdmin@dfa.arkansas.gov) in an email message that explicitly states the VIN and inventory removal request.

Several days later, confirm that the vehicle has been removed by checking the Inventory tab in SAVA.

GENERATING A TRANSACTION DETAIL REPORT IN FLEET COMMANDER

Departments that submit monthly MV-2 reports may access their monthly costs via Fleet Commander using the following steps:

- Go to <https://www.fleetcommanderonline.com/app/auth/userLogin.do>
- Reporting > Transaction Detail Report
- Output Format: Display report in Default
- Date Access Parameters: Use Organization Levels
- Transaction Parameters: Transactions occurred from (begin date) to (end date)
- Report Sort
 - Organization Levels

The screenshot shows the 'Select Report Parameters' tab of the Fleet Commander report configuration interface. The page is divided into several sections: 'Output Format' with a dropdown set to 'Default'; 'Units and Cost per Unit Decimals' with radio buttons for 'Display 2 Decimals' (selected) and 'Display 3 Decimals'; 'Data Access Parameters' with radio buttons for 'Use Accounts' and 'Use Organization Levels' (selected), each with a 'Change' link; 'Transaction Parameters' with date pickers for 'Transactions Occurred from' (11/01/2016) to '12/31/2016', a 'Posted during' dropdown set to 'Current/Unbilled', and 'Day/Time Filters' for days of the week (all selected) and time of day (12:00 AM to 11:59 PM); 'Product Parameters' with checkboxes for 'Fuel Products' (checked), 'Non-Fuel Products', and 'Aviation Products', and a grid of checkboxes for various product categories like 'Unleaded Fuels', 'Maintenance', 'Parts', etc.; and a 'Specific Products' link. At the bottom are 'Show All Parameters >>' and 'Reset To Defaults' buttons.

Select Report Parameters Order and Sort Columns

Select criteria below then click "Preview Report" or "View Entire Report" to create your report. "Preview Report" will display the first 25 rows of the report. Clicking "Save/Schedule" allows you to save your selected criteria and schedule the report to run on a periodic basis.

Click "Reset To Defaults" to reset the form.

Output Format
Display report in Default format.

Units and Cost per Unit Decimals
☒ Display 2 Decimals
☐ Display 3 Decimals

Data Access Parameters
☐ Use Accounts:
All Associated Accounts [Change Accounts](#)
Specific Cards: All Associated Cards [Change Cards](#)
☒ Use Organization Levels:
All Associated Organization Levels [Change Organization Levels](#)
Specific Cards: All Associated Cards [Change Cards](#)

Transaction Parameters
Transaction Dates:
☐ Transactions Posted in the Last Day
☒ Transactions Occurred from 11/01/2016 to 12/31/2016
mm/dd/yyyy mm/dd/yyyy Note: Start date cannot precede January 1, 2015.
☐ Posted during Current/Unbilled billing cycle.

Day/Time Filters: **Note:** Show only transactions that occurred on these days or times
☐ Filter by Day of Week
☒ M ☒ T ☒ W ☒ Th ☒ F ☒ Sa ☒ Su
☐ Filter by Time of Day
12 00 AM to 11 59 PM

Product Parameters
☒ Product Type:
☒ Fuel Products ☒ Non-Fuel Products ☐ Aviation Products
☐ Product Category:
☐ Unleaded Fuels ☐ Maintenance ☐ Parts ☐ Discounts ☐ Aviation Miscellaneous
☐ Diesel Fuels ☐ Service ☐ Miscellaneous ☐ Food
☐ Alternate Fuels ☐ Accessories ☐ Taxes ☐ Aviation Fuels
☐ Specific Products: [Select Products](#)

Show All Parameters >> Reset To Defaults

- Order and Sort Columns (right tab toward top of screen)
 - De-select: Transaction Exception Description and Billing Exception Description
 - Select: Vehicle User Code 1 (aka our Fleet #) and Driver Code 1 (aka BU code)
- Preview Report

VOYAGER

Transaction Report

Here is the report you created. You can change the report parameters, view the entire report, or download the report in the formats available below.

Report Parameters

View Entire Report

Save Schedule

View as Active Report

Download as PDF

Download as Excel

Download as CSV

Download as Tab Delimited

Report Graphics: Vendor Fuel - Dollars

Graph It

review

Preview

Preview

Preview

Preview

Preview

Preview

Preview

Preview

Preview

Preview

Preview

Preview

Preview

VOYAGER

Transaction Detail

Report Date: 01/25/2017

GALLONS:

TRANSACTION COUNTS

365.13 FUEL:

25 NON-FUEL:

\$742.40 NON-FUEL:

\$0.00 MAINT:

\$0.00 TOTAL:

\$742.40 TOTAL:

Legend:

Unleaded Fuels

Diesel Fuels

Other Fuels

Maintenance

Miscellaneous

LINE	Account Number	Account Name	Card ID	Transaction Occurred Date	Transaction Time	Invoice Number	Product Description	Units	Transaction Line Amount	Participant Name	Merchant Name	Merchant Address	Merchant City	M
1	890248252	UNIV OF AR FAIETTEVILLE	700017	11/01/2016	11:47:00	0242072	DIESEL	19.23	50.00	SHELL/EQUIVA SERVICE	SHELL SERVICE STATION	4610 W KEISER AVE	OSCEOLA	A
2	890248252	UNIV OF AR FAIETTEVILLE	700036	11/02/2016	11:28:00	0241228	UNLEADED	19.73	33.80	SHELL/EQUIVA SERVICE	NEW MERCURY LLC	300 EAST OAK STREET	CONWAY	A
3	890248252	UNIV OF AR FAIETTEVILLE	700046	11/01/2016	07:54:00	0715003	UNLEADED	11.46	23.15	SHELL/EQUIVA SERVICE	NEW MERCURY LLC	300 EAST OAK STREET	CONWAY	A
4	890248252	UNIV OF AR FAIETTEVILLE	700113	11/01/2016	08:47:00	0395247	UNLEADED	20.14	40.20	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
5	890248252	UNIV OF AR FAIETTEVILLE	700231	11/02/2016	12:36:00	0502673	UNLEADED	8.19	15.55	SHELL/EQUIVA SERVICE	SHELL SERVICE STATION	20 BRADLEY COVE RD	RUSSELLVILLE	A
6	890248252	UNIV OF AR FAIETTEVILLE	700239	11/01/2016	11:43:00	0352569	UNLEADED	29.88	59.75	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
7	890248252	UNIV OF AR FAIETTEVILLE	700501	11/01/2016	19:41:00	0355815	UNLEADED	9.75	18.50	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
8	890248252	UNIV OF AR FAIETTEVILLE	700520	11/01/2016	09:08:00	0550000	UNLEADED	19.88	40.75	SHELL/EQUIVA SERVICE	SHELL SERVICE STATION	1027 N WALNUT ST	STEELE	M
9	890248252	UNIV OF AR FAIETTEVILLE	700534	11/01/2016	08:37:00	0354273	UNLEADED	21.51	43.00	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
10	890248252	UNIV OF AR FAIETTEVILLE	700539	11/01/2016	08:10:00	0352112	UNLEADED	28.85	57.30	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
11	890248252	UNIV OF AR FAIETTEVILLE	700545	11/01/2016	10:26:00	0354023	UNLEADED	6.31	12.63	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
12	890248252	UNIV OF AR FAIETTEVILLE	700669	11/02/2016	14:26:00	0195659	UNLEADED SUPER	18.19	37.47	SHELL/EQUIVA SERVICE	SHELL SERVICE STATION	1695 N CENTER ST	LONOKE	A
13	890248252	UNIV OF AR FAIETTEVILLE	700669	11/03/2016	14:16:00	0515001	UNLEADED	18.07	34.33	SHELL/EQUIVA SERVICE	SHELL SERVICE STATION	20 BRADLEY COVE RD	RUSSELLVILLE	A
14	890248252	UNIV OF AR FAIETTEVILLE	700724	11/02/2016	07:55:00	0470213	UNLEADED	15.80	37.21	SHELL/EQUIVA SERVICE	EZ MART STORES INC	2802 RICHMOND ROAD	TEXARKANA	T
15	890248252	UNIV OF AR FAIETTEVILLE	700805	11/01/2016	15:19:00	0280410	UNLEADED	12.01	24.03	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
16	890248252	UNIV OF AR FAIETTEVILLE	700815	11/01/2016	11:15:00	0353376	UNLEADED	9.00	18.00	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
17	890248252	UNIV OF AR FAIETTEVILLE	700815	11/02/2016	06:12:00	0361519	UNLEADED	4.00	8.01	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
18	890248252	UNIV OF AR FAIETTEVILLE	700938	11/01/2016	08:55:00	0354379	UNLEADED	22.01	44.00	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
19	890248252	UNIV OF AR FAIETTEVILLE	700994	11/02/2016	13:11:00	0354424	UNLEADED	4.45	8.91	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
20	890248252	UNIV OF AR FAIETTEVILLE	700996	11/02/2016	13:45:00	0749557	UNLEADED	12.44	24.88	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
21	890248252	UNIV OF AR FAIETTEVILLE	701002	11/01/2016	11:39:00	0353551	UNLEADED	5.30	10.60	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
22	890248252	UNIV OF AR FAIETTEVILLE	701037	11/01/2016	05:53:00	0039739	UNLEADED	20.21	40.40	SHELL/EQUIVA SERVICE	EZ MART STORES INC	54 CENTENNIAL	WEST FORK	A
23	890248252	UNIV OF AR FAIETTEVILLE	701037	11/01/2016	09:07:00	0682076	UNLEADED	10.90	22.88	SHELL/EQUIVA SERVICE	COULSON OIL CO	8003 SHERIDAN RD	WHITE HALL	A
24	890248252	UNIV OF AR FAIETTEVILLE	701054	11/02/2016	07:30:00	0341557	UNLEADED	7.50	15.00	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A
25	890248252	UNIV OF AR FAIETTEVILLE	701055	11/01/2016	06:36:00	0351320	UNLEADED	10.50	20.99	SHELL/EQUIVA SERVICE	EZ MART STORES INC	1417 W MARTIN LUTHER KIN	FAIETTEVILLE	A

- Download as Excel
- Select all information in table, Data, Filter
- Click on drop-down arrow next to Driver Code filter, deselect all, then select your department's BU code(s)

VEHICLE SLOTS LIST

The number of vehicles allowed in the University's vehicle fleet is closely controlled by the State Legislature. A fixed number of vehicle slots have been authorized for use. The Office of Business Affairs maintains the list of available slots. Any contemplated additions to the fleet must be reviewed and approved as to the availability of a vacant slot.

Slot Allocations

The University has the opportunity once each biennium to request additional vehicle slots for consideration by the [Arkansas General Assembly](#).

Submit your request and justifications to Fleet Manager, Office of Business Affairs, Administration Building Room 321. Requests must be received in Business Affairs prior to beginning of the new biennium (received by: April-July 2006, April-July 2008, etc.).

The request and justifications for additional slots should reflect your needs through the two-year biennial period (2005-2007, 2007-2009, etc.).

The Fleet Manager should maintain a complete spreadsheet list of vehicle spots that shows how many permits are authorized per department and how many permits are currently in use. This will determine whether a department has the flexibility to attempt to receive an addition to fleet.

Periodically, the Fleet Manager should count the number of vehicles in use per department by referring to the most recent MV-2 reports submitted. The "In Use" and "Spares" columns are subject to change in the Vehicle Slots spreadsheet; however, the **"Perm. Authorized" column numbers should never change.**

UNIVERSITY OF ARKANSAS-FAYETTEVILLE							
	463 Vehicles Permanently Authorized - 7/1/91 to 6/30/93						
	513 Vehicles Temporarily Authorized - 7/1/93 to 6/30/95						
	535 Vehicles Temporarily Authorized - 7/1/95 to 6/30/97						
	545 Vehicles Temporarily Authorized - 6/20/96 to 6/30/97				10 for CJI		
	547 Vehicles Temporarily Authorized - 6/30/01				2 COEX		
	553 Vehicles Temporarily Authorized - 01/01/04						
	563 Vehicles Permanently Authorized - 03/31/05 House Bill 2504				Act 1869		
	571 Vehicles Permanently Authorized - 19-4-906 difference of 8 vehicles from the 6 transferred above 01/01/04						
	594 Vehicles Permanently Auth. Act 711						
	14 Vehicles Permanently AMSMSA 2007						
	11 Vehicles Perm. 10/COEX 1/U Act 1271						
BU	Department Name		Perm. Authorized	Temp. Authorized	In Use	Spares	New Requests
ASCR	Admissions		3		3	0	
	Agriculture		229		219	10	1 to COEX
ARDO	Architecture		1		1	0	
ARON	ARE-ON		2		2	0	
MATH	Ark Math & Science School		14		8	6	6 to COEX
ARAS	Arkansas Archeological Survey		18		16	2	
ARKU	Arkansas Union		1		1	0	
MUSE	Arts and Sciences - Herbarium		2		2	0	

FLEET INVENTORY LIST

The Fleet Manager should maintain a complete spreadsheet list of vehicle inventory since SAVA is not always exactly up-to-date or accurate, particularly when vehicles are transferred from departments or license plate numbers change.

When vehicles are removed or added to SAVA, they should also be removed or added to the FLEET Inventory List.xlsx.

VIN	Department	LIC. #	Fleet #	Year	Make	Model	Body	Date Added
0001	CTST	569BIJ	Fleet #5-CB	1999	DODGE	PICKUP	1/2 TON	05/13/1999
0028	UAS	575 LHN	113B	2008	DODGE	DURANGO	4WD	04/14/2008
0031	CJI	789 BIJ		2013	CHEVROLET	EQUINOX	LS	06/15/2013
0048	UAMF	693 PSM		2015	TOYOTA	Tacoma	Access Cab	10/24/2014
0055	PHPL	376 LHN	136B	2011	CHEVROLET	PICKUP	1 TON	12/01/2010
0074	COMP	170HKJ	130	2005	CHEVROLET	VAN-UTILITY	1 TON	02/01/2005
0084	ATHL	666LHM	3AT	2009	DODGE	PICKUP	QUAD CAB	09/06/2010
0085	ATHL	667LHM	4AT	2009	DODGE	PICKUP	QUAD CAB	09/06/2010
0094	FRSS	515HKJ		1994	CHEVROLET	PICKUP	3/4 TON	01/01/1994
0096	PHPL	354FIF	41B	1995	CHEVROLET	PICKUP	1/2 TON	11/08/1995
0101	Monticello	968 LHN		2007	GMC	4X4 PICKUP	1/2 TON	09/14/2011
4747	Little Rock	715 PSM		2014	DODGE	4X4 PICKUP	1/2 TON	4/24/2014
4960	Little Rock	425 LHN		2010	CHEVROLET	EXPRESS	8 PASSENGER VAN	3/29/2010
5055	Little Rock	275LHN		2010	CHEVROLET	PICKUP 4X4	1/2 TON	2/5/2010
5370	Little Rock	290 LHN		2010	CHEVROLET	PICKUP 4X4	Extended Cab	3/2/2010
6292	Little Rock	228LHM		2008	CHEVROLET	VAN-PASSENGER	COMPACT	6/5/2008
6343	Little Rock	659 LHN		2011	CHEVROLET	EXPRESS	3/4 TON UTILITY	1/18/2011

HOW TO ORDER A VEHICLE (FROM END-USER STANDPOINT)

Vehicle Purchases

The State contract for vehicles is typically valid from October 1 to March 15th of each year. You must submit your vehicle request (MV-6 forms) during this period to assure delivery by the manufacturer (GM, Ford, Dodge, etc.). Please make your requests as early as possible. Note*** The manufacturers frequently notify us of early production cut-off dates for certain makes and models. Contact the Fleet Manager at 5-2551 prior to submission of your MV-6 and requisition to verify the availability of the vehicle if you haven't ordered by January.

Please submit the following forms, justifications and electronic requisition to the Purchasing department to start the approval and purchasing process:

- [MV-6 vehicle request form](#)
- [MV-6 for Agriculture departments](#) must have the Department Head and the V.P. for Agriculture sign this form.

Submit your requisition on-line using requisition type "PC". These commodities will be pulled from the contract file. Be sure and mark "Y" in the "supporting document" area of the requisition header (REQH). Attach MV-6 to a requisition cover sheet with the new requisition number written on the front and send to Purchasing. Options for the vehicles must be added to the requisition as separate line items. Also, be sure and state an exterior and interior color. IMPORTANT!!!! USE ONLY ONE REQUISITION PER VEHICLE. This allows the requisition to match up with the MV-6.

Additional justification letters are required for vehicles that fall into the following categories:

Replacing a vehicle that is less than 5 years old and that has less than 75,000 miles. Very poor mechanical condition is the only justification allowed in this category. Repairs equaling at least one-half (1/2) of the blue book value of the vehicle.

Upgrading a vehicle. Requesting a larger size vehicle, an extended cab, 4-wheel drive a V-8 engine, etc. (if available on the contract). Approval from Little Rock Department of Finance and Administration is required for an upgrade to fleet.

Additions to fleet. You must have a vehicle slot (see Slot Allocation) prior to submitting a MV-6 form for additions to the fleet. Justification as to why an existing vehicle cannot meet the transportation need is required, along with the MV-6. Approval from Little Rock Department of Finance and Administration is required for each addition to the vehicle fleet.

New Vehicle Delivery

Fleet vehicle orders are sent to the contract dealers. The contract dealers then place the orders with the automobile manufacturers. These vehicles are not built until the manufacturers have enough orders to have a line run in their factories. This is a lengthy process. On the average, it will take the University of Arkansas 4 to 6 months to receive a new vehicle after the initial request is received in the Purchasing Division.

Used Vehicle Turn-In

Vehicles being replaced must be turned in to Marketing & Redistribution in Little Rock within thirty (30) days after delivery of new vehicle. The ordering department is responsible for the delivery of the old vehicle to Marketing and Redistribution. Please be sure to clean vehicle interior prior to delivery to Marketing and Redistribution.

For vehicles that are not mechanically sound to be transported to Marketing & Redistribution, departments must request permission to conduct on-site sale. Please contact the [Surplus Warehouse manager](#) at 52325 for information and arrangements.

Vehicles ¾ ton or less will be sold by Marketing & Redistribution and the proceeds deposited into the State Motor Vehicle Revolving Fund. Vehicles one (1) ton or more will be sold by Marketing & Redistribution and the proceeds returned to the agency after deducting administrative fees.

Have department select vehicle from [Vehicle Specifications and Pricing](#) on Contracts webpage

	A	B	C	D
1				
2	2017 Table of Contents			
3	Click on hyperlink for quick access to items numbers.			
4	Item	Type	Description	
5	Item 1	ABA	4-Door Subcompact Sedan	
6	Item 2	ACA	4-Door Compact Sedan	
7	Item 3	ADA	4-Door Mid-Size Sedan	
8	Item 4	AEA	4-Door Large Sedan	
9	Item 5	SAA	4-Door Small Wagon	
10	Item 6	PAB	Small Pickup, Extended Cab 2 Wheel Drive	
11	Item 7	PAD	Small Pickup, Crew Cab 4X2 Wheel Drive	

Send the department the following instructions:

How to Purchase State Vehicles Using State Vehicle Contracts

1. Complete the [MV-6](#) attached.
 - AGENCY CODE: 135
 - NAME OF AGENCY: University of Arkansas
 - MAILING ADDRESS: This should be the desired delivery address for the vehicle.
 - TYPES OF REQUEST: Choose Replacement or Addition
 - VEHICLES REQUESTED
 - Type from State Contract: Three-letter alpha code from Vehicle Specs & Pricing
 - Options: Two-letter alpha code(s) from Vehicle Specs & Pricing
2. Enter the requisition in to BASIS using the regular RE type.
 - Vendor:
 - Vehicles less than 1 ton: Motor Vehicle Acquisition Revolving Fund
(PO Box 2485, Little Rock, AR 72203)
 - Vehicles one ton or greater: Dealership
(Dealership Address)
See next page for details to match the item # from the [Vehicle Specifications and Pricing](#) sheet to the appropriate vendor and address.
 - Handling Codes: C H
 - Hold For: Kallie Tanner
 - DESC: Three-letter alpha code and description of vehicle
E.g. ADA 4-dr Mid-Size Sedan: Ford Fusion
 - Enter one line for each option you are adding. Use the two-letter alpha code and description.
 - Delete any FREIGHT, TAX, or TOLERANCE. The requisition should be for the exact amount.
 - Fleet vehicles must have a white exterior.
3. When the requisition is approved through the target chain in BASIS, write the requisition number in the upper right hand corner of the MV-6 request form and then email it to me.
4. I will enter the request into the DFA State Agency Vehicle Application (SAVA) system and send that to Little Rock for approval. Review by the DFA usually takes a week or so, unless there is pushback on the upgrade.

For further assistance, contact:
Kallie Tanner, Fleet Manager
(479)575-8481
kmtanner@uark.edu

Vendor:	Address:	Awarded Item #s:
Bale Chevrolet	13101 Chenal Pkwy. Little Rock, AR 72211	34,35,41,42,45,46 57,60,61,62
Cavanaugh Dodge Jeep	113 E. Main St. Walnut Ridge, AR 72476	40
Crain Ford of Little Rock	4601 Colonel Glenn Dr. Little Rock, AR 72210	31,51
Landers Dodge Jeep	PO Box. 1649 Benton, AR 72018	5,9,10,12,13,14,15,17 18,20,25,28,38,39,43,44 55,56,63,64
Landers Ford	PO Box. 1649 Benton, AR 72018	36,37
Magie Ford	PO Box 843 Morrilton, AR 72110	8,19,29
Mark McLarty Ford	4400 Landers Rd. N. Little Rock, AR 72117	2,3,4,11,16,23,24,26,27 32,47,58,59
McLarty Nissan	1 Colonel Glenn Dr. Little Rock, AR 72210	1,6,50,53
Steve Landers Toyota	10825 Colonel Glenn Dr. Little Rock, AR 72204	7,48,52
Steve Landers Dodge	401 Colonel Glenn Plaza Little Rock, AR 72210	22
Superior Auto Group	504 Hwy. 412 E Siloam Springs, AR 72761	21,30,33,49

MV-6

STATE VEHICLE REQUEST

AGENCY CODE: NAME OF AGENCY

MAILING ADDRESS

The Office of Administrative Services will purchase all vehicles where the Requested type and requesting Agency are covered by Act 493 of 1983. Vehicles not Covered by Act 493 will be ordered by the ordering agency. For each vehicle Requested, (including leased vehicles, those being obtained from Marketing & Redistribution, and Federal Surplus Property), a separate form must be submitted.

- 1 TYPE OF REQUEST: Replacement(☐) OR Addition To The Fleet (☐)
2 VEHICLE REQUESTED: (COMPLETE EITHER A OR B)

A. Type from State Contract () Options ()

NOTE: Either Type and Options from the State Contract, i.e., Type
AA = Subcompact, 2-DR. Hatchback Sedan, Option B =
Automatic Transmission.

B. Other (Non-Contract) (Describe vehicle and include number of cylinders):

3. VEHICLE TO BE TURNED IN TO M & R (Within 30 days of receipt of new vehicle):

Year/Make/Model ()

Vin. No. () License No. () Mileage ()

NOTE: Substitutions for vehicles scheduled for replacement will not be made without prior approval from DFA-Office of Administrative Services.
MV-2 Forms covering at least the past twelve months must be attached.

4. JUSTIFICATION:

Departmental/Division Approval _____ Date _____

Vice Chancellor, Finance & Administration _____ Date _____

Chancellor's Approval _____ Date _____

Dept. of Finance & Administration Approval _____ Date _____

Request Number () (-) - () (To be completed by DFA -Admin. Svs.)

HOW TO ORDER A VEHICLE (FROM FLEET MANAGER STANDPOINT)

General Information

- ~25 new vehicles per year, but up to 50 at times
- Vehicle Specifications and Pricing sheet
- Need justification letters for downgrades and upgrades, per State Fleet Administrator
- Vendor
 - Motor Vehicle Acquisition Fund – less than 1 Ton (MV-5 form)
 - Dealership – at least 1 Ton, per Act 493 (no MV-5 form)
- Match price in BASIS to Vehicle Specifications and Pricing Excel sheet
- Sales Tax and Tolerance=0

- Vehicle Requisitions submitted by departments → Buyers → Fleet Manager
 - Exception: Transit buses – Colleen → Tim O. → Chancellor
- DFA Vehicle Buyer: John Leverett
 - 501-683-2222
 - john.leverett@dfa.arkansas.gov
- To buy a used vehicle, do a three-quote bid
 - Find a local vehicle and get the vendor to give you specs
 - Send specs to us and the suggested vendor
 - Federal surplus not suggested

Each fiscal year, the Fleet Manager should keep a log (FLEET Vehicle Requests FY17.xlsx) of all the vehicles that departments request via MV-6s.

The log should contain the following columns:

- BU (department code)
- Number (chronological order of vehicle requests submitted to Fleet Manager)
- Type (three-letter code from second column of the Vehicle Specs and Pricing spreadsheet)
- Date Submitted (to Fleet Manager)
- To DFA (date an email is sent to State Fleet Administrator, StateVehicleAdmin@dfa.arkansas.gov, with SAVA request print-out)
- DFA Approved (date State Fleet Administrator emails approval with Request Financials)
- Check Mailed (date the check is sent to State Fleet Administrator via FedEx)
- Replacement or Addition
- Upgrade (change in vehicle type)
- Bid
- Req. #
- SAVA #
- PO #
- Status
- ETA (date provided by DFA)

FY17 Vehicle Requests Log

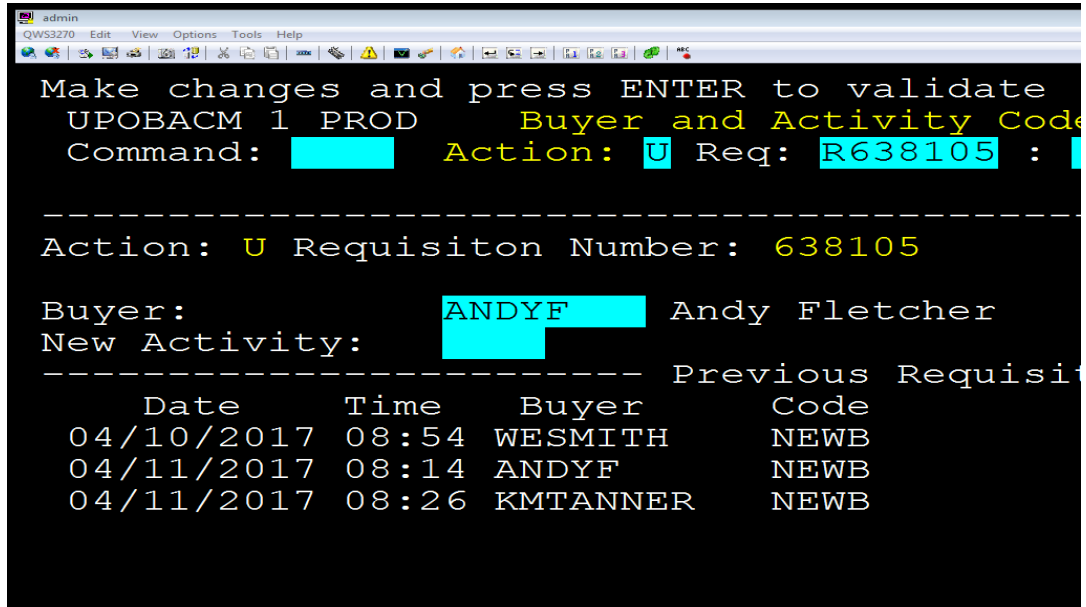
BU	Number	Type	Date Submitted	To DFA	DFA Approved	Check Mailed	Replacement or Addition?	Upgrade	Bid	Req. #	SAVA #	PO	Status
ART	1	Bid	10/18	10/18	11/14	Unknown	R	N	Y		43723		
HOUS	2	VEA	10/26	10/26	11/14	Unknown	R	N	N		43731	6849319	
TRST	3	PAD	11/16	11/16	12/06	Unknown	R	N	N		43751	6849613	
ANSC	4	VSB	11/28	11/28	12/01	Unknown	R	N	N		43771	6849431	Add
HOUS	5	PEA	11/29	11/30	12/06	Unknown	R	N	N		43778	6849614	
RIRE	6	Bid	12/07	12/07	12/14	Unknown	R	N	Exc.		43790	N/A	To O
SWRE	7	PBB	12/16	12/16	01/09	Unknown	R	N	N		43789	6850659	
FAMA	8	Bid	12/20	12/20	01/09	Unknown	R	N	N		43791	6850729	Used
RIRE	9	PCC	12/20	01/10	01/18	Unknown	R	N	N		43797	6851073	
SWRE	10	PBB	12/20	01/10	01/18	Unknown	R	N	N		43798	6851074	
PHPL	11	PRB	01/30	01/30	02/10	Unknown	R	N	N		43820	6852615	1 ton
CSES	12	PED	01/30	01/30	02/14	Unknown	R	N	Y		43823	6852630	Engir
BAEG	13	VIB	02/02	02/11	03/01	Unknown	R	N	N		43859	6853267	Insur
TRST	14	VIB	02/14	02/14	03/03	Unknown	A	N	N		43860	6853961	
TRST	15	VIB	02/14	02/14	03/03	Unknown	A	N	N		43861	6853962	
VPAG	16	VSB	02/10	03/14	03/21	03/27	R	N	N		43918	6855076	Chec
ASCR	17	ADA	03/20	03/20	04/10	04/13	R	N	N		43922	6855941	Vehi
MAIL	18	VEA	04/04	04/04	04/04	N/A	R	N	N		43959	N/A	Canc
TRST	19	Buses	04/11	04/11			?	N	Y				For L
ATHL	20	PED	04/14	04/18	05/26		A	N	N/A	638736	43969	6858882	SAVA
ATHL	21	PRB	04/14	04/18	05/01	PO Emailed	R	N	N	638737	43970	6857518	SAVA
MAIL	22	VBA	04/18	04/19	05/02	05/04	R	Y	N	638717	43971	6857220	SAVA
BAEG	23	VIB	05/31	05/31			R	Y	N	643625	44014		

FY17 Vehicle Requests Log

le	Bid	Req. #	SAVA #	PO	Status	ETA
	Y		43723			
	N		43731	6849319		
	N		43751	6849613		
	N		43771	6849431	Added to SAVA 3/28/17	
	N		43778	6849614		
	Exc.		43790	N/A	To OSP for approval exception tractor trailer	
	N		43789	6850659		
	N		43791	6850729	Used Car Bid 1/10 for OSP approval	
	N		43797	6851073		
	N		43798	6851074		
	N		43820	6852615	1 ton PO to Vendor	
	Y		43823	6852630	Engine PO 6852643	
	N		43859	6853267	Insurance Proceeds	
	N		43860	6853961		
	N		43861	6853962		
	N		43918	6855076	Check at DFA; have to order 2018	
	N		43922	6855941	Vehicle delivered to department	07/18/2017
	N		43959	N/A	Canceled per department	
	Y				For DFA and UA Legal Review	
	N/A	638736	43969	6858882	SAVA request to DFA; emailed justification 4/19 & 5/15; notified dept. of approval 5/26	
	N	638737	43970	6857518	SAVA request to DFA; won't email financial since it's 1 Ton	08/03/2017
	N	638717	43971	6857220	SAVA request to DFA; justification approved for caravan--> van; PO issued by SOA 5/23	08/23/2017
	N	643625	44014			

Hold for Approval

Upon MV-6 Receipt: Department puts in Requisition → Buyer reviews it → Fleet Manager switches it to own desk



```
admin
QWS3270 Edit View Options Tools Help
Make changes and press ENTER to validate
UPOBACM 1 PROD Buyer and Activity Code
Command: Action: U Req: R638105 :
-----
Action: U Requisition Number: 638105
Buyer: ANDYF Andy Fletcher
New Activity:
----- Previous Requisition
      Date      Time      Buyer      Code
04/10/2017 08:54 WESMITH NEWB
04/11/2017 08:14 ANDYF NEWB
04/11/2017 08:26 KMTANNER NEWB
```

The starting point of the vehicle procurement process when you first receive the MV-6, with the requisition number written on it.

BASIS

To view my desk

- Command: LRBS

To move a requisition from another buyer's desk to my own desk/show that DFA process has started

- Command: BACM
- Action: U
- New Activity: MVA
- F10 > Enter
- Buyer names
 - Whitney: wesmith
 - Ellen: ferguso
 - Karen: pur11
 - Andy: andyf

If the requisition is not on one of the buyer's desks

- Command: REQ T
- Action: A
- F11 Options – to see where requisition is in target process (*Desk ID)
- F3 to exit options

If there is no name associated with the *Desk ID, then note the *Desk ID name

- Command: lud
- Desk ID: (enter *Desk ID name noted)
 - That tells you whose desk within the department needs to approve the transaction to move it forward through the departmental target chain to get it to a buyer. There may be several individuals within the department that need to approve the transaction before it gets to a buyer (this varies by department as to how much oversight they want for approving encumbrances of funds).

To confirm price and vehicle description

- Command: REQH
- Action: V
- Req: _____: 1
 - NOTE: Estimated Req Amt should be the total of base + options
- Compare BASIS/Specs and Pricing spreadsheet/MV-6
 - Vehicle type
 - Vehicle description
 - Estimated Req Amt (take it out when creating PO later)
 - Handling Codes: C H
 - Hold for: Kallie Tanner
 - Vendor ID
- Command: REQL or LRLN, Req: #####: 1
 - NOTE: There should be additional line for every option that the department wants.
- Write three-letter alpha code and price on the right side of the form
- Add vehicle to Vehicle Requests Log 2016-2017

Add to Vehicle Requests Log

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	2016/2017 LOG														
2	BU	Number	Type	Date Sub	To DFA	DFA Appr	Chk. Mail	Replace	Fleet Add	Upgrade	Bid	Off Road	PO	SAVA #	Status
3	ART	1	Bid	10/18	10/18	11/14	Unknown	Y		N	Y	N		43723	
4	HOUS	2	VEA	10/26	10/26	11/14	Unknown	Y		N	N	N	6849319	43731	

Log: Budgetary Unit, Sequential Number, Date Submitted by department, replacement or addition to fleet, upgrade/downgrade justification if not type for type vehicle replacement and SAVA #.

SAVA Process

Create SAVA request and sign. Carefully check the vehicle type and options to assure accuracy.

SAVA (<https://www.ark.org/sava/index.php>)

- SAVA Main Menu > State Vehicle Request
- Fiscal Year: 2017
- Request Type: Replacement or Addition
- Funded By: Agency Funds (always!)
- Request Type: Options A, B
- Cont. Type: Three-letter alpha code
- Options: Leave blank unless specified additional features on MV-6

Vehicles to be Replaced

- Serial Code: #####
- Actual Mileage: (based on MV-6 form)
- 5+ years or 75K+ miles
- Justification: (only insert if none of Replacement Codes apply)
- Click to Confirm Data
- Finished with Vehicles
- Print Form

Fiscal Year:	2017 ▼	Request Type:	<input type="radio"/> Addition <input checked="" type="radio"/> Replacement
		Funded By:	<input checked="" type="radio"/> Agency Funds <input type="radio"/> MMV Funds

Vehicle Requested | Complete Option A or B Below

☒ Option A

Cont. Type:	VEA - 2 Passenger Utility Vehicle 2WD ▼
Options:	<input type="checkbox"/> (CL) Engine Prep <input type="checkbox"/> (CS) Cloth seats <input type="checkbox"/> (DL) Daytime Lights <input type="checkbox"/> (DO) Delete Sides Rear Cargo Windows <input type="checkbox"/> (RU) Radio Upgrade <input type="checkbox"/> (TG) Tinted Glass

☐ Option B

Other (non-contract) | Describe vehicle and include number of cylinders:

Vehicle to be Replaced | (Must be turned into M&R within 30 days of receipt of new vehicle):

Serial Code:	9943 ▼	<i>Last 4 of Vehicle Identification Number plus letter (if needed)</i>
Year:	2008	
Make:	CHEVROLET	
Model:	VAN-UTILITY	
Body:	1/2 TON	
License Number:	403LHM	
Actual Mileage:	55203	
Replacement Code:	A - Age of Vehicle (over 5 years old) ▼	
Justification:	<input type="text"/>	

Click to Confirm Data

Print → Sign and date → Scan to self and save in Fleet Management folder

- Write SAVA # off printed form on the Vehicle Requests Log 16-17

Email StateVehicleAdmin@dfa.arkansas.gov at DFA

- Subject: Vehicle Request, SAVA # _____
- Attach the printout of the SAVA request
- Tell her the funds we will be using (U of A cash agency funds)

Hold for Check

DFA will send a "Financials Request" if approved

- Verify cost against requisition, description, other details
- Include contact name, delivery address, and phone number

Issue PO

Takes ~1 business day to cut check)

- Command: LRBS
 - New Activity: MVA → Select vehicle
- Command: POH
 - Status: P
 - Action: A
 - Purchasing Code: ST
 - PO Max: Exact \$ amount (change it if it includes tolerance)
 - Handling Code: H
 - C (only use C if vehicle is less than 1 ton)
 - P (only use P if vehicles is 1+ ton)
 - Hold For: Kallie Tanner (only if using C code; not if using P code)
 - Enter, F10
- Command: POL or LLPO
 - Action: A
 - Req: _____: 1, 2, 3...
 - Status: O
 - Enter, F10
- Command: POH
 - Action: U
 - Status: O
- Command: LPOR (or LLPO)
 - Action: U
 - Review
 - NOTE: Shows PO#, if needed
- Ask Linda Hickman (5-6290) to run/return batch for PO (LH or Judy will notify me of check to pick up)
- Once the PO prints
 - Initial and checkmark the printed PO (which is the last page of the batch)
 - Keep the actual PO for fleet file
 - Return other pages to Linda's box

Make a copy of "Financials Request" and Purchase Order

- AP (for Vicki or Donna)
- Fleet file

Complete to Vendor

After check is printed

- Write SAVA # on bottom portion of check and make one copy
- Ask LH (5-6290) to print two labels (one for DFA's FedEx package and one to attached to documentation showing Cheryl Canfield which cost center to charge)
- BASIS
 - Command: POL
 - Action: V
 - Enter, F10
 - F12 – Comp. Cost Center
 - F4 – Cost Center Fund
 - Write cost center # on 2nd FedEx label for Cheryl – “Please charge to ____.”
- Verify address on labels to DFA or vendor

FedEx check overnight to DFA with the MV-6 and Financial Request paper clipped to it (and email DFA to verify receipt when it arrives)

- DFA will send Requisition Voucher to Admin Services
- Allen Sugey issues state PO to vendor from Motor Vehicle Fund; check made out to dealership

Move the documentation to “Complete to Vendor” file

- MV-6
- State Vehicle Request/Fiscal Year 2017 (SAVA printout)
- Financials Request
- State Vehicle Request/Fiscal Year 2017 (SAVA printout) – State Fleet Administrator's return
- Purchase Order
- Copy of check

BASIS

- Commodity code: LCKK (07005)

Cancel Req

- Command: PURL
 - Action: U
 - Status: X
 - Enter, F10, Enter
- Command: PURH
 - Action: U
 - Status: X
 - F9 for Justification
 - Purchasing Comments: Incorrect vendor. Department needs to enter a new requisition to dealership.
 - F10, Enter

```

You are not authorized to perform action U - Update
UPOPURL 1 PROD   Purchasing Update to Requisition Line - PURL   04/04/17 11:49
Command: [ ] Action: U Req: R636515 : 1 PO: [ ] : [ ] TA: [ ]
Contract: [ ] : [ ] Bid: [ ] : [ ]
-----
Action: V Requisition No: R636515 : 1 Screen 1
Req Type: RE Regular Status: O Oper
Req Status: A Approved Tolerance: 10 %
Desc: Sides & rear windows on 2016 Ford Trans. Vendor Item No:
Commodity: 44077 Contract:
Contract Line No:
Tax Code:
Vendor Name: Est Freight:
Advance PO:
Qty: 1.000 UM: EA Unit Price: 365.00000 Extension: 365.00
Item Freight:
Date to PO: Item Tax:
Date Cancelled: Uncommitted:
----- CCC No ----- Name ----- % - Amount - Category Pl
0102-02100-62-0000 100 Vehicles
Item Keywords: Dept Stock No:
Packed Quantity: Created on: 03/22/2017 by: CSCOATS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Suspd Quit NextR

```

State of Arkansas Vehicle Use and Management Handbook



**Arkansas Department of Finance
and Administration Office of
Administrative Services**

January 2017

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INTRODUCTION

The State of Arkansas has invested heavily in its fleet of vehicles, and it is in the best interests of all employees that state-owned vehicles be operated safely and efficiently. This document is intended to both help employees of the State carry out these regulations and to inform members of the public on efforts by the State to safeguard and manage its vehicle fleet. Report any errors you may observe in this handbook to Cheryl Reed, DFA-OAS Administrative Services Manager, at (501) 324-9138 or cheryl.reed@dfa.arkansas.gov.

STATEMENT OF GOALS

The rules established in this guide are intended to encourage the efficient and appropriate operation of every vehicle purchased and operated by the State of Arkansas. In seeking to apply these rules, State employees are encouraged to keep the goals of efficiency and appropriateness in mind. The agencies, boards and commissions of the State each bear the responsibility of ensuring that vehicles are used appropriately and in accordance with the laws of the State. This responsibility is established not just in the code of the State or the rules promulgated by this agency, but in the basic obligation of all public servants to act as good stewards of the taxpayers' investment. Above all, access to a state-owned vehicle is a privilege.

ORGANIZATION

The rules stated here represent the minimum obligations required of all applicable State agencies, boards and commissions. Agencies are encouraged to consider the adoption of vehicle-related rules which are not in conflict with the rules stated here, and which may encourage efficient and effective management of State resources while also helping to achieve the broader goals of the agency.

The Department of Finance and Administration – Office of Administrative Services (DFA-OAS) oversees many of the rules and procedures described in this guide. This guide is a publication of DFA-OAS and any questions or comments should be sent to:

Sarayla Harshman, DFA-OAS State Vehicle Program Manager
1515 W 7th Street, Suite 700
Little Rock, AR 72201
(501) 682-6823
StateVehicleAdmin@dfa.arkansas.gov

1.0 AUTHORITIES

The following rules and regulations are promulgated under the authority of Acts passed by the Arkansas General Assembly and Executive Order 10-14. An appendix at the conclusion of this guide will provide updated versions of these statutes and orders.

2.0 EXEMPT PERSONS AND AGENCIES

The rules established in this handbook are not applicable to elected and constitutional officers or their employees, or to guests of the state.

3.0 OBLIGATIONS OF AGENCIES

All state-owned vehicles are the property of the State of Arkansas and have been entrusted to the care and management of individual agencies, boards and commissions. Those individual entities are responsible for the management of vehicles in their care, and for seeing that the rules stated in this handbook, as well as the law of the State, are followed and enforced.

4.0 REGISTRATION OF STATE-OWNED VEHICLES

All state-owned vehicles must be registered and licensed as State property and, when appropriate, carry license plates and seals that clearly identify the vehicle as being owned by the State. All State-owned automobiles must be registered and licensed to the State.

4.1 Legal Title

While all State-owned vehicles are the property of the State, legal title to the vehicle will rest with the owning agency, board or commission. It is the responsibility of the head of every agency, board and commission to ensure that all vehicles owned and operated by the state entity be licensed and registered in compliance with this rule.

4.2 Licensed as Registered

License plates are at all times to remain attached to the vehicle to which that license number is registered with the Department of Finance and Administration – Office of Motor Vehicles.

5.0 LICENSE PLATES AND SEALS

It is the policy of the State of Arkansas that state-owned vehicles be operated, when appropriate, in a manner that clearly identifies the vehicles as state-property. *See Appendix B of this handbook: Executive Order 10-14.*

5.1 Official License Plates

All vehicles purchased with state funds, or which are otherwise owned by and registered to the State, must carry red, “Official Business Only” license plates or any other license plate issued to State agencies for an official purpose.

5.2 Official Seals

All state-owned vehicles must carry either the red, official seal of the State or the seal of the owning agency. Seals must be permanently adhered to a State vehicle, and temporary or removable seals, i.e. magnetic seals, etc., are specifically prohibited. Both the red “Official Business Only” license plates and the red official seals of the State are available

through the Department of Finance and Administration – Office of Motor Vehicles, Ragland Building, 1900 W. 7th St., Ste. 1100, Little Rock, AR 72201.

5.3 Requirements for Agency-Specific Seals

DFA approval is not required prior to the adoption of an agency-specific seal. Any agency opting to create and adopt a seal in lieu of the red official seal of the State is asked to ensure that the agency seal be large enough to clearly identify the vehicle as property of the State and to clearly present the name of the owning agency.

5.4 Requests for Waivers

A waiver from the requirement to operate a vehicle without either official plates or seals or both can be obtained from DFA. Requests for a waiver from this requirement should be made in writing to DFA-OAS. Requests must identify the vehicle to be operated without tags and/or seals and the circumstances under which such a waiver is warranted. Waivers of this requirement will only be approved when a requesting agency is able to clearly establish a strong State interest in operating vehicles in a manner that does not clearly identify them as State property. Primarily, this exemption will apply to public safety and law enforcement vehicles.

5.5 Change in Use

Waiver requests should be made when a change in the use of a vehicle requires a waiver from the tags and seals requirement. Waivers will remain in effect for as long as the State interest justifying the waiver can be established by the using agency. Any change in the use of a vehicle which eliminates the need for a waiver must be reported to DFA-OAS immediately, and official tags and seals must be placed on the vehicle.

5.6 Reporting License Plates and Seals Through State Agency Vehicle Application (SAVA)

Agencies will use the SAVA system to identify those vehicles which are being operated without either tags or seals. Information on vehicles operating without tags or seals will be posted online on the Arkansas State Vehicle Inventory for public review.

5.7 Oil and Gas Commission Exempt

The requirements of this section do not apply to vehicles owned and operated by the Arkansas Oil and Gas Commission.

6.0 REPORTING REQUIREMENTS – STATE OWNED VEHICLES

6.1 Record-Keeping and Reporting Authority of DFA

The Chief Fiscal Officer of the State has the authority to establish and enforce reporting and record-retention requirements related to the ownership and use of State-owned vehicles. See Ark. Code Ann. § 19-4-907.

6.2 Required Reports

DFA-OAS will compile information submitted by agencies, boards and commissions for reports required under Arkansas Code. These reports include:

- The Automobile Efficiency Report required under Ark. Code Ann. § 25-1-110.

Information required for this report includes:

- ◆ The number of vehicles owned by the reporting agency at the conclusion of each three-month quarter in the prior year
- ◆ The number of miles driven in vehicles owned by the agency during each quarter of the prior year
- ◆ The amount paid in personal mileage reimbursement for use of privately owned vehicles on State business.

Information for this report must be submitted by June 1 of each year. The reporting period for each report is for the 12-month period from April 1 to March 31.

Information for this report can be submitted using the MV-3 form available in SAVA. *See Section 7.3 below for more information on submitting the MV-3 report.*

This report is submitted to Arkansas Legislative Council. Prior to submission, DFA-OAS will validate information submitted by agencies for accuracy and timeliness. Agencies should ensure that information submitted on personal mileage, when appropriate, matches amounts reported as personal mileage reimbursement in AASIS.

For purposes of the Ark. Code Ann. § 25-1-110 report, agencies should report on any personal mileage reimbursement paid by the agency directly or which uses appropriation assigned to the agency.

- The Annual Inventory Report required under Ark. Code Ann. § 22-8-101.

Information required for this report includes:

- ◆ The number of vehicles owned by an agency at the end of a calendar year.
Information for this report is drawn from the SAVA system. Agencies submit the required information simply by maintaining the monthly and quarterly reports required in SAVA. *See Section 7.0 for more information on reports required under SAVA.*

7.0 STATE AGENCY VEHICLE APPLICATION

Executive branch agencies, boards and commissions who own and operate State vehicles are required to submit regular reports to DFA through SAVA, the State Agency Vehicle Application.

For more information on SAVA, to receive training on entering information in SAVA, or to gain access to SAVA, please contact DFA-OAS.

The main SAVA login page can be accessed here: <https://www.ark.org/sava/index.php>

From the main menu page of SAVA, agencies will have access to a variety of forms. These forms are the primary method of collecting information on State-owned vehicles.

7.1 Usernames and Login

Username and login information will be assigned on an agency-specific basis. Utilization of a specific username and login will give a user access only to information on vehicles owned by one agency. The user will be able to enter or alter information on vehicles owned by that agency alone.

Username and login information are available from DFA-OAS.

A detailed guide on using the SAVA system can be found under the “Help” tab of the Main Menu.

7.2 Main Menu

The primary SAVA functions can be accessed from the Main Menu page. These functions are:

- File an MV-2 Individual State Vehicle Report
- File an MV-3 Quarterly State Vehicle Report
- File a Vehicle Acquisition Request
- File an MV-1/MV-4 Personal Mileage and State Mileage Reimbursement Report
- View Reports
- View Inventory
- Help Functions

7.3 MV-2 Individual State Vehicle Report

Agencies must use the MV-2 Individual State Vehicle Report form to file basic information on the status of every vehicle owned and operated by the agency.

An MV-2 report is created upon acquisition of the vehicle. An MV-2 report must be filed for every month that a vehicle is owned by a reporting agency. Agencies should file these reports upon the conclusion of every month.

Information collected by the MV-2 includes:

- The last four digits of the Vehicle Identification Number (VIN);
- The year, make, model and body type of the vehicle;
- The color of the vehicle;
- The vehicle’s primary location when not in use;
- The date on which the vehicle was acquired;
- Whether the vehicle is assigned to a specific state employee or unassigned;
- If the vehicle is authorized for use by a State employee to drive to and from the employee’s home;
- If such an authorization has been granted, the waiver under which it was granted – Regular Travel, Public Health Safety & Welfare or Commuter. (*See Section 14.0 Vehicle Pools and Assignment of Vehicles*);
- The type of license plate carried by the vehicle;
- The cost of any maintenance or repairs incurred in the prior month;
- The cost of any insurance paid during the prior month;

- The type of fuel used by the vehicle, including any Alternative Fuels
- The cost of all fuel consumed in the prior month;
- The number of gallons of fuel consumed during the prior month;
- The vehicle's mileage at the beginning of the month and its mileage at the conclusion of the prior month.

Please note: The Department of Finance and Administration – Office of State Procurement is required under Ark. Code Ann. §19-11-217(2)(A) to report annually on the number of vehicles in the State fleet which operate on “Alternative Fuels.” SAVA provides the information for this report, and Agencies entering information through the MV-2 must provide correct information on the nature and type of fuel used by specific vehicles.

For purposes of the MV-2, alternative fuels include:

- 85 percent or greater Methanol
- 85 percent or greater Ethanol
- Natural Gas
- Petroleum
- Hydrogen
- Coal
- Biological fuels
- Electricity

Vehicles which can operate on E85 fuel are considered alternative fuel vehicles and must be identified as such in SAVA.

7.4 MV-3 Quarterly State Vehicle Report

Agencies are required to report Personal Mileage Reimbursement payments on a quarterly basis using the MV-3 report. The MV-3 is the primary agency reporting tool used by DFA-OAS to monitor and report on the State fleet.

Information required by the MV-3 report includes:

- The total number of miles driven on vehicles owned by the agency within the last three calendar months
- The total amount paid in personal mileage reimbursement during the quarter

Information submitted in the MV-3 report is necessary for DFA to meet its obligations under Ark. Code Ann. § 25-1-110. Information provided through the MV-3 will be included in an annual report to the Arkansas General Assembly. In reporting personal mileage reimbursement on the MV-3, agencies are to include all reimbursement paid for use of a private vehicle on State business. This includes mileage paid to members of boards or commissions overseeing an agency as well as any reimbursement paid by an agency to a State employee.

DFA-OAS may, from time to time, validate mileage reimbursement amounts reported on MV-3 reports against personal mileage reimbursement amounts reported through the Arkansas Administrative Statewide Information System (AASIS).

All information included in the MV-3 is to be provided on an agency-wide basis. Information, including the amount paid in personal mileage reimbursement, does not need to be reported on a per-employee basis.

7.5 MV-4 State Vehicle Mileage Reimbursement

Any employee who utilizes, but whose job does not require them to utilize a State-owned motor vehicle for transportation to or from his or her permanent residence from or to his or her official station on a daily basis, must reimburse the State for this use. Reimbursement must be paid in the same amount paid by the agency to employees who use their private vehicles while traveling on State business.

This form is to be filed quarterly. The form requires the name of the commuter, the last four digits of the VIN number on the vehicle used, the number of miles traveled, the amount paid in reimbursement during the quarter, and the amount reimbursed during the agency by all commuters at the agency. *See Section 15.0 of this handbook for more information on the taxable benefits of commuting in a State vehicle.*

7.6 Vehicle Acquisition Request

Executive branch agencies wishing to acquire a new or used vehicle must use SAVA to file a Vehicle Acquisition Request. The process of acquiring an additional State vehicle is established under Arkansas Code. *For more information on acquiring State Vehicles, see Section 10.0 of this guide, Acquiring a State Vehicle.*

Agencies wishing to acquire a State vehicle must first file a vehicle request form through SAVA, and provide the following:

- Requesting agencies must state whether the vehicle being requested is to be an overall Addition to the agency's fleet or if the requested vehicle will be a Replacement for an existing vehicle in the agency's fleet.
 - ♦ If a replacement vehicle is sought, the requesting agency will be required to provide the last four digits of the vehicle identification number (VIN) and the actual mileage of the vehicle to be replaced, and provide a reason for its replacement using the appropriate Replacement Code:
 - A if the vehicle is five years old or older;
 - B if the actual mileage exceeds 75,000;
 - C if the projected repair cost of the vehicle over the next year is more than half the wholesale value of the vehicle, or
 - J if the requesting agency wishes to support its request with a Justification Letter to be submitted to DFA-OAS providing more explanation on the need for the replacement.
- Requesting agencies must identify the source of the funds to be used to acquire the vehicle, either the Motor Vehicle Acquisition Fund (MMV) or funds to be provided by the requesting agency, Agency Funds. Note: If an agency wishes to use special revenue for the purchase of a vehicle, the requesting agency will be required to identify the source of these funds and the authority establishing that those funds can be used to purchase a vehicle.

- Requesting agencies must also state whether they wish to purchase a vehicle off of an existing state contract, Option A, or if they wish to purchase a type of vehicle which is not currently available on an existing state contract, Option B.
 - ♦ After selecting Option A, requesting agencies will be required to select the specific Contract Type they wish to purchase from and the options available from that contract. *For more information, see Section 11.0 Procurement of this handbook.*
 - ♦ Agencies selecting Option B will be required to provide a brief description of the desired vehicle, including the number of cylinders in its engine.

After an attempt to submit a request to acquire a vehicle through SAVA, requesting agencies should contact DFA-OAS to confirm submission.

7.7 SAVA Reports

Agencies can use SAVA to create reports on any information previously entered in the forms described above. These reports are specific to the requesting agency for a specified calendar year. More information on the creation of these reports can be found in the SAVA Users Guide located under the Help tab on the Main Menu page.

7.8 Agency Vehicle Inventory

Agencies can use SAVA to view and print the agency's current vehicle inventory. This option is accessible under the Inventory tab under the Main Menu.

8.0 ONLINE INVENTORY

Information submitted through SAVA is used by DFA to meet various reporting requirements established under state code. It is also the primary source of information used to maintain the State's online vehicle inventory, as mandated under Executive Order 10-14.

8.1 Intent of Inventory

The inventory is designed to allow members of the public to search for individual automobiles or gather information on the State's fleet. Agencies acting in accordance with these rules should be aware that information submitted via SAVA and which is used to populate the inventory will be made available to the public. Information posted to the online inventory is updated on a weekly basis.

8.2 The State Vehicle Inventory Search Page

The vehicle inventory search page houses information on state vehicles, including a searchable state vehicle database. Information in the database is updated on a weekly basis.

Primary inventory web page: https://www.ark.org/dfa_statevehiclesearch/index.php

Archive of prior inventories:

<http://www.dfa.arkansas.gov/offices/administrativeServices/Pages/vehicleInventoryArchive.aspx>

Information on commuting waivers are posted on the website:

<http://www.dfa.arkansas.gov/offices/administrativeServices/Pages/vehicleWaiverRequests.aspx>

8.3 Inventory Reporting on Waivers

The inventory page will also provide information on waivers authorizing use of State vehicles to commute to and from an employee's home. A complete file detailing all vehicles in the State fleet is also available at the following link:

https://www.ark.org/dfa_statevehiclesearch/index.php?download=1

8.4 Excluded Information

Not all information submitted via SAVA and which is required above is made available to the public. Excluded information includes the license plate information for vehicles used primarily in a law-enforcement or public safety role.

9.0 AGENCY FLEET CAPACITY

State law limits the number of vehicles each Executive branch agency, board or commission may own and operate. See Ark. Code Ann. § 19-4-906.

9.1 Excess Vehicles Prohibited

Vehicles acquired by any agency listed under Ark. Code Ann. § 19-4-906 will count against the agency's cap. Requests to acquire vehicles in excess of the amount authorized by law will be denied by DFA as part of the Vehicle Acquisition Process established by law and which is described in detail in this handbook.

9.2 Limitations

This provision applies to all vehicles, including automobiles, trucks and vans, which are licensed for use on State highways. This includes vehicles which may be acquired by Executive branch agency boards and commissions, with the exception of vehicles which have been donated to institutions of higher education for the purpose of teaching automotive maintenance, repair, operator training and related instructional programs. Vehicles donated to an educational institution for these purposes will not count against that agency's vehicle cap. Note: This exemption applies only to vehicles which have been donated for instructional purposes.

9.3 Emergency Relief Requests

Agencies, boards and commissions may, in emergency situations, request relief from the vehicle fleet limitations established under Ark. Code Ann. § 19-4-906 by requesting a proclamation from the Governor for this purpose. Requests must be made in writing to DFA-OAS.

9.4 Agency Fleet Tracking

Agency fleet sizes will be calculated and tracked by DFA-OAS. Reports will be made to the Arkansas General Assembly in compliance with Ark. Code Ann. § 25-1-110, Exec. Order 10-14 and other reporting requirements deemed necessary by the Director of DFA.

10.0 ACQUIRING A STATE VEHICLE

The Director of the Department of Finance and Administration is authorized to purchase new and used vehicles for all executive branch State agencies, boards, commissions, departments and institutions of higher education.

10.1 Which Agencies Must Participate

The vehicle acquisition process described here must be followed by executive branch agencies who receive any funding from the following funds as established under by the Arkansas General Assembly:

- Ark. Code Ann. § 19-5-302, The State General Government Fund
- Ark. Code Ann. § 19-5-303, The University of Arkansas Fund
- Ark. Code Ann. § 19-5-306, The Department of Human Services Fund
- Ark. Code Ann. § 19-5-307, The Public Health Fund
- Ark. Code Ann. § 19-5-1011, The Technical Colleges Fund
- Ark. Code Ann. § 19-6-404, Arkansas State Police Fund
- Ark. Code Ann. § 19-5-411, State Forestry Fund
- Ark. Code Ann. § 25-4-117, Delinquent Accounts

Agencies, boards and commissions receiving support from these funds will be considered “non-exempt entities” and will be required to participate in the vehicle acquisition process described in this section.

10.2 Exempt Agencies

The process described in this section does not apply to Constitutional Offices or constitutionally created agencies, including the Arkansas Game and Fish Commission and the Arkansas Department of Highway and Transportation.

10.3 Which Vehicles Are Covered

The process described in this section and which is authorized under Ark. Code Ann. § 22-8-201 et seq., applies only to motor vehicles, including passenger vehicles, emergency vehicles, and pickup trucks with a load capacity of three-quarters of a ton or less.

10.4 Rules & Regulations

The Director of DFA is authorized to promulgate rules and regulations necessary to implement the vehicle acquisition process established under Ark. Code Ann. § 22-8-201 et seq.

10.5 Filing a Vehicle Acquisition Request

Any executive branch agency wishing to add a new or used vehicle to its fleet must file a Vehicle Acquisition Request with DFA-OAS. A Vehicle Acquisition Request form is available through the main menu page on SAVA. *Please see Section 7.6 of this handbook for more information on filing a vehicle acquisition request through SAVA.*

Prior to making a request to acquire an additional vehicle, agencies must maintain a complete inventory of the agency's existing fleet with DFA, that inventory must not be in excess of the amount authorized under Ark. Code Ann. § 19-4-906, and the inventory must include information on a vehicle's history, its need for replacement and the current situation of any vehicle to be replaced.

10.6 When to file a Vehicle Acquisition Request

Vehicles can be acquired through two different processes: (1) the prioritized list process through the Motor Vehicle Acquisition Fund and (2) through purchases made with agency funds.

- Requests to purchase a vehicle through the prioritized list process of the Motor Vehicle Acquisition Fund will be accepted by DFA-OAS between July 1 and Sept. 15 of every year.
- Requests to purchase vehicles using agency funds can be made to DFA-OAS at any time.

10.7 Purchases of Vehicles through the prioritized list process Motor Vehicle Acquisition Fund (MMV).

The Arkansas General Assembly appropriates funds for the purchase of new motor vehicles weighing less than one-ton through the Motor Vehicle Acquisition Fund. Ark. Code Ann. § 22-8-206. These funds are limited.

Agencies wishing to purchase a vehicle using these funds must make a request to purchase the vehicle through the MMV prioritized list process.

10.7A Using the MMV to Replace an Existing Vehicle

In making a request to purchase a vehicle through the prioritized list, state entities must file a Vehicle Acquisition Request which states the entity's desire to utilize funds from the MMV. If the vehicle to be added is to serve as a replacement for an existing vehicle, the requesting entity must identify the vehicle to be replaced.

The requesting agency must meet several requirements before a replacement vehicle will be approved.

- The vehicle to be replaced must meet at least one of the following requirements:
 - ♦ The vehicle has more than 75,000 miles; or
 - ♦ Is five years old or older; or
 - ♦ The anticipated cost to repair the vehicle exceeds 50 percent of the vehicle's estimated value.
- Replacement vehicles must be of a similar type, and purpose, as the vehicle to be turned in. Agencies seeking an upgrade, i.e. a replacement vehicle of significantly improved quality or different purpose, must provide a letter on agency letterhead justifying the upgrade and establishing the State's interest in allowing the upgrade.

- The vehicle to be replaced must currently be in the agency's fleet and cannot have been offered for replacement under another, existing vehicle acquisition request.

If an agency meets the requirements above, its request for an acquired vehicle will be added to the Prioritized List of vehicles to be purchased through the MMV.

The requesting agency will be notified when and if their request has been approved for funding through the prioritize list process.

10.7B The Prioritized List

Vehicle Acquisition Requests which have met the requirements described above will be collected and prioritized in a single list. Agencies make far more requests to purchase vehicles than can be funded from the MMV. For this reason, the majority of requests are not granted.

After Sept. 15 of each year, DFA-OAS will collect all Motor Vehicle Acquisition Requests filed in the prior month to acquire vehicles using the MMV. DFA-OAS will prioritize these requests into a single list based on the following criteria:

- The age of the vehicle to be replaced if the request is for a replacement vehicle;
- The actual and projected mileage of the vehicle to be replaced;
- The history and cost of any repairs required by the vehicle to be replaced;
- The number and average age of the requesting agency's fleet;
- The overall condition of the State fleet and the cost of maintaining its vehicles.
- The priority ranking assigned to the vehicle by the owning agency.

DFA has the authority to reassign vehicles between state agencies based on age, condition, utilization and justification. DFA-OAS is responsible for compiling the prioritized list based on the categories above and in compliance with Ark. Code Ann. § 22-8-205. Upon compiling the Prioritized List, DFA-OAS will then submit the list to the Director of DFA for review. The Director has the authority to make any changes necessary.

10.7D Agency Rankings

In order to help identify those vehicles most in need of replacement, agencies which file requests to purchase vehicles through the prioritized list are asked to rank these requests in order of need. Rankings are intended to provide requesting agencies an opportunity to identify those vehicles most in need of replacement. If vehicles are no longer operational or are unsafe to operate, they should be at the top of a requesting agency's ranking. Rankings should be based on need.

10.8 Purchasing a Vehicle through Agency Funds

Agencies wishing to acquire a vehicle with funds from some source other than general revenue must identify the source of funding in the Vehicle Acquisition Request.

10.8A Agencies should ensure that the proper authority exists to purchase a vehicle

This should be done prior to filing a vehicle acquisition request with DFA-OAS. DFA-OAS may request proof of the authorization to use funds for this purpose.

10.8B Vehicle acquisitions with agency funds must still comply with the limitations

Requesting agencies must comply with the process described above to either replace an existing vehicle or add an additional vehicle to the agency's fleet, as well as the conditions regarding agency fleet size established under Ark. Code § 19-4-906.

The requesting agency must meet several requirements before a replacement vehicle will be approved.

- The requesting agency must establish that the vehicle to be replaced qualifies for replacement by meeting least one of the following:
 - ♦ The vehicle has more than 75,000 miles, or
 - ♦ Is five years old or older, or
 - ♦ The anticipated cost to repair the vehicle exceeds 50 percent of the vehicle's estimated value.
- Replacement vehicles must be of a similar type, purpose, and value as the vehicle to be turned in. Agencies seeking an upgrade, i.e. a replacement vehicle of significantly improved quality or different purpose, must provide a letter on agency letterhead justifying the upgrade and establishing the State's interest in allowing the upgrade.
- The vehicle to be replaced must currently be in the agency's fleet and cannot have been offered for replacement under another, existing vehicle acquisition request.

10.8C Appropriation for Sales and Use Taxes on Agency-funded vehicles

Under Act 1485 of 2013, appropriation for the payment of sales and use taxes on vehicles purchased with non-general revenue will be paid by the Motor Vehicle Acquisition Fund. Agencies seeking approval to purchase a vehicle with agency funds are responsible for determining the amount necessary to pay sales and use taxes and communicating that information to DFA as part of the vehicle-request process. To determine sales and use taxes, a purchasing agency must:

- Determine the address where the vehicle to be purchased will be delivered.
- The vehicle's delivery address will be the basis for the calculation of sales and use taxes to be paid by the purchasing agency. Agencies must determine the applicable tax rate for this address and apply that rate to the purchase price of the vehicle prior to submitting a vehicle-acquisition request.
- Agencies can determine applicable State and local sales and use taxes by entering delivery-address information here:
http://www.arkansas.gov/dfa/excise_tax_v2/st_zip.html.

- Once an agency has submitted sales and use tax information with a vehicle acquisition request, DFA will transfer funds from the purchasing agency in an amount equal to the purchase price of the vehicle and any applicable taxes. These funds will be transferred back to the purchasing agency when the purchase is to be completed.
- At the time that funds are transferred back to the agency, DFA will transfer to the purchasing agency appropriation in an amount equal to the purchase price of the vehicle and applicable sales and use taxes. Appropriation transferred to an agency for payment of sales and use taxes is to be used only for this purchase.

10.8D Upon approval of a request to acquire a vehicle using agency funds

The requesting agency will be required to create the adequate asset shells in AASIS for the purchase. The agency must transfer funds sufficient to support the purchase of the vehicle and any applicable sales and use taxes to DFA-OAS. DFA-OAS will then generate the necessary purchase order and, at the proper time, transfer the funding and necessary appropriation to the requesting agency, which will ultimately purchase the requested vehicles.

10.9 Purchasing a Vehicle which is not covered by an existing State contract

Agencies can acquire vehicles which are not covered by State contract under limited circumstances based on the value of the vehicle to be acquired.

- If the total value of all vehicles to be acquired is less than \$10,000 in total value, the agency need only file a vehicle acquisition request as described in this section and comply with all applicable requirements as established by DFA-Office of State Procurement. The vehicle(s) will then be acquired in a manner similar to that used to acquire a vehicle covered by an existing State contract. Note: Agencies wishing to acquire a vehicle valued at less than \$10,000 will not be required to seek bids on the purchase.
- If the total value of all vehicles to be acquired is between \$10,000 and \$50,000, the requesting agency will be responsible for seeking and receiving at least three (3) competing bids for the vehicle before the acquisition request will be approved. Proof of the competing bids must be submitted to DFA-OAS.
- If the total value of all vehicles to be acquired is more than \$50,000, the vehicle acquisition request will be turned over to DFA-Office of State Procurement. DFA-OSP will handle the process of soliciting bids for the vehicle. In order to facilitate this process, requesting agencies will be asked to provide detailed specifications of the vehicle or vehicles to be purchased, a contact person at the requesting agency and contact information and the quantity of vehicles to be purchased. More information on this process is available from DFA-OSP, c/o John Leverett, (501) 683-2222, john.leverett@dfa.arkansas.gov.

10.10 Turn-In Requirement

Vehicles to be replaced through the Vehicle Acquisition Process described above must be turned in to DFA-Marketing & Redistribution (M&R) within 30 days of the arrival of the newly acquired replacement vehicle. Failure to turn in vehicles in compliance with this

section could cause the delay or rejection of future vehicle-acquisition requests. *See Section 12.0 for more information on turning in vehicles to M&R.*

10.11 Credit for Turned-In Vehicles

In order to encourage the removal of worn-out or inoperable vehicles from the state fleet, agencies can turn in vehicles that are no longer operational or which require repairs which cannot immediately be funded, and credit for the turned-in vehicle will be given to the agency on a future vehicle acquisition for a period of up to one year from the date the vehicle was turned in.

11.0 PROCUREMENT

DFA is the authorized purchaser of new and used vehicles for all executive branch State agencies, boards, commissions, departments and institutions of higher education. Upon approval of a Vehicle Acquisition Request and pending the availability of funds, DFA will purchase the requested vehicle on behalf of the requesting agency. This applies to both vehicles purchased through the MMV and through agency funds.

11.1 Exclusive Jurisdiction

The Department of Finance and Administration – Office of State Procurement (OSP) has exclusive jurisdiction over the procurement of passenger motor vehicles and trucks. Through OSP, the State negotiates purchase contracts with dealerships specializing in a variety of vehicles.

Current contracts to purchase vehicles, as well as other items under state contract, can be viewed here:

<http://www.dfa.arkansas.gov/offices/procurement/contracts/Pages/default.aspx>

More information on the procurement process and any rules can be found here:

<http://www.dfa.arkansas.gov/offices/procurement/Documents/lawsRegs.pdf>

Agencies wishing to purchase a state vehicle will be required to state whether the vehicle to be purchased is covered by a state contract and, if so, to identify the state contract through SAVA.

12.0 DISPOSAL OF VEHICLES

12.1 Marketing & Redistribution

Vehicles owned and operated by executive branch agencies must be turned into the Department of Finance and Administration – Marketing and Redistribution (M&R) as state personal property under Ark. Code Ann. § 25-8-106. This requirement includes those vehicles to be replaced through vehicle acquisition either under the MMV or using agency funds. Additional information on the disposal of State owned vehicles can be obtained from Marketing and Redistribution, 6620 Young Rd., Little Rock, AR 72209, via email to marketing@dfa.arkansas.gov or online at <http://arstatesurplus.com>.

12.2 Distribution of Proceeds

In most cases, proceeds derived from the sale of a State-owned vehicle through M&R are placed in the Motor Vehicle Fund (MMV) to fund the purchase of new vehicles. These funds are not returned to the agency which originally owned the vehicle. However, proceeds from the sale of a state-owned vehicle are not placed in the MMV and are instead returned to the owning agency if:

- The vehicle in question weighs more than one-ton. This generally applies to passenger vehicles capable of carrying more than 12 people, semi-tractors and other larger vehicles.
- The vehicle is supported by a state or federal grant whose terms require the return of any sale proceeds to the owning agency. In this case, funds will be returned to the owning agency only after the agency provides documentation establishing that grant funds were used to purchase the vehicle and that the grant requires the subsequent return for any sale proceeds that result.

12.3 Thirty-Day Turn-In Requirement

Vehicles which have been offered for replacement through the vehicle-acquisition process described in Section 10 of this handbook must be turned over to M&R within 30 days of the arrival of any vehicle purchased as a replacement.

13.0 LEASING AND RENTING VEHICLES

The short-term lease or rental of a vehicle is subject to strict oversight by the State under Ark. Code Ann. § 22-8-102. For purposes of the law, a vehicle lease means any non-purchase agreement for the use of a motor vehicle for a period of thirty-one (31) days or more. Vehicle rentals are non-purchase agreements for the use of a vehicle for fewer than thirty (30) days.

13.1 Vehicle Leases

Requests to lease a vehicle must be made in writing to the Director of State Procurement, DFA-Office of State Procurement in the form of a "lease justification letter." The Director of State Procurement can order requesting agencies to supply any facts or information necessary for the Director to determine the economics, need and feasibility of the lease. These facts must be included in the letter. The letter must be sent to both the Office of State Procurement and DFA-OAS.

If the Director approves the lease, and if the requesting agency has established the availability of funds to pay for the lease, the Director must obtain approval for the leasing arrangement from the Legislative Council of the Arkansas General Assembly. No lease of a motor vehicle will be allowed without the approval of both the Director of State Procurement and Legislative Council.

If a lease is approved by both the Director of Procurement and Legislative Council, the Director will notify DFA-OAS, which will process and approve a vehicle lease request on behalf of the requesting agency.

13.2 Vehicle Rental

Use of rented vehicles for short periods is allowed but only upon a finding that use of a rented vehicle serves the requirements of the State most economically and advantageously.

The director or travel administrator of the requesting agency shall authorize in writing the use of rental vehicles only when it is more economical than taxi, airport shuttle, or other available modes of transportation or where due to unavailability of other modes of transportation use of rental vehicles is the most practical mode of travel. Agencies must use the statewide vehicle rental contract if one is in force. If a statewide contract is not in force when travel occurs, agencies will use the lowest available rates. The Office of State Procurement issues contracts for vehicle rental and should be contacted for information about contract arrangements. See the Travel Portal on the DFA-OSP website at: <http://www.dfa.arkansas.gov/travel/Pages/default.aspx>

Information on the State rental vehicle contract can be found here:

<http://www.dfa.arkansas.gov/offices/procurement/contracts/Pages/VehicleRental.aspx>

13.3 Insurance on Rented and Leased Vehicles

The cost of both physical damage and liability insurance purchased in conjunction with the rental of a vehicle from a vehicle rental company may be paid where the vehicle rental is billed directly to and in the name of the agency, charged on the Sponsored Business Travel Card (SBTC) or paid by the traveler and claimed as a reimbursable expense on his/her Travel Reimbursement Request TR-1 form.

14.0 VEHICLE POOLS AND ASSIGNMENT OF VEHICLES

14.1 Pooled Vehicles

Unless otherwise stated below, all state-owned vehicles must be available for use by all qualified employees and not assigned to specific employees for their exclusive use. Pooled vehicles must remain on state property when not in use.

14.2 Assignment of Vehicles

State vehicles can be assigned to specific employees only when such an assignment is in the best interest of the State. Employees can use assigned vehicles to travel to and from their home to their work location in a state vehicle only when doing so is in the best business interests of the State. State agencies can establish this interest under three separate circumstances:

14.2A Regular Travel Status

State vehicles may be assigned to specific employees whose responsibilities require regular travel to locations throughout the state which vary on a regular basis. Examples would include employees charged with carrying out the periodic inspection of public or private facilities located throughout the State or in any other circumstance in which access to a State vehicle will be less costly than payment of reimbursement for use of the employee's personal automobile. In no case should

this status be claimed by individuals who work from a single state office on a day-to-day basis. Agencies are not required to obtain DFA approval before granting Regular Travel status.

An employee who qualifies for Regular Travel status must meet the following conditions: The employee either:

- (1) does not at any point work from a work station that is provided by the State for their exclusive use (their official work station is their home) or
- (2) works on a very limited or sporadic basis from a state-provided work station other than their home; and

The employing agency must make a written determination, based on the employee's regular, documented travel on State business, that the assignment of a State vehicle to the employee will be less costly to the State than the cost of reimbursing the employee for the use of a personal automobile in fulfilling the employee's responsibilities to the State.

If the employing agency determines that the employee meets these requirements, the agency must prepare a written justification detailing the facts supporting its conclusion that the employee qualifies for Regular Travel status in accordance with Executive Order 10-14. This written justification must be reviewed and signed by the head of the issuing agency, board or commission, and the justification must be kept on file for as long as the need for the status designation remains.

14.2B Public Health, Safety & Welfare

State vehicles may be assigned to specific employees who are certified law enforcement, or to individuals whose duties may require their availability outside of normal business hours to provide specific skills, services, tolls, equipment or supplies on an emergency basis. Agencies are not required to obtain DFA approval before granting Public Health, Safety & Welfare status.

An employee qualifies for Public Health, Safety & Welfare status only if one of the following conditions has been met:

- The employee is certified law enforcement officer as required for their job as defined under Ark. Code Ann. § 12-9-102, or
- The employee is assigned a vehicle which is specifically equipped with items unique to the job functions of the employee that allow the employee to carry out his or her assigned duties in responding to emergencies which threaten the public health and welfare of the State.

If the employing agency determines that the employee meets these requirements, the agency must prepare a written justification detailing the facts supporting its conclusion that the employee qualifies for Public Health, Safety & Welfare status in

accordance with Executive Order 10-14. This written justification must be reviewed and signed by the head of the issuing agency, board or commission, and the justification must be kept on file for as long as the need for the status designation remains.

14.2C Commuting

Commuting in a state vehicle means driving a state vehicle from the employee's home to a central state office on a daily basis when the employee is not in regular travel status or is not a certified law enforcement officer. Appropriate use of a vehicle under either Regular Travel or Public Health Safety & Welfare exceptions will not be considered commuting, however use of either of these exceptions can't be the basis for properly categorizing the vehicle use as commuting. Agencies must obtain DFA approval before granting Commuter status to any employee.

Commuting in a state vehicle is prohibited except when a legitimate business interest is established.

For more information of the implementation of Executive Order 10-14, see Appendix B of this handbook, Executive Order 10-14, as well as Appendices C & D, which provide more information on the tax responsibilities of those assigned the use of a state vehicle.

14.3 Commuting Waivers

14.3A Waiver requests must be made in writing to DFA-OAS

Requests must clearly state the name of the employee requesting the commuting waiver, their title and agency, and the license plate, VIN and make/model of the vehicle they will be assigned. Requests must succinctly state the justification for the waiver request and why the waiver would serve the best business interests of the state.

14.3B Requests for commuting waivers

Waivers should be made whenever a change in duties establishes the need for commuting privileges. Employees who have been granted commuting privileges must immediately inform DFA-OAS of any change in duties which may mitigate the need for the waiver. Commuting waivers will remain in effect as long as the need for the waiver remains. DFA-OAS reserves the authority to ask for further justification after a commuting waiver has been granted, and the Director of DFA has the authority to revoke a commuting waiver if necessary.

14.3 Vehicles assigned to employees under a Commuting Waiver

As with all other state vehicles, vehicles assigned to employees under a Commuting waiver must carry both the red "Official Business Only" license plates and either the red official seal of the state or the seal of the owning agency. Waivers from this requirement can be requested from the Director of DFA.

14.4 Agencies assigning vehicles to individual employees

Agencies will be required to identify the vehicles involved and the status under which they have been assigned. This information will be posted online on the Arkansas State Vehicle Inventory. Additionally, copies of waiver requests will be posted to a state website for public review. That website is located at: <http://www.dfa.arkansas.gov/offices/administrativeServices/Pages/vehicleWaiverRequests.aspx>

14.5 DFA Approval is required only for Commuting waivers.

Individual agencies have the authority to grant Regular Travel and Public Health Safety & Welfare exemptions to employees on an as-needed basis in accordance with these rules and Executive Order 10-14. DFA-OAS retains the authority to request written justification for any vehicle assignments made under this chapter and will, if necessary, revoke any status designations granted by an agency which fail to meet these requirements.

14.6 Agencies are responsible for maintaining waiver statuses.

If a change in responsibilities or position removes the need for a waiver, the waiver shall be eliminated immediately. Agencies shall provide notice of the change to DFA-OAS and will note the change in status on SAVA.

14.7 Staging

Employees may be allowed to use a state vehicle to travel to and from their home to their work location on occasion if approval is obtained from the employee's supervisor. An example of appropriate staging would be a supervisor's allowing an employee to take a State vehicle home the night before embarking early the next morning on state business. This exception is applicable only in an as-needed or project-only basis. This exception should be used only in very limited circumstances when it is in the best business interest of the State to employ.

14.8 Record Keeping Requirements

Vehicles assigned to specific employees must still meet the record requirements established in Section 17.0 of this handbook.

15.0 TAXABLE USE OF A STATE VEHICLE

Use of a state-owned vehicle for commuting purposes is a taxable event and will increase the employee's taxable income and require a reimbursement to the state agency paying the operating expenses of the vehicle. The reimbursement will be calculated by multiplying the number of non-business miles driven times the standard mileage reimbursement currently being paid to reimburse state employees for personal usage of their vehicles on state business.

15.1 Taxable Event Reporting

Individuals who use a state vehicle for commuting purposes must report this use as a taxable event to their agency head for tax reporting purposes. Generally, for non-elected state employees the rate is \$1.50 per leg of the commute from their home to office.

15.2 Obligations of Administrator

The administrative head of each agency or elected official shall ensure that the Payroll Unit of their respective office, agency, department or institution performs proper reporting for taxable use of state-owned vehicles.

The administrative head of each state agency, board, commission, department and institution must determine whether any employees of the entity utilizing a state-owned or state-leased vehicle for transportation to and/or from their permanent residence to their official place of duty creates a taxable event as described in the Arkansas Financial Management Guide (see below).

15.3 Calculation of Taxable Benefits

State employees and officials who drive state-owned vehicles to commute from and to their residence, must compute the value of the benefit and report the amount to payroll officials to include on their taxable earnings. Reimbursements paid to the State must be made at the same rate paid by the employing agency for use of a privately owned vehicle on state business. Ark. Code Ann. § 19-4-903(b)(2)(B). The calculation method and tables for computing the benefit may be found at: <http://www.irs.gov/pub/irs-pdf/p15b.pdf>.

Additional information on this procedure can be found in Title 19, Chapter 4, Subchapter 9, the Arkansas Financial Management Guide, located here:

<http://www.dfa.arkansas.gov/offices/accounting/financialManagementGuide/Pages/Subchapter9.aspx>.

The circumstances under which a State employee will be required to report the taxable use of a State vehicle may be determined by their status under Executive Order 10-14. *For more information, see Appendices C&D of this handbook.*

Regular Travel: Employees operating a state vehicle under the status designation of Regular Travel must report the \$1.50 one-way commuting benefit for every instance in which the employee uses a State vehicle to commute between their home and their State-provided work station. Employees operating a State vehicle under a Regular Travel status designation are excused from this obligation if they travel from their homes to any other place of work other than their official, state-provided work station.

Public Health Safety & Welfare: Employees designated as Public Health, Safety & Welfare status and whose responsibilities and qualifications meet the minimum requirements of the status are excused from reporting \$1.50 one-way commuting benefit.

Commuting: Employees designated as Commuters must report the \$1.50 one-way commuting benefit for every instance in which the employee uses a State vehicle to commute between their home and their State-provided work station.

15.4 Record Keeping Requirements: Taxable Benefits

The obligation to report the use of a State-owned vehicle as a taxable benefit applies to any qualifying employee of a state agency, board, commission, department or state-supported institution of higher education, constitutional officer, or constitutional officer's employee.

A permanent record of such employees shall be established in each agency containing the following:

- Name of the employee
- Address of their permanent residence and official duty station
- Number of miles between their permanent residence and their official duty station
- The amount each employee will be required to reimburse the State at the current rate of reimbursement for private automobile usage on State business
- Amount billed to each employee
- Amount paid by each employee

15.5 Billing and Reimbursement System

Each agency will establish a system of billing employees for reimbursements required and receipting for payments received from the employees. Each state agency, board, commission, department and institution shall be responsible for maintaining records prescribed herein and copies of transactions concerning mileage reimbursement for audit purposes.

16.0 LIMITATIONS ON USE AND COMPLAINT PROCESS

Use of a State vehicle is a privilege. Employees entrusted with the use of a State vehicle are strongly encouraged to act appropriately and to use sound judgment. Failure to comply with these rules could lead to administrative action against the employee.

16.1 Official Use Only

All state-owned vehicles must be used solely for purposes of official State business. An employee's misuse of a state-owned vehicle can lead to corrective or disciplinary action.

16.2 Duly Licensed

Only employees who are duly licensed in accordance with the requirements of all applicable state laws may operate a State vehicle. Additionally, all State employees must complete and sign the Authorization to Operate State and Private Vehicles on State Business (VSP-1) form before being authorized to use a State vehicle. The VSP-1 form can be located here:

<http://www.dfa.arkansas.gov/offices/administrativeServices/hr/Documents/vsp1.pdf>.

Individual agencies, boards and commissions are responsible for ensuring that employees assigned to use State vehicles meet the requirements of this section, and that documents confirming their compliance are maintained.

16.3 Maintenance Schedules

All State agencies owning and operating State vehicles should, when appropriate, conform to any preventative maintenance programs that are recommended by the vehicle manufacturer.

16.4 Pooling When Not in Use

All State vehicles not assigned for the use of a specific employee and which are not in use on overnight business should be kept on agency location and available for use by any qualified State employee.

16.5 Misuse of State-Owned Vehicles

State employees must obey all traffic laws and must practice safe driving habits. Employees entrusted to operate a state-owned vehicle on the streets and highways of Arkansas are representatives of the State. Failure to observe safe driving habits and the rules of the road will reflect poorly on State government in general.

16.6 Complaints

DFA-OAS accepts and processes reports of alleged misuse of state-owned vehicles.

Reports of misuse can be made by telephone during normal business hours to (501) 682-6823 or through an online complaint form located on the state government website located at:

<http://www.dfa.arkansas.gov/offices/administrativeServices/Pages/stateVehicleMisuse.aspx>.

After receiving a complaint, DFA-OAS will attempt to identify the vehicle in question and forward the complaint to the director of the agency, board or commission which owns the vehicle. The director of the owning agency then has ten (10) days to provide a response to DFA-OAS describing the circumstances of the incident and any disciplinary actions taken as a result. Agencies are responsible for the conduct of their employees and should be prepared to take administrative action when and if warranted by a complaint.

DFA-OAS will record complaints and will provide responses to both the individual filing the complaint and the agency responsible for the vehicle or vehicles in question.

16.7 Seatbelts

Seatbelts are to be used at all times by both drivers and passengers traveling in state-owned vehicles.

16.8 Smoking and the use of Tobacco Products

Smoking and the use of other tobacco products is prohibited in State-owned vehicles.

16.9 Security

All State-owned vehicles should be locked when not occupied. Employees are encouraged to consider the security of vehicles when forced to leave state-owned vehicles unoccupied.

16.10 Turn off Engines

Vehicles should be completely turned off and the keys removed from the ignition before a driver exits the vehicle.

17.0 REQUIRED DOCUMENTATION

All State-owned vehicles must carry the following documents at all times.

17.1 Vehicle Use Log

Every vehicle owned by the State of Arkansas must carry a log, and drivers of the vehicle must update the log with each use. The log must, at a minimum, record the following information every time the vehicle is used:

- Date and Time of use
- Starting location and destination
- Beginning and Ending Mileage
- Cost and Amount of Fuel purchased, if any
- Any problems encountered with the vehicle

17.2 Registration, Insurance, and Motor Vehicle Accident Report

Upon registering a new vehicle, the owning agency should immediately ensure that the proper proof of registration and insurance is placed inside the vehicle and is readily accessible. The owning agency must also ensure that a clean Arkansas Motor Vehicle Report Form (SR-1) is likewise available. Current copies of these documents are to be kept in the vehicle at all times. A PDF of the SR-1 form is available here:

<http://www.dfa.arkansas.gov/offices/driverServices/Documents/SR121.pdf>.

18.0 ARKANSAS MULTI-AGENCY VEHICLE INSURANCE POLICY

The State of Arkansas insures vehicles operating on official State business through the Arkansas Multi Agency Insurance Trust. The policy is managed by the Arkansas Department of Insurance – Risk Management Division. Note: Not all State agencies participate in the Multi-Agency Vehicle Insurance Policy.

18.1 Insurance coverage for Use of Personal Vehicles

It is the responsibility of every employee who uses their personal vehicle while on official State business to contact their primary insurance provider and confirm that “business use” coverage is provided. An employee’s personal automobile policy will be the primary insurance coverage if a claim results from use of the vehicle while on official state business. The State vehicle policy will provide secondary coverage and does not provide physical damage coverage for the vehicle.

18.2 Vehicle Safety Program

All agencies purchasing insurance through the State Master Vehicle Insurance Program must participate in the state Vehicle Safety Program. More information on the program and its requirements can be found here:

<http://insurance.arkansas.gov/Risk/Riskfiles1/VSPNovember2010.pdf>

18.3 Adding Vehicles to State Master Vehicle Policy

Agencies which participate in the State insurance program must register newly acquired vehicles with the Department of Insurance – Risk Management Division. Information to be submitted includes the year, make/model, VIN and original cost of the vehicle. Agencies wishing to add a vehicle to the State policy can access the required form here: <http://insurance.arkansas.gov/Risk/StateVehicle.pdf>

The form should be submitted to the Risk Management Division either via fax (501) 371-2842 or email insurance.risk.management@arkansas.gov.

18.4 Distribution of Insurance Proceeds

If a vehicle is destroyed as a result of an accident or other damage, proceeds from any insurance benefits paid as a result will be deposited into the owning agency's account of the Motor Vehicle Acquisition Fund. These funds will remain in the Motor Vehicle Fund for the exclusive use of the owning agency toward the future purchase of vehicles. Any agency wishing to inquire about the availability of these funds or to use these funds toward the purchase of a vehicle should contact DFA-OAS.

19.0 REPORTING ACCIDENTS AND THEFT

19.1 Reports filed within 24 Hours

Accidents must be reported to an employee's supervisor and to the insurance carrier or designated risk management representative within 24 hours of the accident. Reports should be made by the employee in control of the vehicle at the time of the accident. If the employee is prevented from making this report due to injuries suffered in an accident, the report required under this section is to be completed by the employee's supervisor within 24 hours of the supervisor's learning of the accident.

19.2 State's Insurance Carrier

Accident reports must be made to the State's insurance carrier. Reports can be made to:

Bancorp South Insurance Services
For Claims Reporting between 8 a.m. and 4 p.m., Monday - Friday: (501) 664-7705
After Hours Claims Reporting: (501) 664-9252

Claims that are not reported in a timely manner may be denied. Any legal correspondence, including briefs, motions, summons, complaints, from any claimant's attorney, should be forwarded immediately to Bancorp South Insurance Services.

19.3 Defensive Driving Class

Drivers who have an at-fault accident must attend a Defensive Driving Class within sixty (60) days. Written confirmation that the course has been completed must be sent to the director of the employing agency. Information on defensive-driving classes can be obtained from the Risk Management Division, 1200 W. Third, Little Rock, AR 72201-1904, (501) 371-2690 or insurance.risk.management@arkansas.gov.

19.4 Vehicles Lost to Theft

Agencies which are unable to locate a vehicle due to a suspected theft are to report the loss to the following entities within 24 hours of attributing the loss to theft:

- Local law enforcement agencies
- DFA-Office of Accounting
- The Office of the Attorney General
- The Division of Legislative Audit

Additionally, agencies are to report the loss immediately to the State insurance carrier.

20.0 TRAFFIC AND PARKING VIOLATIONS

20.1 Reporting Traffic Citations

Employees who are cited for a traffic violation while driving a state-owned vehicle must report the citation to their immediate supervisor within 24 hours or by the next business day as appropriate.

20.2 Administrative Action Required

Administrative action will be required if employees who are required to drive on State business receive excessive traffic citations. Administrative action will be dictated by the State Vehicle Safety Program based on the number of points a driver has accumulated according to DFA-Office of Driver Services. Drivers who accumulate excess points may lose the privilege of having access to State vehicles.

20.3 Parking Tickets

Employees are personally responsible for resolving any parking citations received while using a State Vehicle and for the payment of any parking fines arising from their use of a State vehicle. Failure to adequately resolve any parking fines could lead to administrative action against the employee.

21.0 CELLULAR PHONES AND TEXTING

The use of cellular phones to carry out conversations or convey text messages while operating a State vehicle is strongly discouraged.

22.0 USE OF STATE VEHICLES BY VOLUNTEERS

Volunteers may utilize agency vehicles in the performance of their duties provided they are duly licensed in accordance with the requirements of all applicable state laws and have completed the required forms authorizing the operation of a state vehicle and the release to obtain his/her Traffic Violation Record. Volunteers utilizing State vehicles are subject to all rules and regulations which would otherwise govern state employees acting in the same manner.

23.0 GLOBAL POSITIONING UNITS

State-owned vehicles are authorized to carry Global Position devices (GPS). Agencies, boards and commissions opting to install GPS devices on State vehicles are asked to consider the cost of doing so and the best business interests of the State. Records generated by a GPS unit and

which describe the location and travel of State-owned vehicles are subject to disclosure under the Arkansas Freedom of Information Act (FOIA). Disclosure under FOIA is appropriate only after 30 days have elapsed from the time the travel took place.

24.0 FUELING OF STATE OWNED VEHICLES

24.1 Self –Service Pumps

State employees operating a State-owned vehicle shall only use self-service gasoline pumps. If the vehicle operates on a fuel other than gasoline for which self-service pumps are not available, the State employee will use the most cost-effective alternative that is reasonably available.

24.2 Biofuel

All diesel-powered motor vehicles, light trucks and equipment owned or leased by a State agency shall operate using diesel fuel that contains a minimum of two-percent biofuel by volume.

Appendix A: Statutes Related to State Vehicles

Title 15: Natural Resources and Economic Development

15-13-202. Biofuel standard for state vehicles and state equipment.

Beginning on January 1, 2009, all diesel-powered motor vehicles, light trucks, and equipment owned or leased by a state agency shall be operated using diesel fuel that contains a minimum of two percent (2%) biofuel by volume.

Title 19: Public Finance

19-4-901. Rules and regulations generally.

The Chief Fiscal Officer of the State shall promulgate rules and regulations with respect to travel and travel allowances and prescribe the forms and procedures for reporting, approving, and paying such travel allowances for all officers and employees of the state government or for other persons who are authorized to carry out official duties in connection with the business of the state.

19-4-902. Authorization for travel.

(a)(1) The responsibility for authorizing travel, or any expenses in connection therewith, shall be placed upon the board or commission in charge or upon the administrative head of each state agency.

(2) No travel expenses shall be authorized or allowed without the approval of the board, commission, or administrative head of any agency.

(b) It shall be the responsibility of the administrative head of any agency to keep on file in the place of business of the agency, subject to audit, copies of all supporting documents and required receipts for expenses incurred in connection with the travel authorizations and allowances for persons traveling on behalf of the agency.

19-4-903. Standard reimbursements and special authorizations.

(a)(1) Except for special authorization by the Chief Fiscal Officer of the State, reimbursement for meals and lodging while traveling on official business of the state shall not exceed the maximum rates as prescribed by the Federal Travel Directory published by the United States General Services Administration.

(2) Requests for special authorization shall be limited to those rare occasions where unusual circumstances may cause the existing rates to be inadequate and shall be set out in writing in such detail as shall be required in the state travel procedures and shall be executed on behalf of each individual traveler for each special authorized occasion. Provided however, that requests for special authorization by employees of institutions of higher education shall be subject to the approval of the chief executive officer of the institution and not the Department of Finance and Administration.

(3) Under such emergency conditions as shall be determined by the Governor, the limitations of this subsection with respect to meals and lodging may be waived or modified.

(b)(1) As used in this subsection, state-owned motor vehicle means a motor vehicle purchased or leased by:

- (A) The State of Arkansas;
- (B) The office of a constitutional officer of the State of Arkansas;
- (C) A constitutionally independent agency or commission; and
- (D) A state-supported institution of higher education.

(2)(A) Unless otherwise provided by law, reimbursement for the use of privately owned motor vehicles while traveling on official business for the state shall not exceed the allowable rate of the Internal Revenue Service per mile for business use of privately owned motor vehicles.

(B) A state agency director may authorize reimbursement for travel expenses for meals, lodging, and private automobile or airplane usage at amounts less than that established under the authority of this section.

(C) The Chief Fiscal Officer of the State by regulation may establish procedures and the rate for reimbursing individuals for the use of privately owned airplanes while traveling on official business for the state.

(3)(A)(i) Any employee of the State of Arkansas who utilizes, but whose job does not require the state employee to utilize, a state-owned motor vehicle for transportation to or from his or her permanent residence from or to his or her official station on a daily basis shall reimburse the fund from which the operating expenses of the state-owned motor vehicle are paid at the same rate authorized by the state agency director of the agency employing the state employee for reimbursements for private automobile usage under subdivision (b)(2)(B) of this section.

(ii) As used in subdivision (b)(3)(A)(i) of this section, state employee:

- (a) Means an employee of a state agency, board, commission, department, or state-supported institution of higher education; and
- (b) Includes a constitutional officer and an employee of a constitutional officer.

(B) All state-owned motor vehicles or state-leased motor vehicles shall be for official business use only.

(c) The Chief Fiscal Officer of the State shall promulgate rules and regulations to implement the provisions of this subchapter.

19-4-904. Exempt persons and agencies.

(a)(1) The limitations of this subchapter relating to travel regulations shall not be applicable to:

(A) Except as provided in 19-4-903(b), the constitutional or elective officials and their employees; or

(B) Official guests of the state.

(2) The provisions of this subchapter shall not be used to supersede or set aside the provisions of law providing for fixed allowances, established amounts for per diem, or to special travel privileges provided by law for specific purposes when the allowances exceed those authorized in this subchapter.

(b)(1) Personal reimbursement will not be allowed to any state official, state employee, or any other person traveling on official business for expenses covering personal entertainment, flowers, valet service, laundry and cleaning, or other personal expenses, as those expenses shall be defined in the state travel regulations. All such persons shall be required to submit their travel reimbursement requests upon forms prescribed by the Department of Finance and Administration, itemized in such detail as shall be necessary to carry out the purposes and intent of this section.

(2) The tip reimbursement amount shall not exceed fifteen percent (15%) of the meal amount expended.

(3) The total reimbursement for meals and tips shall not exceed the maximum rates prescribed by the Financial Management Guide published by the Office of Accounting of the Department of Finance and Administration.

(c) The cost of meals, lodging, and mileage of state employees who are designated by a supervisor or agency director to attend official or special board meetings or other functions recognized as being in the performance of their official duties may be paid either as reimbursement to the employee or on direct billing, in the case of meals and lodging, subject to approval of the superior.

(d) It is recognized that within the state-supported institutions of higher education there exists an obligatory inherent cost of providing travel expenses for a group or number of students who, when accompanied by those who instruct the students in the fundamentals of a competitive sport and direct team strategy, must travel and be recognized as a cohesive unit representing not only their institution, but exemplifying the State of Arkansas in their behavior, attitudes, interests, presentation, and conduct. In these circumstances the payment of group travel expenses, including those of students and employees, may be authorized as follows:

(1) Meals and lodging;

(2) Transportation;

(3) Entertainment, within reasonable limits, to ease the pressure on students of their objectives;

(4) Costs of group activities, including gratuities, laundry, cleaning, and favors; and

(5) Other personal expenses to be paid only from auxiliary funds not inconsistent with standards, rules, regulations, or prohibitions established by recognized national or state governing associations pertaining to the respective students and employees and the institutions they are representing.

19-4-905. State-owned motor vehicles generally.

(a) All state-owned motor vehicles which are purchased under the authority of the Chief Fiscal Officer of the State shall be licensed in such manner so as to identify each vehicle as state property.

(b) The Chief Fiscal Officer of the State shall provide a special license plate suitable for all state-owned motor vehicles and shall establish procedures for the purpose of supplying

information on all state-owned motor vehicles, both those which are purchased and those which are sold, traded in, or otherwise disposed of.

(c) The Chief Fiscal Officer of the State shall make rules and regulations for obtaining the required license plates and for returning the plates when the vehicles are disposed of and shall notify all state agencies of procedures to be followed.

(d)) Each agency shall be required to pay the regular license fee for the special state property license plate in the manner prescribed by the department.

(e) In the event the best interests of the state would be served by not displaying a special tag, such as in police work, an exception to the provisions of this section may be obtained only upon the written approval of the Governor.

19-4-906. Motor vehicle restrictions and authorizations.

(a) None of the funds appropriated for the various state agencies, authorities, boards, commissions, departments, and institutions of higher education listed below shall be used to purchase, lease for over thirty (30) days, operate, repair, or provide services for more than the maximum number of passenger motor vehicles as set out in this section, except in an emergency as proclaimed by the Governor. Passenger motor vehicles are defined as those licensed for highway use, including, but not limited to, automobiles, trucks, and vans. Mileage reimbursement for employees' utilization of their personal automobiles shall not be deemed to be included in this restriction.

(b)(1) The General Assembly recognizes that, in some cases, motor vehicles are donated to educational institutions and agencies primarily for use in automotive repair and maintenance courses and in instructional programs for truck operators and that such motor vehicles are not normally used for other purposes by the institutions and agencies and should not be included in the maximum number of authorized passenger vehicles prescribed for such institutions and agencies in this section.

(2)(A) Therefore, motor vehicles donated to educational institutions and agencies primarily for use in programs of instruction in automotive maintenance and repair, in operator training, and in related instructional programs shall not be included for the purpose of determining the number of vehicles authorized for any such institutions or agencies.

(B) The provisions of this section shall not be applicable to these motor vehicles.

(c)(1) The Department of Human Services is exempt from the provisions of this section.

(2) The Department of Human Services may purchase vehicles utilizing federal funds and the appropriate state matching funds required.

19-4-907. Motor vehicle records.

The Chief Fiscal Officer of the State may direct all state agencies to maintain records with respect to all state-owned motor vehicles and may require that the agencies file reports on the vehicles covering the operating costs thereof.

19-5-1002. Motor Vehicle Acquisition Revolving Fund.

(a) There is established on the books of the Treasurer of State, the Auditor of State, and the Chief Fiscal Officer of the State a fund to be known as the "Motor Vehicle Acquisition Revolving Fund".

(b)) This fund shall be used for the purpose of acquiring motor vehicles as authorized by §§ 22-8-201 - 22-8-209.

(c) The fund shall be financed by:

(1) Its proportionate share of moneys made available from the allocation of general revenues as authorized by the Revenue Stabilization Law, § 19-5-101 et seq.;

(2) Moneys made available upon the disposal of used vehicles, which moneys shall be deposited to the credit of the Motor Vehicle Acquisition Revolving Fund rather than being deposited to the owing state agency's fund;

(3) Deposits of moneys from benefiting state agencies; and

(4) Transfers from other Treasury funds and fund accounts of benefiting state agencies.

Title 21: Public Officials and Employees

21-13-107. Meals, lodging, and transportation.

(a)(1) Every department which utilizes the services of volunteers is authorized to provide volunteers with incidental reimbursements as are consistent with allowances authorized by law for reimbursement for state or local employees.

(2) Such reimbursements include transportation costs, lodging, and subsistence, as the department deems appropriate, to assist volunteers in performing their duties, provided that sufficient funds are available.

(b)(1)(A) Departments may furnish meals without charge to regular-service volunteers, provided that the scheduled work assignments of such volunteers extend over an established meal period.

(B) Meals may be furnished without charge to occasional-service volunteers at the discretion of the department's executive head.

(2) Lodging, if available, may be provided temporarily at no charge to regular-service volunteers, at the discretion of each department.

(3)(A)(i) Transportation reimbursement may be furnished to those volunteers whose presence is determined to be necessary to the department.

(ii) Rates or amounts of such reimbursement shall not exceed the allowances provided under applicable state travel regulation for state departments or under applicable travel regulations with respect to volunteer services rendered to departments of political subdivisions and school districts.

(B) Volunteers may utilize department vehicles in the performance of their duties, subject to the rules and regulations governing use of state vehicles by paid staff.

Title 22: Public Property

22-8-101. Registration of state-owned motor vehicles -- Report.

(a)(1) In order that a complete inventory of all state-owned motor vehicles is maintained, every state agency, including the Arkansas State Highway and Transportation Department, the Arkansas State Game and Fish Commission, the Department of Arkansas State Police, the Arkansas National Guard, and all constitutional offices shall annually register each motor vehicle owned by the State of Arkansas with the Director of the Department of Finance and Administration in a manner prescribed by the director.

(2) The registration shall include a description of each motor vehicle, including the year, make, model, license number, vehicle identification number, and other information which the director might require.

(3) Whenever any state agency sells or disposes of a motor vehicle, a complete record thereof shall be furnished to the director as authorization for the removal of the vehicle from the official state inventory.

(4) Whenever any state agency acquires a new or additional motor vehicle, the information required by this subsection to be placed in the state inventory shall be furnished to the director within ten (10) days after the acquisition of the vehicle by the agency.

(5) The director shall keep the inventory of motor vehicles owned by the State of Arkansas and its agencies current at all times, categorized in accordance with the motor vehicles owned by each of the respective state agencies.

(b)(1) The director shall make an annual report to the Legislative Council as to the number of motor vehicles owned by the State of Arkansas.

(2) The report shall include a comparison of the current inventory of motor vehicles with an inventory of the preceding year.

22-8-102. Leasing and renting of vehicles by state agencies.

(a) For purposes of this section:

(1) Lease means obtaining the use of a motor vehicle from any source for a monetary fee, for a period of thirty-one (31) days or more; and

(2) Rental means obtaining the use of a motor vehicle from any source for a monetary fee for a period of thirty (30) days or less.

(b)(1) Before any state agency shall lease any motor vehicle or renew any existing lease for a motor vehicle, the agency shall submit a written request to the State Procurement Director identifying the motor vehicles sought to be leased by the agency and all facts and circumstances the director may request to enable him or her to determine the economics, need, and feasibility of leasing the motor vehicle.

(2) Upon receipt, the director shall review the request to lease the motor vehicle, and if he or she determines that the lease is in the best interest of the State of Arkansas and that the agency has adequate funds to pay the lease, he or she may approve the request but only if he or she has first received the approval of the Legislative Council.

(3) After receiving the approval of the Legislative Council, the director shall stamp his or her approval on the request and return it to the state agency, which may then proceed to enter into the lease as proposed and approved by the director.

(4) In emergency situations, the director may approve a temporary lease of a motor vehicle, not to exceed thirty (30) days, but only if he or she has sought the advice of the Chair of the Legislative Council and scheduled the temporary lease of a motor vehicle for consideration at the next meeting of the Legislative Council.

(c) If the director disapproves a proposed lease of a motor vehicle, he or she shall stamp his or her disapproval on the request and return it to the state agency, and it shall be unlawful for the state agency to proceed to lease the motor vehicle.

22-8-103. Penalty for noncompliance with §§ 22-8-101 and 22-8-102.

Any department head or employee of the State of Arkansas failing or refusing to carry out the provisions of §§ 22-8-101 and 22-8-102 shall be deemed guilty of a Class B misdemeanor and upon conviction shall be punished in the manner provided by law.

22-8-104. Private use of state or county vehicles -- Penalty.

(a) It shall be unlawful for any state or county employee who is employed by the Arkansas State Highway and Transportation Department or by a county highway department, county judge, or road commissioner to use trucks and automobiles that belong to the state or county for any purpose other than performing actual service for the state or county.

(b)) The use of publicly owned cars and trucks for individual use to make pleasure trips on Sundays and other holidays, except when going to and from the place of employment or transporting tools, material, and other supplies to places of necessity, is prohibited.

(c) The provisions of this section shall not be so construed as to prevent judges and road commissioners from making road inspection trips when the judge or road commissioner deems the inspections necessary.

(d) Any person who violates any of the provisions of this section shall be guilty of a misdemeanor and upon conviction shall be fined not less than fifty dollars (\$50.00) and not more than one hundred dollars (\$100).

22-8-105. Global positioning devices on certain state-owned vehicles.

(a) As used in this section, "global positioning device" means a device that can access a global navigation satellite system or that uses radio frequency information technology and provides reliable location and time information and is capable of recording the travel and location of a vehicle.

(b)(1) A global positioning device may be installed on a state-owned vehicle.

(2) Each state agency, board, or commission may keep records of its vehicles' travels and locations as recorded by the global positioning device.

(c)(1) The records kept by a state agency, board, or commission under this section are subject to disclosure under the Freedom of Information Act of 1967, § 25-19-101 et seq.

(2) However, disclosure shall not be made for the travels or locations of any state-owned vehicle under this section until thirty (30) days have elapsed after the travel or after the state-owned vehicle was at the location.

(d)) The records kept by a state agency, board, or commission under this section are subject to audit by the Division of Legislative Audit and shall be kept for at least five (5) years.

(e) Each state agency, board, or commission that uses global positioning devices on its vehicles may promulgate rules for the implementation and administration of this section.

22-8-201. Title.

This subchapter may be known as the "Automobile and Pickup Truck Acquisition Act for the State of Arkansas

22-8-202. Purpose.

The purpose of this subchapter is to establish procedures for the acquisition, disposal, and reassignment by the Department of Finance and Administration of automobiles and pickup trucks, as defined in § 22-8-203, to be acquired, owned, or otherwise disposed of by certain state agencies, boards, commissions, departments, and institutions of higher education.

22-8-203. Definitions.

As used in this subchapter:

- (1) "Automobile" means a motorized vehicle equipped with pneumatic tires used for the transportation of persons, as commonly known and recognized by the Revenue Division of the Department of Finance and Administration, as a pleasure vehicle for licensing purposes as established by § 27-14-601(a)(1);
- (2) "Emergency vehicle" means an automobile or pickup truck used in law enforcement or for protection of the public peace and health of the citizens of Arkansas;
- (3) "Pickup truck" means a motorized vehicle equipped with pneumatic tires which are regularly and commonly rated as having a load capacity not exceeding three-fourths (3/4) ton, as recognized by the Revenue Division of the Department of Finance and Administration, for licensing purposes for trucks and trailers as established in § 27-14-601(a)(3)(A);
- (4) "State agency" means a state agency, board, commission, department, or institution of higher education which derives any financial support from the fund accounts enumerated in §§ 19-5-302 -- 19-5-304, 19-5-306, 19-5-307, 19-5-1011, 19-6-404, 19-6-411, and 25-4-117;
- (5) "State Vehicle Inventory and Control System" means an automated system maintained by the Department of Finance and Administration to record and control the size and composition of the state's vehicle fleet and to accumulate historical data on the costs associated with the vehicle fleet; and
- (6) "Vehicle" or "motor vehicle" means an automobile or pickup truck as defined in this section, unless used out of context in implementing the purposes and intent of this subchapter.

22-8-204. Applicability.

This subchapter shall not apply to the elected constitutional officers of the state, to the moneys appropriated by the General Assembly for financing the statutory responsibilities of these officers, to the Arkansas State Highway and Transportation Department, nor to any local political subdivision.

22-8-205. Allocation of vehicles -- Priority listing.

(a) Each state agency requesting the acquisition of an automobile or pickup truck shall:

(1) Have its existing automobiles and pickup trucks included on the state vehicle inventory and control system;

(2) Not exceed the number of motor vehicles as authorized by law for the agency; and

(3) Submit a schedule as required for replacing its automobiles or pickup trucks reflecting each vehicle's historical information, the need for replacement, and the disposition of the existing vehicle.

(b)) From the information provided by state agencies requesting the acquisition of automobiles or pickup trucks, the Department of Finance and Administration shall prepare a prioritized ranking for the then-current fiscal year based upon:

(1) Age of the vehicle to be replaced;

(2) Actual and projected mileage of the vehicle to be replaced;

(3) A history of repair costs of the vehicle to be replaced;

(4) Number and average age of each state agency's fleet of vehicles; and

(5) Condition of state agency fleet and cost of maintenance of its vehicles.

(c) The Director of the Department of Finance and Administration, through its Marketing and Redistribution Section, shall have the authority to reassign a vehicle from a state agency to another state agency based upon need, age, condition, utilization, and justification but not to decrease a state agency's actual number of vehicles owned.

(d)) The director shall review the schedule of prioritized ranking for acquiring vehicles, and he or she shall have the authority to make changes, as he or she deems necessary, to the priority listing. He or she shall then forward the priority listing to the Governor for his or her approval or modification.

(e) Upon securing the Governor's approved priority listing for acquisition of motorized vehicles, the director shall then proceed to acquire the vehicles, and he or she shall ensure that the replaced vehicle is transferred to the Marketing and Redistribution Section of the Department of Finance and Administration within thirty (30) days for disposal.

22-8-206. Purchase of automobiles.

(a) The Director of the Department of Finance and Administration shall purchase vehicles for state agencies from moneys as appropriated and made available by the General Assembly.

(b) There is created and established upon the financial records of the Department of Finance and Administration, the Treasurer of State, and the Auditor of State a fund to be known as the Motor Vehicle Acquisition Revolving Fund, which shall be used for the purpose of acquiring motor vehicles as authorized by this subchapter.

(c)(1) The Motor Vehicle Acquisition Revolving Fund shall be financed by its proportionate share of moneys made available from:

(A) The allocation of general revenues as authorized by the Revenue Stabilization Law, 19-5-101 et seq.;

(B) Moneys made available upon the disposal of used vehicles, which moneys shall be deposited to the credit of the Motor Vehicle Acquisition Revolving Fund rather than being deposited to the owning state agency's fund;

(C) Deposits of moneys from benefitting state agencies; and

(D) Transfers from other State Treasury funds and fund accounts of benefitting state agencies.

(2) Upon approval by the Chief Fiscal Officer of the State, the appropriation and funds shall be transferred from the Motor Vehicle Acquisition Revolving Fund to the designated appropriation and fund of the state agency.

(d)(1) In the event that the director determines that any state agency, as defined by 22-8-203(4), has sufficient funding from sources other than general revenues that may be used to purchase vehicles requested by the agency, he or she shall transfer on his or her books and on the books of the Auditor of State and the Treasurer of State an amount equal to the price of the vehicles from the fund from which the funding is available to the Motor Vehicle Acquisition Revolving Fund.

(2) Upon approval by the Chief Fiscal Officer of the State, the Motor Vehicle Acquisition Revolving Fund appropriation shall be transferred from the Motor Vehicle Acquisition Revolving Fund to the designated appropriation of the state agency.

(3) In the event that the funds are held in depositories other than the State Treasury, the administrative head of the affected state agency shall issue a check drawn against the funds, which shall be deposited into the Motor Vehicle Acquisition Revolving Fund as a nonrevenue receipt.

(e) After seeking the advice of the Legislative Council, in order to effectuate the intent and purposes of this subchapter, the Chief Fiscal Officer of the State shall have the authority to transfer:

(1) Appropriations from the Property Sales Holding Fund to the Motor Vehicle Acquisition Revolving Fund; and

(2) Appropriations or funds from the Motor Vehicle Acquisition Revolving Fund to the designated state agency appropriation and fund from which the payment for the purchase of vehicles is to be made.

(f) The Department of Human Services is hereby exempt from this section insofar as federal funds and state general revenues necessary to match the federal funds may be transferred to the Motor Vehicle Acquisition Revolving Fund when the Director of the Department of Finance and Administration has determined that the Department of Human Services has sufficient funding that may be used to purchase requested vehicles.

22-8-207. Purchase from qualified vendors.

The Director of the Department of Finance and Administration shall have the authority to purchase new or used vehicles from qualified vendors in accordance with the Arkansas Procurement Law, § 19-11-201 et seq.

22-8-208. Vehicle ownership.

Vehicles acquired or assigned under the provisions of this subchapter shall be the property of the state agency to which the vehicle is assigned, and legal title to the vehicle is to rest with the agency.

22-8-209. Rules and regulations.

The Director of the Department of Finance and Administration, through his or her disbursing officer, is authorized to promulgate such rules and regulations as deemed necessary to implement the provisions and intent of this subchapter.

22-8-210. Motor vehicle renovation.

(a) Funds deposited into the Motor Vehicle Acquisition Revolving Fund created by § 19-5-1002(a) and § 22-8-206(b), which may be made available for the purchase of motor vehicles for the Department of Arkansas State Police, may in addition be made available and used for expenses associated with the renovation of state police motor vehicles.

(b) If the Director of the Department of Arkansas State Police determines the cost associated with renovating or repairing state police motor vehicles is economically beneficial, he or she shall contract with a qualified vendor and, when invoiced, shall submit said invoice to the Chief Fiscal Officer of the State, who shall direct payment from moneys set aside in the fund for the department.

Title 25: State Government

25-1-110. Cost-effectiveness of state-owned vehicles.

(a) Each agency shall ensure that the purchase and continued ownership of state-owned vehicles is cost effective for the agency.

(b)(1) Each agency shall determine if the purchase or continued ownership of a vehicle is cost effective based upon a comparison between state vehicle ownership and private car mileage reimbursement break-even points, as established pursuant to regulations promulgated by the Department of Finance and Administration.

(2) The comparison shall be based upon the previous year's use of the state-owned vehicle.

(c) On June 1 of every year, each agency shall provide the department a report including:

- (1) The number of agency vehicles;
- (2) The mileage used on the agency vehicles;
- (3) Any private car mileage reimbursements; and
- (4) Justification for retention of all vehicles identified as under-utilized.

(d) By September 1 of each year, the department shall provide each agency and the Legislative Council with recommendations concerning the continued ownership of state-owned vehicles by each agency.

(e)) The provisions of this section do not apply to institutions of higher education and vocational technical institutes.

Appendix B: Executive Order 10:14

EXECUTIVE ORDER GOVERNING THE USE OF MOTOR VEHICLES OWNED OR LEASED BY EXECUTIVE BRANCH AGENCIES, BOARDS AND COMMISSIONS

I, MIKE BEEBE, Governor of the State of Arkansas, acting under the authority vested in me by law, do hereby order and direct as follows:

1. **SCOPE:** For purposes of this Executive Order, "state vehicles" means "automobiles," "emergency vehicles," and "pickup trucks" (as defined in Ark. Code Annotated § 22-8-203(1) through (3)), which are owned or leased by any agency, board, or commission of the executive branch of state government.

2. **OFFICIAL BUSINESS:** State vehicles shall be used only for purposes of official state business, as provided in this Order.

3. **VEHICLE POOLS:** Except as otherwise provided in this Order, all state vehicles not assigned to individual officials or employees of an agency, board, or commission must be pooled and available to any authorized officials or employees of that agency, board, or commission who require use of a state vehicle for official purposes. Pooled vehicles must remain on state property when not in authorized use.

4. **TAGS AND OFFICIAL MARKINGS:** All state vehicles shall be clearly marked with either the seal of the State of Arkansas or the seal or insignia of a state agency, board, or commission. All state vehicles shall be licensed with and display State "Official Business Only" license plates, except for those state vehicles used for purposes in which it is in the best interest of the State for such vehicles not to bear such plates and insignia, such as vehicles used for law enforcement or similar purposes, pursuant to Ark. Code Ann. § 19-4-905(e).

5. **ASSIGNMENT OF STATE VEHICLES TO INDIVIDUAL OFFICIALS OR EMPLOYEES:** State vehicles may not be assigned to or permanently reserved for the use of a single official or employee except when such assignment is in the best interest of the State, pursuant to this section. Circumstances under which the assignment of a state vehicle to an individual agency official or employee shall be deemed to be in the best interest of the State are as follows:

A. **REGULAR TRAVEL STATUS:** State vehicles may be assigned to individual officials or employees whose responsibilities require regular travel from their homes to job assignments, the locations of which vary on a regular basis. This provision shall not be applied to employees who commute from their homes to a single state office. Examples include an employee who drives daily from her home to audit businesses, check scales, monitor pollution, etc. at locations that vary on a regular basis, and in other such circumstances in which the use of a state vehicle is likely to be less costly to taxpayers than the cost of regularly reimbursing the employee for ongoing use of a personal vehicle for official state business.

individual officials or employees who are certified law-enforcement officers as required for their job. Vehicles may also be assigned to individual officials and employees whose job duties require them to be available to respond after normal business hours to public health, safety, or welfare emergencies that require immediate travel from a personal residence to a location where specific skills, services, tools, equipment, or supplies are necessary to perform the job.

C. COMMUTING: Commuting in state vehicles is prohibited except when a legitimate state business purpose is established. State vehicles may be used to commute only if a waiver is granted by the Director of the Department of Finance and Administration authorizing commuter status for such a purpose.

i. "Commuting" means driving a state vehicle from the state employee's home to a central state office on a daily basis when the employee is not in regular travel status or is not a certified law-enforcement officer. Appropriate state vehicle use by individuals under Sections 5.A and 5.B of this Order shall not be considered "commuting."

ii. Vehicles used to commute shall be clearly marked with either the seal of the State of Arkansas or the seal or insignia of a state agency, and shall be licensed with and display red state "Official Business Only" license plates, unless a waiver of these requirements has been obtained from the Director of the Department of Finance and Administration.

iii. The Director of the Department and Finance and Administration shall establish the effective period of any waivers granted for commuting, and establish the circumstances, such as change in the employee's job status or duties, which may require the submission and approval of a new waiver application.

iv. Heads of agencies, boards and commissions are responsible for determining, with assistance from the DFA Office of Accounting, whether individual employees who have been assigned a state vehicle are subject to income tax or other similar withholding or reporting for use of the state vehicle.

6. REPORTS OF MISUSE: Reports of alleged misuse of state vehicles received by the Department of Finance and Administration will be communicated by the DFA-Office of Administrative Services to the office of the department or agency director that owns the vehicle. Responses to such reports shall be submitted to DFA-Office of Administrative Services within ten business days of receipt. Such responses shall be signed by either the director or assistant director of the agency/department and shall include a brief description of the circumstances generating the report and corrective/disciplinary action, if any, that was taken.

7. ANNUAL INVENTORY REPORT: The Department of Finance and Administration shall prepare an Annual Inventory Report (AIR) on state vehicles. The AIR shall include

owned or leased by constitutionally-established agencies, boards, commissions, and officers. The AIR shall be posted on the Arkansas Department of Finance and Administration's Web site, and other information about state vehicles shall be made available upon request, as is required by the Arkansas Freedom of Information Act. Subsequent to the effective date of this Order, the Annual Inventory Report shall include information on each state vehicle, including vehicle type; whether the vehicle is assigned to an individual state official or employee and that employee's position or job title; whether an assigned vehicle is used by employees designated as Regular Travel Status or Public Health, Safety or Welfare; whether a vehicle has been assigned to an employee who has been granted a waiver to commute; and the nature of the primary use of the vehicle.

8. **EFFECTIVE DATE:** The terms of this Order shall be effective beginning November 1, 2010. Any existing waivers permitting the assignment of a state vehicle for commuting and/or permitting the use of a state vehicle without state or agency insignia and "Official Business Only" license plates shall expire as of that date. Applications for new waivers pursuant to Section 5.C. of this Order should be submitted to the Director of the Department of Finance and Administration in advance of the effective date of this Order, on such forms and in such manner as the Director may require.

9. **VOLUNTARY COMPLIANCE:** State governmental boards, commissions, agencies or officials who are not subject to the terms of this Order are encouraged to voluntarily comply with its provisions. The Director of the Department of Finance and Administration shall cooperate fully with any such agencies that wish to voluntarily comply.

10. **CONFLICT WITH OTHER LAWS:** This Order does not supersede, alter, amend, or repeal any applicable state statutory law, or any applicable federal statutory law or rules or regulations that may apply to state vehicles. In the event of any conflict between the terms of this Order and the provisions of any state statutory or federal law, the provisions of the latter shall control.

11. **GPD-3:** This order shall supersede any conflicting provisions in previously issued Governor's Policy Directive No. 3.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Arkansas to be affixed at the Capitol in Little Rock on the 5th day of October, in the Year of our Lord 2010.

Appendix C: Implementation of Executive Order 10-14 & Act 1021 of 2011

Executive Order 10-14 establishes three circumstances under which a State vehicle may be assigned to an employee. These circumstances, or status designations, are strictly limited in nature. The terms of the executive order are to be strictly applied, and the purpose of this document is to help State agencies in correctly applying its limitations.

All status designations are specific to individual employees and not positions.

Arkansas Code Section 19-4-903 (b)(3)(A)(i)) requires that the cost of personal use of a State vehicle by an employee be reimbursed to the agency.

For employees granted the status designation of either, Regular Travel or Public Health, Safety and Welfare, complete compliance with these rules will result in no reimbursement for *de minimis* personal use of the vehicle per (A.C.A. 19-4-903 (b)(3)(A)(i)). However usage of the vehicle for the occasional commute to an assigned office for those designated Regular Travel Status will require additional income be recorded on the employee's W-2 (IRS Publication 15b).

Employees who are assigned a State vehicle but whose responsibilities fall outside the scope of either, Regular Travel or Public Health, Safety & Welfare, as defined in these rules, must instead apply with the Department of Finance and Administration – Office of Administrative Services for a status designation of Commuter.

Employees operating under the status designation of the Commuter must report additional taxable income on their W-2 and will be required to reimburse the State for personal use of the State vehicle.

Regular Travel Status: Vehicles may be assigned to specific employees whose responsibilities require regular travel from their homes (official work station) or office to job assignments, the locations of which vary on a regular basis. The assignment of the vehicle is dependent upon the assignment being in the best interest of the State based on cost or other reasons specific to the employee's job assignment. Generally this is based on the volume and distance of travel required by the employee's job function. Examples of employees that meet these criteria are: Tax auditors, driver license hearing officers, and field inspectors.

An employee qualifies for Regular Travel Status only if all of the following conditions have been met: The employee either

- (1) does not at any point work from a work station that is provided by the State for their exclusive use (their official work station is their home) or
- (2) works on a limited or periodic basis from a State-provided work station other than their home; and

The employing agency has made a written determination, based on the employee's regular, documented travel on State business, that the assignment of a State vehicle to the employee will be less costly to the State than the cost of reimbursing the employee for the use of a personal automobile in fulfilling the employee's responsibilities to the State.

If the employing agency determines that the employee meets both of these requirements, the agency must prepare a written justification detailing the facts supporting its conclusion that the employee qualifies for Regular Travel status in accordance with Executive Order 10-14. This written justification must be reviewed and signed by the issuing agency, board or commission, and the justification must be kept on file for as long as the need for the status designation remains.

Public Health, Safety & Welfare: An employee qualifies for Public Health, Safety & Welfare status only if one of the following conditions has been met:

The employee is certified law enforcement officer as required for their job as defined under Ark. Code Ann. § 12-9-102, or

The employee is assigned a vehicle which is specifically equipped with items unique to the job functions of the employee that allow the employee to carry out his or her assigned duties in responding to emergencies which threaten the public health and welfare of the State.

If an agency determines that an employee meets either of these requirements, the agency will prepare a written justification detailing the facts supporting its conclusion that the employee qualifies for Public Health, Safety & Welfare status in accordance with Executive Order 10-14. This written justification must be reviewed and signed by the issuing agency, board or commission, and the justification must be kept on file for as long as the need for the status designation remains.

Commuter: If an agency believes that a strong business interest of the State can only be served through the assignment of a State vehicle to an employee but that employee does not meet the criteria established above for the status designations of either Regular Travel or Public Health, Safety & Welfare, the agency can seek approval from the Director of the Department of Finance and Administration for a status designation of Commuter.

Requests for approval of the status designation of commuter must be made in writing on forms prescribed for that purpose by the Department of Finance and Administration. Requests can be made at any time. If approved, the status designation of Commuter will remain effective for as long as the business interest established by the requesting agency remains in effect. Employees granted the status designation of Commuter will be subject to additional reporting requirements necessary to comply with federal and State laws.

The status designation of commuter requires additional income be added to the employee's W-2, and any employee granted a commuter designation will be required to pay a reimbursement to the State for the commuter miles driven (A.C.A. 19-4-903 (b)(3)(A)(i)). The rate of reimbursement must be equal to the rate paid by the employee's agency as reimbursement for use of a personal vehicle on State business. Employees operating a vehicle under a commuting waiver are responsible for logging every mile driven in that vehicle on the vehicle's log. Employees must clearly identify which miles were driven for personal use only and for which reimbursement must be paid to the State. The amount paid

in reimbursement to the State must match the number of miles reported on the vehicle log as personal use.

The additional income to be added to the employee's W-2 is generally the \$3.00 Commuter Rule rate per day (\$1.50 per each way commute) as detailed in IRS Publication 15-B (page 25 of the 2012 publication). Elected officials and highly compensated employees may be required to calculate a lease value rate instead of using the Commuter Rule (page 26 of the 2012 publication).

Appendix D: Executive Order 10-14 & Act 1021 of 2011: Implementation Matrix

Status Designation Under Executive Order 10-14	Is the employee required to report \$1.50 one-way commuting benefits under IRS Publication 15-B?	Is the employee required to reimburse the employing agency for non-business use of a State Vehicle under Act 1021 of 2011 ¹ ?
Regular Travel (EO 10-14, Paragraph 5A)	Employees designated as Regular Travel Status and whose responsibilities meet the minimum requirements of the status must report the \$1.50 one-way commuting benefit for every instance in which the employee uses a State vehicle to commute between their home and their State-provided work station. Employees operating a State vehicle under a Regular Travel status designation are excused from this obligation if they travel from their homes to any place of work other than their official, state-provided work station.	The employee is not required to reimburse the employing agency for use of a State vehicle to travel to and from their homes.
Public Health, Safety & Welfare (EO 10-14, Paragraph 5B)	Employees designated as Public Health, Safety & Welfare status and whose responsibilities and qualifications meet the minimum requirements of the status are excused from reporting \$1.50 one-way commuting benefit.	The employee is not required to reimburse the employing agency for use of a State vehicle to travel to and from their homes.
Commuting (EO 10-14, Paragraph 5C)	Employees designated as Commuters must report the \$1.50 one-way commuting benefit for every instance in which the employee uses a State vehicle to commute between their home and their State-provided work station.	The employee is required to reimburse the employing agency on a per-mile basis for any miles driven in a State vehicle while traveling between an employee's home and their official work station.

¹ Ark. Code Ann. § 19-4-903(3)(A)(i)

ALTERNATIVE FUEL REPORT



In February each year, the Energy Efficiency Arkansas (EEA) Facilitator, Patti Springs (springs@adeq.state.ar.us or 501-682-8065), at the Arkansas Department of Environmental Quality will request that we provide feedback for the Arkansas Clean Cities Coalition Annual Report on Alternative Fuel and Vehicles.

Arkansas Clean Cities Coalition 2016 Annual Reporting Alternative Fuel and Vehicles HYBRID

Please complete the following information and return to: springs@adeq.state.ar.us

Fleet Name (name of your entity)
University of Arkansas

Vehicle Class (choose one)	
<input checked="" type="checkbox"/>	Light Duty (less than 10,000 pounds)
<input type="checkbox"/>	Heavy Duty (greater than 10,000 pounds. Includes medium-duty vehicles.

What market do these vehicles serve?		Vehicle Type (<i>Light Duty</i>)		Vehicle Type (<i>Heavy Duty</i>)	
Airport	<input type="checkbox"/>	Car	<input checked="" type="checkbox"/>	Bus: School	<input type="checkbox"/>
Corporate Fleet	<input type="checkbox"/>	Patrol Car	<input type="checkbox"/>	Bus: Shuttle	<input type="checkbox"/>
Government – Local	<input type="checkbox"/>	Pickup/SUV/Van	<input checked="" type="checkbox"/>	Bus: Transit	<input type="checkbox"/>
Government – State	<input checked="" type="checkbox"/>	Motorcycle	<input type="checkbox"/>	Truck: Refuse	<input type="checkbox"/>
National Parks	<input type="checkbox"/>	Unknown/Other	<input type="checkbox"/>	Truck: Semi-trailer	<input type="checkbox"/>
Utility	<input type="checkbox"/>			Truck: No trailer	<input type="checkbox"/>
General/Unknown	<input type="checkbox"/>			Unknown/Other	<input type="checkbox"/>

Choose **one**: *LIGHT DUTY* or *HEAVY DUTY* to report fuel usage for alt fuel vehicles in your fleet

LIGHT DUTY	
Average gasoline fuel economy (mpg)	32.08
Fuel economy of conventional vehicles replaced ¹	21.4
Number of vehicles	8
The average number of miles traveled per vehicle per year ²	5189.13

1. If you don't have an accurate number, use the default number of 21.4 MPG.
2. 11,287 is the default value for this vehicle type. If you have a more accurate number, please provide it.

HEAVY DUTY	
Average gasoline fuel economy (mpg)	Click here to enter text.
Fuel economy of conventional vehicles replaced ¹	Click here to enter text.
Number of vehicles	Click here to enter text.
The average number of miles traveled per vehicle per year ²	Click here to enter text.

1. If you don't have an accurate number, use the default number of 5.8 MPG.
2. 25,594 is the default value for this vehicle type. If you have a more accurate number, please provide it.

Refer to the FLEET Inventory List and the SAVA Inventory tab to search for models that have the word “Hybrid” in them. Compile a list of the vehicles, and calculate the average mpg and the average number of miles traveled per year using data from the SAVA Reports tab.

Year	Make	Model	Body	VIN	Date added	Alternative Fuel Type	Department	Use
2006	TOYOTA	HIGHLANDER HYBRID	2WD 7-PASS SUV	3090	5/1/2006	EVC - Electricity	ENTO	UA Farm, airport, down south & out of State for graduate student studies, seminar guests
2008	FORD	4WD HYBRID SUV	COMPACT	2430	1/2/2008	EVC - Electricity	CSPS	Transport guest program speakers;Transport faculty,students doing work on practicum,capstone project
2008	TOYOTA	CAMRY-HYBRID	SEDAN	2599	9/9/2007	EVC - Electricity	UAS	Used for University of Arkansas System business & returned to campus
2008	TOYOTA	HIGHLANDER HYBRID	4WD 7-PASS SUV	3727	2/18/2008	EVC - Electricity	UAS	Driven by President of U of A for business and returned to campus
2008	TOYOTA	PRIUS HYBRID	SEDAN	5622	4/12/2008	EVC - Electricity	PHPL	To be used by campus customers for vehicle rental travel needs
2008	TOYOTA	PRIUS HYBRID	SEDAN	7571	4/1/2008	EVC - Electricity	PHPL	To be used by campus customers for vehicle rental travel needs
2012	TOYOTA	PRIUS HYBRID	SEDAN	3415	7/10/2012		PHPL	To be driven by office personnel for travel to & from campus
2012	TOYOTA	PRIUS HYBRID	SEDAN	7681	7/10/2012		PHPL	To be driven by office personnel for travel to & from campus

VIN	3090	2430	2599	3727	5622	7571	3415	7681	Average of All
Apr. 2016-Jan. 2017 Mi.	6592	5483	5384	13501	2134	2018	3232	3169	5189.13
Apr. 2016-Jan. 2017 Gal.	397	239	156	551	63	65	74	64	
Apr. 2016-Jan. 2017 MPG	16.60	22.94	34.51	24.50	33.87	31.05	43.68	49.52	32.08

DATA ANALYST: CONTRACT ADMINISTRATOR

GENERAL INFORMATION

Whenever a new contract is established, the Procurement Coordinator and the Bid Clerk should fill out the Bid Cover Sheet for it. Then, the Contract Administrator files it after entering it in the Contract Expiration Dates spreadsheet, RazorBuy and BASIS.



Contracts typically run for seven years and must be renewed one day prior to the begin date every year; however, some contracts may be for a different period of time. The Bid Cover Sheet initiates the data entry for new contracts, while the Contract Renewal Letter (and Pricing Sheet, if applicable) is used thereafter.

Documents that are typically filed in the electronic contract files include: Contract Renewal Letter, Purchase Order, Terms & Conditions, Service Performance Standards, etc.

All contracts should be entered in RazorBuy, even if no forms or lines are intended to be used. Lines should be entered in BASIS and RazorBuy for contracts that have multiple services or items for different prices (such as bags of ice, hourly rate for temporary staff, etc.), whereas forms are used for more general services and items. Lines should be updated yearly to reflect any price changes after the Contract Renewal Letter is completed.

Forms allowed the departments to fill in the blanks where needed and are used for extensive detailed lists of products (think nuts and bolts) or very complex items (think trash disposal services).

CURRENT TERM CONTRACTS

ANDY

Vendor/Contract Name	Description	Contract #	PO #	Begin	End	Renewals	Buyer	BU
Center Point	UAF Natural Gas Supply	UAR3NSB163	3NSB163	07/01/2016	06/30/2017	1	Andy	PHPL
Clean Uniform Co.	Uniform Apparel & Accessories	UAR432219	6675198	02/01/2011	01/31/2018	0	Andy	PHPL
Evoqua Water Technologies LLC	DI/RO Water Purification	UAR012508	6611580	10/31/2015	10/30/2017	5	Andy	PHPL
Heritage AG of AR @ Carlisle	Off-Road Utility Vehicles	UAR469080	6724793	06/18/2015	06/17/2018	4	Andy	PHPL
Joe Carrizales	Field Roguing	UAR445054	6667381	06/28/2011	06/27/2017	1	Andy	RIRE
Keiser Oil	LP Gas Supply	UAR6825847	6825847	07/01/2016	06/30/2017	6	Andy	NERE
Marmic Fire & Safety	Maintenance of Fire and Safety Equipment	UAR559108	6522867	04/01/2016	03/31/2018	5	Andy	PHPL
Orkin	Pest Control Services	UAR477829	6720942	08/26/2012	08/25/2017	2	Andy	PHPL
Otis Elevator Company	Elevator Maintenance	UAR499873	6759783	07/01/2013	06/30/2017	3	Andy	PHPL
Tiger Truck	Off-Road Vehicles	UAR474590/A	6711593	06/19/2012	06/18/2017	2	Andy	PHPL
Vantage Vehicle	Off-Road Vehicles	UAR474590/B	6761202	06/19/2012	06/18/2017	2	Andy	PHPL
Waste Management	Trash Disposal Services	UAR281432	6424188	01/01/2013	12/31/2017	3	Andy	PHPL

ELLEN

Barcode Label Consultants LLC	Print Soil Sample Boxes	UAR633556	6858220	05/19/2017	05/18/2018	6	Ellen	SOIL
Broyles & Son Wrecker Service Inc.	Towing Services - Secondary	UAR424691/B	N/A	09/15/2010	09/15/2017	0	Ellen	PARK
Multi-Craft Contractors, Inc	On Call Journeymen Labor	UAR441063	872300	05/01/2011	04/30/2018	0	Ellen	PHPL
NuPark Inc.	License Plate Recognition Technology	UAR626870	6853367	02/22/2017	02/21/2020	2	Ellen	TRST
TES Productions	Production Services for Commencement	UAR465234	6696921	08/12/2012	12/28/2019	2	Ellen	REGR
Triple S Alarms	Campus Security - IDIQ	UAR541249	6800301	08/01/2014	07/31/2017	4	Ellen	PHPL

KAREN

3Play Media Inc.	Captioning/Transcription Services	UAR488072/B	6751036	04/11/2013	04/10/2018	2	Karen	CTED
Academic Health Plans Inc.	Student Health Insurance	UAR549758	6816680	07/01/2014	06/30/2018	3	Karen	HLTH
Automatic Sync Technologies LLC	Captioning/Transcription Services	UAR488072/A	6751035	04/11/2013	04/10/2018	2	Karen	CTED
B Virtual Inc.	Proctoring Services	UAR502628/B	6759465	07/24/2013	07/23/2017	3	Karen	CTED
Can-Achieve	International Student Recruitment	UAR469045/A	6713869	07/11/2012	06/30/2018	1	Karen	GRAD
Christmas Decor-NW Arkansas	Christmas Decoration - Bookstore	UAR482241	6726860	10/23/2012	10/22/2017	2	Karen	BKST
DOXA Total Design Strategy Inc.	Branding and Redesign Services	UAR596044	6837701	04/14/2016	04/13/2017	2	Karen	ART
Educational Marketing Group	Communications/Marketing Services	UAR590105	6839050	03/24/2016	03/23/2017	6	Karen	CTED
GradImages (Event Photography Group Inc.)	Photography Services	UAR550876	6823781	05/26/2015	05/25/2017	5	Karen	BKST
Mid-South Awards	HR Employee Service Awards	UAR495043	6765657	09/10/2013	09/09/2017	3	Karen	HMRS
Mitchell Communications	Video Services	UAR507526	6777498	11/13/2013	11/12/2017	3	Karen	CTED
Off Campus Partners	On-Line Database for Housing	UAR483492	6749071	05/01/2013	04/30/2018	2	Karen	NTCS
Proctor U	Proctoring Services	UAR502628/A	6759465	07/24/2013	07/23/2017	3	Karen	CTED
Protocol Services	24/7 Call Center Services	UAR531739	6801014	08/25/2014	08/24/2017	4	Karen	HLTH
	Audio Visual and Set Design for the							
Radiant Designs	Arkansas Business Hall of Fame	UAR597233	6848897	11/15/2016	11/14/2017	6	Karen	WCBO
Regal Poly Pak	Plastic Imprinted Bags	UAR448638	6674182	08/28/2013	08/28/2015	5	Karen	BKST

WHITNEY

AcademicWorks	Software License (Service Agreement)	UAR511284	6767700	09/30/2013	09/29/2017	3	Whitney	EMSP
Arkansas Portable Toilets NW	Portable Toilet Rental	UAR447500	6671134	08/05/2011	08/04/2018	0	Whitney	FTBL
AT&T	ARE-ON Leased Data Circuits	UAR613793/A	6847445	10/20/2016	10/19/2017	6	Whitney	ARON
Buchanan Janitorial	Janitorial Services - Bud Walton Arena	UAR485376	6728691	11/07/2012	11/06/2016	3	Whitney	BSKB
Cherwell Software	IT Service Management System (ITSM)	UAR615510	6851461	01/24/2017	1/23/2018	6	Whitney	UITS
Chill-It Ice Company	Ice	UAR634842	6856494	04/24/2017	04/23/2018	7	Whitney	ATHL
Clifford Power Systems	Generator Maintenance Services	UAR483569/A	6733951	12/21/2012	12/20/2017	2	Whitney	ARON
Executive Aviation Services	Professional Pilot Services	UAR480881	672034	07/01/2013	06/30/2018	2	Whitney	UAIR
	Consulting Services for PeopleSoft Campus							
Highstreet IT Solutions LLC	Solutions 9.2 Upgrade Partner	UAR624830	6854947	03/21/2017	03/20/2018	6	Whitney	UITS
Intents Inc.	Tenting for Athletic Events	UAR531845	6797317	07/10/2014	07/31/2018	3	Whitney	FTBL
James Walton Photo	Photography Services	UAR448933	6671137	08/05/2011	08/04/2018	0	Whitney	PUBL
Jostens Inc.	Letterman Rings	UAR522512	6783859	02/28/2014	02/23/2018	3	Whitney	ATHL
	Lab Information Management System (LIMS) for UASDA							
LabLite LLC		UAR609165	6848360	11/07/2016	11/06/2017	5	Whitney	SOIL
Landmark Event Staffing	Event Seating & Parking	UAR519659	6791992	05/01/2014	04/30/2018	3	Whitney	ATHL
Medco Supply	Training Supplies	UAR417938	6622166	07/01/2010	06/30/2017	0	Whitney	ATHL
OzarksGo LLC	ARE-ON NWA Arkansas Dark Fiber IRU	UAR629200	6857338	05/04/2017	05/03/2037	19	Whitney	ARON
Reynolds Greenhouses LLC	Spring & Fall Plant Orders	UAR446936	6669112	07/19/2011	07/18/2018	0	Whitney	ARGG
Riverside Fireworks	Fireworks Display - Football/Baseball	UAR448288	6721246	08/25/2011	06/30/2017	1	Whitney	ATHL
Sirius Computer Solutions	Z/OS and ISV Managed Services	UAR623181	6853326	02/22/2017	02/21/2018	6	Whitney	UITS
Southwest Arkansas Telephone Cooperative	ARE-ON Leased Data Circuits	UAR613793/C	6850883	01/10/2017	01/09/2024	6	Whitney	ARON
WebME Technologies LLC	Data Warehouse Services	UAR628967	900934 (R642264)	05/15/2017	05/14/2020	4	Whitney	ATHL
West Termite Pest Management	Pest Control Services	UAR507728	6765629	09/13/2013	09/12/2018	2	Whitney	ARGG
Windstream Communications Inc.	ARE-ON Leased Data Circuits	UAR613793/B	6847446	03/19/2017	3/18/2018	6	Whitney	ARON
	Consulting Services for Network							
WTC Consulting Inc.	Telecommunication Funding Model	UAR615656	6850189	12/21/2016	12/20/2017	6	Whitney	UITS

COOPERATIVE & CURRENT MANDATORY STATE CONTRACTS

Cooperative and State Contracts

- [DFA State Contracts](#)
- [DIS](#)
- [E&I](#)
- [HGACBuy](#)
- [MHEC](#)
- [NASPO](#)
- [National IPA/TCPN](#)
- [NCPA](#)
- [NJPA](#)
- [PCMG](#)
- [TCPN](#)
- [Tips/Taps](#)
- [U.S. Communities](#)

Commodity	Contract Tracking #	Outline Agreement #	Expiration	Vendor	Mandatory	Minority	Buyer
Vehicles	SP-17-0050	4600039529	12/31/2017	Crain Ford of Little Rock	Yes	No	John Leverett
Vehicles	SP-17-0050	4600039518	12/31/2017	Landers Chrysler Dodge Jeep	Yes	No	John Leverett
Tires	SP-16-0014	Multiple	03/31/2019	Bridgestone	Yes	No	John Leverett
Tires	SP-16-0013	Multiple	03/31/2019	Michelin	Yes	No	John Leverett
Tires	SP-16-0012	Multiple	03/31/2019	Goodyear	Yes	No	John Leverett
Vehicles	SP-16-0001	4600036116	10/18/2017	Landers Ford	Yes	No	John Leverett
Vehicles	SP-16-0001	4600036137	10/18/2017	Steve Landers Chrysler Dodge	Yes	No	John Leverett
Vehicles	SP-16-0001	4600036138	10/18/2017	Steve Landers Toyota	Yes	No	John Leverett
Vehicles	SP-16-0001	4600036119	10/18/2017	Magie Ford Lincoln	Yes	No	John Leverett
Vehicles	SP-16-0001	4600039516	10/18/2017	Mark McLarty Ford	Yes	No	John Leverett
Vehicles	SP-16-0001	4600036150	10/18/2017	Bale Chevrolet	Yes	No	John Leverett
Vehicles	SP-16-0001	4600036118	10/18/2017	Landers Chrysler Dodge Jeep	Yes	No	John Leverett
Office Supplies	Multiple	Multiple	12/31/2017	Multiple	Yes	Yes	Amanda Nichols
Fleet Card Services	SP-17-0021	4600038412	07/20/2020	Wright Express	Yes	No	Darlene Hicks
Ammunition	SP-15-0032	Multiple	01/22/2018	Multiple	Yes	No	Amanda Nichols
Grocery	SP-15-0009	4600033504	10/31/2017	Tankersley Foods	Yes	No	Karrie Duncan
Grocery	SP-15-0009	4600033509	10/31/2017	Sysco Arkansas	Yes	No	Karrie Duncan

Vehicle Rental	SP-16-0017	4600024010	10/18/2017	Hertz Corporation	Yes	No	John Leverett
Vehicle Rental	SP-16-0016	4600023726	10/18/2017	Enterprise/National	Yes	No	John Leverett
Vehicles	SP-17-0050	4600039532	12/31/2017	Bale Chevrolet	Yes	No	John Leverett
Vehicles	SP-17-0050	4600039524	12/31/2017	Superior Automotive Group	Yes	No	John Leverett
Vehicles	SP-17-0050	4600039509	12/31/2017	Magie Ford Lincoln Co.	Yes	No	John Leverett
Vehicles	SP-17-0050	4600039522	12/31/2017	McLarty Nissan of Little Rock	Yes	No	John Leverett
Vehicles	SP-17-0050	4600039534	12/31/2017	Cavanaugh Chrysler Dodge Jeep	Yes	No	John Leverett
Vehicles	SP-17-0050	4600039517	12/31/2017	Mark McLarty Ford	Yes	No	John Leverett
Grocery	SP-15-0009	4600033508	10/31/2017	Performance Food Group	Yes	No	Karrie Duncan
Grocery	SP-15-0009	4600033502	10/31/2017	Conway Wholesale	Yes	No	Karrie Duncan
Paper, Copier and Printshop	SP-14-0126R	4600032353	06/30/2017	Printing Papers, Inc.	Yes	No	Janet Quattlebaum
Bathroom Tissue and Paper Towels	SP-14-0125	4600032281	06/30/2017	American Paper & Twine	Yes	No	Janet Quattlebaum
Envelopes, Blank	SP-13-0003	4600027607	08/31/2017	Printing Papers	Yes	No	Janet Quattlebaum
Copier Rental	SP-11-0186	Multiple	04/30/2018	Multiple	Yes	No	Tim Smith
Envelopes & Letterhead	SP-11-0076	4600023625	12/31/2017	Bank & Business	Yes	No	Janet Quattlebaum
Envelopes, Printed	SP-11-0004	4600023137	10/31/2017	Printing Papers	Yes	No	Janet Quattlebaum
Custom Snap Out Forms	SP-10-0279	4600023924	06/30/2017	Moore Wallace	Yes	No	Janet Quattlebaum
Custom Continuous Forms	SP-10-0251	4600023932	06/30/2017	Moore Wallace	Yes	No	Janet Quattlebaum

CONTRACT EXPIRATION DATES SPREADSHEET

Gizmo (G:) > Purchase > Contracts > Contract Expiration Dates

	A		B		C	D	E	F	G
1	Vendor/Contract Name		Description		Contract#	PO#	Begin	End	Renewals
23	Intents Inc.		Tenting for Athletic Events		UAR531845	6797317	07/30/2014	07/31/2017	4
24	Intl. Higher Education Exc. Center		International Student Recruitment		UAR463045/B	6713868	07/11/2012	05/04/2017	4
25	James Walton Photo		Photography Services		UAR448933	6671137	08/05/2011	08/04/2017	1
26	Joe Carrizales		Field Roguing		UAR445054	6667381	06/28/2011	06/27/2017	1

	H	I	J	K		L	M	O	
	COI Exp	Bug	B	Dept Contact	RB	RB Contract Type	UNSPSC	Comments	
	04/25/2017	Whitney	FTBL	Chris Pohl	Y	Forms	90101602		
	N/A	Karen	GRAD	Melissa Erwin	Y	Forms	80151505	PC is waiting on renewal info from Melissa Erwin	
	N/A	Whitney	PUBL	Jeri Thorpe	Y	Forms	82130000		
	N/A	Andy	RIFE	Suzanne Delao	Y	Forms	70141904		

BID COVER SHEET (TRANSACTION HISTORY)

UA-FAYETTEVILLE PROCUREMENT BID TRANSACTION HISTORY SUMMARY																																																				
321 Administration Building Fayetteville, AR 72701 Ph: (479) 575-2551 Fax: (479) 575-4158		Date:																																																		
		BID#:																																																		
Bid Name:		Commodity Code:																																																		
Dept. Contact:		BU:	Phone:																																																	
Procurement Coordinator:	Procurement Coordinatc	BU Email:																																																		
BID Type:	<input type="radio"/> IFB <input type="radio"/> RFP <input type="radio"/> RFQ <input checked="" type="radio"/> TERM	# of years:																																																		
Bid Release Date:		Time:																																																		
Bid Closing Date:		Time:																																																		
Reviewed By:	<input type="checkbox"/> UITS <input type="checkbox"/> UREL <input type="checkbox"/> PCI	<table border="1"> <thead> <tr> <th colspan="2">ORIGINAL BID</th> <th colspan="2">REBID</th> </tr> <tr> <th>DATE</th> <th>INITIALS</th> <th>DATE</th> <th>INITIALS</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>			ORIGINAL BID		REBID		DATE	INITIALS	DATE	INITIALS																																								
ORIGINAL BID		REBID																																																		
DATE	INITIALS	DATE	INITIALS																																																	
Vendor Information																																																				
Intent to Award:		Minority:	<input type="radio"/> Yes <input type="radio"/> No																																																	
Awarded Vendor:		Contract Start Date:																																																		
Vendor Contact:		Contract End Date:																																																		
Vendor Address:		Vendor Phone:																																																		
Term Contract & VPR Information sent to Kallie:	<input type="checkbox"/>	Vendor Email:																																																		
Documentation Scanning Information																																																				
Initial Review/Received By:		Date/Time:																																																		
Final Review By:		Date/Time:																																																		
Scanned By:		Date/Time:																																																		
Redacted Copy of Awardee Received:	<input type="radio"/> Yes <input type="radio"/> No																																																			
USB Thumb drive or CD Received:	<input type="radio"/> Yes <input type="radio"/> No																																																			
Awarded PO#:																																																				
Completed By Signature:																																																				
Additional Notes:																																																				

ENTERING A CONTRACT IN BASIS

A contract is ready to enter in Basis after a service has gone out to bid and an award has been given to a specific vendor. The Bid Clerk will provide the necessary bid documentation to create a hard copy file for reference. The hard copy file will be used as a repository for any and all additional information obtained during the terms of the contract. An electronic copy will be maintained by the Contract Administrator, however, in the Gizmo > Purchase > Contracts folder.

N A T U R A L P R O D U C T I O N S Y S T E M
Home of the University's
Business and Administrative Strategic Information Systems

Steps for entering a **Contract Header** in Basis

1. In the UPS command field type **CONH** (Contract Header) with the action “A” – Hit Enter
2. **Contract No.** field: Enter the contract # using the format **UARxxxxxx** for an **Agency** contract, and **STxxxxxx** for a **State** contract. The Bid # is normally used for the numerical part of a term contract (Ex. UAR123456) and a State contract # (Ex. ST123456) can be located on the DFA/Procurement/Contracts website. If the contract was a multi award bid, you will use an extension after the contract number. (Ex. UAR123456/A, UAR123456/B etc.).
3. **Vendor ID** field: Hit F1, type in the vendor name, and make a vendor selection making sure the address is the same as the one shown on the bid documentation.
4. **Type** of contract field: Enter “A” for an Agency contract or “S” for a State contract.
5. **General Description** field: Use the name that appears on the first page of the bid documentation or a short summary of the services/product that are provided on the contract.
6. **Contract Begin** field: The date entered will be the day of the award or another date given to you by the buyer responsible for the bid.
7. **Contract End** field: The date entered will be a year from the **Contract Begin** date that was entered.
 - Example for Contract Begin and End Date: **Begin** Date:07/01/15 **End** Date 06/31/16
8. Unless otherwise noted in the bid documentation, each contract is set up with 6 (six) additional yearly renewals available,
9. **Remaining Renewals** field: The number of renewals will be placed here which will decrease every year as the contract is renewed.

10. **Buyer:** Enter the first or last name of the Buyer responsible for the bid. The buyer's name can be located on the first page of the bid documentation.
11. Go to **Screen 2:** On this screen you will enter the BU's that will be allowed to use this contract. If the contract is to be used campus-wide, no BU's will be entered. Hit **enter** then **F10** to complete and save the contract information.

admin
QWS3270 Edit View Options Tools Help

UAR519659 displayed; press PF8 for next screen or enter new keys

UPOCONH 1 PROD CONTRACT Header - CONH 05/15/17 16:13

Command: [] Action: V Req: [] : [] PO: [] : [] TA: []

Contract No: UAR519659 -

Action: V Contract Number: UAR519659 Screen 1 of 2

Vendor ID: 247319-01-002 Type: A Agency Term Status: A Active

Vendor: Landmark Event Staffing Services

333 W. Drake Suite 10

Ft. Collins CO

General Desc: Event Premium Seating and Parking Services

Contract Begin: 05/01/2014 Contract End: 04/30/2018 Remaining Renewals: 3

Last Renewed:

Buyer: WHITNEY

Entered: 09/24/2014 Updated: 05/03/2017 By: KMTANNER

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Help Suspd Quit DCode NextS

Connected to admin.uark.edu port 23 7/30 NUM 16:13:41 IBM-3278-2-E - TCP00009

admin
QWS3270 Edit View Options Tools Help

UAR519659 -0001 displayed; please enter new key fields

UPOCONL 1 PROD CONTRACT Line - CONL 05/15/17 16:14

Command: [] Action: V Req: [] : [] PO: [] : [] TA: []

Contract No: UAR519659 - 1 From Req Line: []

Action: V Contract Number: UAR519659 Line Number: 1 Screen 1 of 1

Header Status: A

Type: A Vendor: Landmark Event Staffing Services

General Desc: Event Premium Seating and Parking Services

Buyer ID: WHITNEY Last Renewed:

Item Desc: Security Line Status: A

Vendor Item No:

Unit of Measure: HR

Discount: Retail Price: Unit Price: 20.19000

CCI: 78199

Item Keywords: LANDMARK

Entered: 05/13/2015 Updated: 05/03/2017 By: KMTANNER

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

Help Suspd Quit DCode NextR

Connected to admin.uark.edu port 23 4/16 NUM 16:14:51 IBM-3278-2-E - TCP00009

Steps for entering a Contract Line in Basis

1. In the UPS command field type **CONL** (Contract Line) with the action “**A**” – Hit Enter
2. **Contract No.** field: Enter the contract # which was created on CONH. Tab to the next field, which is where you will enter the contract line #. In most cases line numbering will begin with the number 1 (one), and continue in numerical order (1,2,3,4.....) until all of the contract lines have been entered.
3. **Item Description** field: Line description and detail can be found on the bid documentation. Since space is limited, enter the most pertinent information so the user will have a clear understanding of what is available for ordering.
4. **Line Status** field: Enter an “**A**” to indicate the line is **active** and available for use.
5. **Vendor Item No.** field: Used on State contracts where the vendor number is available on the contract documentation.
6. **Unit of Measure** field: Units of measure are normally located on the bid documentation with the line description. If you are unsure of a UOM abbreviation, with your cursor positioned in the UOM field, hit F1 for a list of UOMs available.
7. **Discount** field: N/A
8. **Retail Price** field: N/A
9. **Unit Price** field: The unit price can be located on the bid documentation with the line description and UOM.
10. **CCI** field: This code is for the commodity code that best describes the product/services bid. With your cursor positioned in the CCI field, hit F1. Type in a product or service keyword, then hit Enter to search through the options available.
11. **Item Keywords** field: At least one keyword must be entered for each contract. It can be the vendor name, the product (paper, vehicle, etc), or something that you think will help locate a particular contract when a user is searching for a contract using a keyword.
12. Hit **enter** then **F10** to complete and save the contract line information.

ENTERING A CONTRACT IN RAZORBUY



Getting Started

- Razorbuy.uark.edu > Contracts > Create New Contract
- Contract Name: (name of vendor)
- Contract Type: (State of AR or U of A)
- Supplier Name: (name of vendor; make sure address is current/active in BASIS)
- Contract Status: Active
- Start Date:
- End Date:
- Renewals Remaining:
- Auto-Renew: NO

Contracts > Contracts > Search Contracts > Contract Header

[Back to Search Results](#) 1 of 1 Results

UAR477829

Orkin

Type: U of A
Supplier: Orkin
Dates: 8/26/2012 - 8/25/2017
Version: Renewal 0
[Lifetime Spend \(USD\)](#)
[Upload Main Document](#)

Summary

Header

Attachments

eProcurement Setup

Budget and Spend

Applies To

Goods and Services

PO Clauses

Comments

Users and Contacts

Notifications

Contract Family

Contract Header

Contract Number * UAR477829 Supplier Name * Orkin

Contract Name * Orkin Contract Status Active

Contract Type U of A

Summary No Text Entered [Edit Summary](#)

Dates and Renewal

Time Zone * CDT/CST - Central Standard Time (US/Cen)

Renewals Remaining 2

Start Date * 08/26/2012 12:00 AM
mm/dd/yyyy hh:mm a

Automatically Apply Price File with Renewal ☐ Yes ☒ No

End Date * 08/25/2017 11:59 PM
mm/dd/yyyy hh:mm a

Renewal Term

Auto-Renew ☐ Yes ☒ No

Additional Details

★ Required

[Previous](#) [Save Progress](#) [Next](#)

eProcurement Setup

- Active for Shopping: (depends on whether it is in RB for reminders or forms/lines)
- Restrict Products To: Any Supplier Product
- Automatically Apply Purchases from this Supplier to this Contract: Yes
- Allow Portal Invoice Enabled Suppliers to Edit Contract Item Price: Yes

Applies To

- UNSPSC
- Put in 8-digit code that most closely resembles the contract's products/services

Goods and Services

- Do not touch if the contract is only in RazorBuy for reminder purposes
- Forms
 - Add Form > Non Catalog Form and Standing Exempt Orders
- Non-Catalog Items (lines)
 - Add Contract Non-Catalog Item; should have 1 item/line for every line in BASIS

Contract Non-Catalog Item

Description	Catalog Number	Size	Price	Packaging (UOM)
<input type="text"/> <small>254 characters remaining expand clear</small>	<input type="text"/>	<input type="text"/> <small>For example: 1/g, 1L, 1 cm System size: none</small>	<input type="text"/>	<input type="text"/> <small>For example: 1/EA, 1 CS System packaging: none</small>

Promote in product search ☒

Color

UNSPSC

Category Name no value
[select category](#)
[assign category from UNSPSC](#)

Commodity Code no value ☐ Override

Searchable Keywords
700 characters remaining expand | clear

Long Description
4000 characters remaining expand | clear

Manufacturer Name

Manufacturer Part Number

Product Flags

- ☐ Controlled substance
- ☐ Recycled
- ☐ Hazardous material
- ☐ Radioactive
- ☐ Rad Minor
- ☐ Select Agent
- ☐ Toxin
- ☐ Energy Star
- ☐ Green

Upload new image No file chosen

Users and Contacts

- Contract Managers: Kallie Tanner
- Stakeholders: Buyer and Department Contact

Notifications

Notifications

Contract Actions | History | ?

Who should receive each notification type?

Notification Type	Contract Managers	Stakeholders	External Contacts
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget Exceeded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Percentage Tiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amount Tiers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Date - Advance Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Date Passed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End Date - Advance Notices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
End Date Passed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Renewal Date - Advance Notices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Renewal Date Passed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Advance Notice Settings

Leave a field blank to turn off that advance notice.

Advance Notice For...	Advance Notice #1 (in Days)	Advance Notice #2 (in Days)	Advance Notice #3 (in Days)
Start Date	<input type="text"/>		
End Date	<input type="text" value="60"/>	<input type="text" value="30"/>	<input type="text" value="15"/>
Renewal Date	<input type="text" value="60"/>	<input type="text" value="30"/>	<input type="text" value="15"/>

Spend Tier Notification Settings

Send Spend Tier Notification For

- ☐ PR spend
- ☐ PO spend
- ☐ Invoice spend

Save Changes

CONTRACT RENEWAL LETTER



UNIVERSITY OF
ARKANSAS

321 Administration Bldg. • Fayetteville, Arkansas 72701 • (479) 575-2551 • (479) 575-4158 (FAX)

Business Services

Via E-Mail: _____

ATTN: _____

Subject: Contract Renewal, _____

The above-mentioned contract, is due for renewal on _____. The University of Arkansas wishes to exercise our option to renew this contract.

Please advise us as soon as possible on your intention to renew this contract. In the event you wish to modify the terms of this contract, please indicate those changes in your reply to this renewal request for our review and consideration. If price increases/decreases are requested, please support the proposed changes with an appropriate explanation.

Please mark your selection below, attached any price changes, if necessary, and email this back to me at _____.

_____ I wish to renew this term contract under the original terms of the agreement, no price changes are necessary.

_____ I wish to review this term contract under the original terms of the agreement, however price changes are attached.
(Note: Any price changes are subject to University of Arkansas approval).

_____ I do not wish to renew this agreement, please cancel.

|

X _____ Vendor's Signature X _____ Date

X _____ Printed Name

Thank You for your prompt reply to this notice!



UNIVERSITY OF
ARKANSAS

Nationally Competitive Student Centered Research Institution

Whitney Smith
Procurement Coordinator

Business Affairs

ADMN 321

1125 W. Maple

Fayetteville, AR 72701

P: 479-575-5158 | F: 479-575-4158

wsmith@uark.edu | <http://procurement.uark.edu/>

RFP/IFB/BID PROCESSING INSTRUCTIONS

The Bid Clerk faxes a document to the Arkansas Democrat Gazette to advertise the bids.

SAMPLE AD DOCUMENT:

If you have problems with this transmission, please call (479) 575-2551.

UNIVERSITY OF ARKANSAS
Administration Building – Suite 321
FAYETTEVILLE, ARKANSAS 72701

TO: Arkansas Democrat Gazette
P.O. Box 2221
Little Rock, AR 72203

DATE: March 31, 2017
On invoice, please show
P.O. 6030178

Please insert the following in the next issue of the Arkansas Democrat
Gazette.

Authorized by

Linda Fast

NOTICE TO BIDDERS

Sealed bids will be accepted by the University of Arkansas Fayetteville until 2:30
P.M. on date and for purchase of items as shown below:

ITEMS	DATE
Diamond Harrow (R638630)	4/13/17

Bid forms and specifications are available at <http://hogbid.uark.edu>
to responsible bidders upon request from the Office of Business Affairs,
University of Arkansas, Fayetteville, Arkansas 72701.

PRINTING BIDS PROCESS

Bid clerk fills out the Bid History Sheet. Puts the specifications sheet with any suggested vendors with the Bid History Sheet. Bid Clerk works up the bid document. Sends the bid document to the Department for Approval. Also sends the bid document to the Procurement Coordinator for their review and approval.

After the approvals. The Bid Clerk will email the bid document to the Department's suggested Vendors including any other vendors on the Bid Clerk list.

(The bid will be open in about 5 working days). The Bid Clerk will record the response on the Tab Sheet and then email the tab sheet and the responding bid responses to the Department for evaluation. The department will go with the low bidder unless they do not meet the specifications. The department will have to in detail write and justification to why the low bidder does not meet the specifications required.

When the Department is ready to award the bid, they will send the signed tab sheet and justification memo (if applicable). The Bid Clerk will give the Procurement Coordinator the bid package to issue a purchase order.

MONTHLY LOG BIDS

LOG OF BIDS FOR THE MONTH OF FEBRUARY 2016

Date	Bid No.	No. Vendors	Pages	Mailed/Faxed/Emailed	Buyer
02/08/16	R593586 RFQ PB	3	8	Emailed	WS
02/09/16	R593837 RFP	21	24	Faxed/Emailed	EF
02/15/16	R594550 IFB	78	21	Faxed	WS
02/19/16	R595318 RFQ	3	9	Faxed	EF
02/24/16	R593339 RFP	47	28	Faxed	KW
TOTALS	5	152	90		

Email to Cheryl Canfield (canfiel@uark.edu) after all bids processed for the month.

GETTING BIDS READY TO SCAN

Remove all staples, then sort and paper clip in the following order:

- Bid History Sheet (with PO# written at the top)
- Purchase Order
- Tab Sheets (Original first, signed tab sheet second)
- Any award-related sheets or memos
- Original IFB, RFQ, RFP document
- Vendor lists
- Memos or specifications
- Winning bidder's bid
- All other bid responses
- All "no bids" and disqualified bids
- Proof of advertising

RUNNING BATCHES

Log into BASIS

Enter an application ID: UPS

Command: JOBS

Enter

Action: S

Enter

- To create Auto PO's Batch
 - Job: UPJCAPO
 - Action: S
 - Enter
 - F10 (to submit)
- To create & issue purchase order batches
 - Job: UPJCIPO
 - Action: S
 - Enter
 - F10 (to submit)

REPRINTING PURCHASE ORDERS

Log into BASIS

Enter an application ID: UPS

Command: JOBS

Enter

Action: S

Enter

Job: UPJPFPO

Go to PO to print: Enter the PO

F10 (to submit)


```

UPOJOBS 1 PROD                                JOB Submission - JOBS                                03/30/17 10:02
Command: |  | Action: S Req:  |  | :  |  | PO:  |  | :  |  | TA:  |  |
Job: UPJPFPO
-----
Action: V Job: UPJPFPO

Desc: Print / Fax Single Purchase Order

Security Class: P Job Class: Job Time: Hold: N

Entered: 07/02/1997 Updated: 07/02/1997 By: RPUTT

- - - - - Last Execution - - - - -
Sequence Number: 766772 Submitted: 03/29/2017 11:28 By: FERGUSO
                        Started: 03/29/2017 11:28
                        Ended: 03/29/2017 11:28
                        Triggered:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Suspd Quit                                NextR

```

MONTHLY REPORTING DATA COLLECTION

Each month the Bid Clerk gives copies of purchase orders to the Data Analyst & Contract Administrator for the Delegation Printing Report. For the Recycle Paper Report gives the PO number, total paper cost for either Recycle or Virgin. Bid Clerk gets this information from the winning Vendor's bid quote.



UNIVERSITY OF
ARKANSAS®

BUSINESS SERVICES
BUSINESS CONTINUITY PLAN

Business Services | Business Affairs

ADMN 321
1125 W. Maple Street
Fayetteville, AR 72701

Phone: 479-575-2551
Fax: 479-575-4158

businessservices.uark.edu

ACCOUNTS PAYABLE EBUSINESS PROCUREMENT RAZORBUY SURPLUS TRAVEL VENDORS



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I. Business Services Plan Overview

This plan was developed to facilitate the department to resume critical functionality following a major disruption of operations and recover full capabilities within prescribed time frames.

Scope

Business Services provides Accounts Payable, Contract Management, eBusiness, Procurement, RazorBuy, Surplus, Travel and Vendor Management services across the UAF campus community. Business Services staff support the full supply chain life cycle of goods and services across campus and its colleges and departments.

Number of People: 27

Purpose

The Business Continuity Plan is a tool to assist in preparing for "disasters" that could leave resources such as personnel, records, information, housing and physical facilities unavailable for both short term or extended periods.

Use this document to learn about the issues involved in planning for continuity of the institution and its functions, as a checklist of preparation tasks, for training personnel, and for recovering from a disaster.

The Business Continuity Plan will be reviewed annually and revised as business and technology environments change. The plan will be tested as part of an annual incident response testing to ensure that responsible staff are prepared in the event of a disaster.

Audience and Distribution

This plan is primarily addressed to the University of Arkansas Police Department and its Emergency Management Team. They have the responsibility of preparing for, responding to, and recovering from any event that affects our ability to perform our mission.

Continuity/Recovery Staff Responsibilities

Business Services staff representing the units of Management, Procurement/Surplus, IT/RazorBuy, Travel/AP/eBusiness (Department Continuity Team) will be required to execute the Business Continuity Plan in the event of a disaster. Each unit will designate staff to be trained and test the plans annually. All designated staff will rotate job roles in plan testing to ensure that plans are properly executed in the event of a disaster.



BUSINESS SERVICES BUSINESS CONTINUITY PLAN

Worksheet #1: Department Continuity Team (DCT)

Name	Title
Kimberly Williams	Director of Business Services
Linda Fast	Manager of Procurement
Donna Carter	Manager of Travel, AP & eBusiness
Tina Lester	Manager of IT, RazorBuy & Vending
Senior Management: AVCB Colleen Briney	

The duties of the DCT include executing the Business Continuity Plan and its Recovery Procedures to restore the minimal necessary resources to continue operation in a limited capacity until a full recovery can be made. The DCT is responsible for protecting assets of Business Services and maintaining services during a disaster as set forth in this plan.

Worksheet #2: Administration Emergency Contact List

Name	Title	Contact Information	Emergency Contact
Kimberly Williams	Director of BSVC Business Manager	Cell: 479/799-2324 kimwill@uark.edu 6255 W. Grays Gap Rd., Fayetteville, AR 72704 Internet, cell phone and computer capability at home.	Rodney Williams (Husband) 479/283-2770
Ann Gallaher	Executive Assistant BSVC and BA	Cell: 479/841-9928 Home: 479/751-7551 eagallah@uark.edu 17812 Bluff View Dr Springdale AR, 72764 Internet capability, fax, printer, cell phone & computer at home.	Martin Gallaher (Husband) 479/841-9929

II. Recovery Procedures

The following section provides the action plan by departmental unit for resumption of critical processing during or following a disaster.

Procurement

In the event of an incident that limits the ability of key management within procurement, the following worksheet is the line of succession that will be in effect. If during the course of recovery from the incident a person higher up in the list becomes available, that person will assume responsibility. Note: The Line of Succession does not necessarily relate to the order and responsibility for managing the recovery effort.

Worksheet #3: Order of Succession

Name	Title
Linda Fast	Manager of Procurement
Andy Fletcher	Procurement Manager
Karen Walls	Procurement Coordinator



BUSINESS SERVICES BUSINESS CONTINUITY PLAN

Emergency Procurement Information and Forms

Emergency Procurement Procedures (See Appendix A).

Emergency Requisition Procedures (See Appendix B).

Worksheet #4: Procurement Emergency Contact List			
Name	Title	Contact Information	Emergency Contact
Linda Fast	Manager of Procurement	Cell: 501/730-5177 lfast@uark.edu 435 N. Garland Ave. Box 2290, Fayetteville, AR 72701 34728 U.S. Hwy 160, Caulfield, MO 65626 Internet capability, computer & printer available in Fay. Can access email on cell; Hot Spot (As Necessary)	Buddy Fast (Husband) 501/472-4990
Andy Fletcher	Procurement Manager	Cell: 479/225-2648 andyf@uark.edu 1040 Valley View Drive, Fayetteville, AR 72701 Internet capability, computer and printer available in Fayetteville	Joey Fletcher: 479/595-3135
Karen Walls	Procurement Coordinator	Cell: 479/936-6871 Home: 479/631-6536 kwalls@uark.edu 2815 Highland Drive, Rogers, AR 72756 Internet capability and computer available in Rogers * Email and Text on cell phone Home e-mail: inkwalls@cox.net	Frank Walls (Husband): 479/790-1162 Anita Buttram (Mom): 479/636-1654 Mom's Cell: 479/531-3775
Ellen Ferguson	Procurement Coordinator	Cell: 479/409-9164 ellenf@uark.edu 1805 Willard St., Springdale, AR 72762 Internet capability and personal computer available in Springdale. Can access email on cell phone.	Bruce McGee 479/200-0756 Patti Purcell 479/466-5303
Whitney Smith	Procurement Coordinator	Cell: 479/ 841-0169 Home: 479/587-9341 wesmith@uark.edu 1772 N. Sioux Ct, Fayetteville, AR 72701 Internet capability and computer available	Allison Thompson (Sister): 479/841-0186 Randy Knight: 479/644-4822
Linda Hickman	Bid Clerk	Home: 479/582-0293 lindah@uark.edu 102 N. Crider Ave, Greenland, AR 72737 No internet capability or personal computer available	Mary Jane Johnson: 479/442-4139
Kallie Tanner	Data Analyst	Cell: 479/849-5924 kmtanner@uark.edu 2103 N. Garland #1, Fayetteville, AR 72701 Internet capability and computer available in Fayetteville	Crystal Shepard (Mother, not local) 479/849-5923 Oulmide "Sam" Akinola (Boyfriend, Local) 479/502-1312
Wenoah Goodson	Warehouse Manager	Cell: 479/530-5392 goodson@uark.edu 220 Kelsey Ln Farmington, AR 72730 Internet capability at home.	Joy Goodson 479/530-5397

Travel

In the event of an incident that limits the ability of key management within Travel, the following worksheet is the line of succession that will be in effect. If during the course of recovery from the incident a person



BUSINESS SERVICES BUSINESS CONTINUITY PLAN

higher up in the list becomes available, that person will assume responsibility. Note: The Line of Succession does not necessarily relate to the order and responsibility for managing the recovery effort.

Worksheet #5: Order of Succession	
Name	Title
Donna Carter	Travel Manager
Grace Henderson	Travel Supervisor
Shavawn Smith	Travel Analyst

Travel advance payments depend on restoration of electricity, internet service and access to the BASIS accounting system. The Travel office will work with the Treasurer's office and Cash Management to issue emergency travel advance payments where necessary via manual check or wire transfer. The travel office will coordinate emergency payments for travel arrangements by University T-Card where necessary. The travel manager and travel supervisor will work with US Bank via internet portal (if available) or phone where needed to coordinate use of the credit cards. Travel will also work with Cash Management to coordinate wire transfer payments to vendors for travel arrangements where needed.

Worksheet #6: Travel Emergency Contact List			
Name	Title	Contact Information	Emergency Contact
Donna Carter	Manager of Travel, AP & eBusiness	Cell: 479/287-9331 dcarter@uark.edu 13086 Bethel Blacktop Road, Farmington, AR 72730 Internet capability, cell phone and computer available at home.	Billy Carter: 479/263-3285
Grace Henderson	Travel Supervisor	Cell: 501/733-3592 ghenders@uark.edu 1947 Olympic Loop #205, Springdale, AR 72762 Internet capability, cell phone and computer available at home.	Carly Squyres 903/520-0298
Shavawn Smith	Travel Analyst	Cell: 775/830-3276 sms017@uark.edu 1341 N. Heritage Ave., Fayetteville, AR 72704 Internet capability, cell phone and computer available at home.	Michael Bock 775/527-7571
Gina Swanson	Travel Analyst	Cell: 713/598-7206 gswanson@uark.edu 1450 Equestrian Way, Fayetteville, AR 72703 Internet at home.	Todd Swanson 713/410-9668
Will Bailey	Travel Support	Cell: 479/595-4430 wrbailey@uark.edu 11248 Little Elm Rd., Farmington, AR 72730 Internet capability at home.	Sandra Bailey 479/409-5963
Elena Degago	Travel & AP Support	Cell: 479/871-7355 edegago@uark.edu 420 N. Oliver Ave., Fayetteville, AR 72701 Internet capability, cell phone and computer available at home.	Julie Murie 479/871-1772

Accounts Payable

In the event of an incident that limits the ability of key management within Accounts Payable, the following worksheet is the line of succession that will be in effect. If during the course of recovery from the incident a person higher up in the list becomes available, that person will assume responsibility. Note: The Line of Succession does not necessarily relate to the order and responsibility for managing the recovery effort.



BUSINESS SERVICES BUSINESS CONTINUITY PLAN

Worksheet #7: Order of Succession

Name	Title
Donna Carter	AP Manager
Vikki Necessary	AP Supervisor
Becky Bowerman	AP

Invoice payments depend on the restoration of electricity, internet service and access to the Razorbuy and the BASIS accounting system. In the event of loss of service, emergency payments will be made by University P-Card where necessary. Accounts Payable will work with the Buyers to schedule and accomplish payment where needed via P-card. Accounts Payable will also work with Cash Management to coordinate wire transfer payments where needed. The Accounts Payable Manager and P-Card Manager will work with US Bank via internet portal (if available) or phone where needed to coordinate use of the credit cards.

Worksheet #8: Accounts Payable Emergency Contact List

Name	Title	Contact Information	Emergency Contact
Donna Carter	Manager of Travel, AP & eBusiness	Cell: 479/287-9331 dcarter@uark.edu 13086 Bethel Blacktop Road, Farmington, AR 72730 Internet capability, cell phone and computer available at home.	Billy Carter: 479/263-3285
Vikki Necessary	AP Supervisor	Cell: 479/957-5421 vnecessa@uark.edu 2753 E. Par St., Fayetteville, AR 72703 Internet capability, cell phone and computer available at home.	Brian Necessary (Husband) 479/957-6324
Becky Bowerman	AP Support	Cell: 479/601-3471 bowerman@uark.edu 20385 Cedar Bluff Rd., Fayetteville, AR 72701 No Internet capability at home, cell phone available at home.	Jeremy Bowerman (Husband) 479/601-3935
Bobbie Kennedy	AP Support	Cell: 479/595-2508 Home: 479/521-0420 bkenned@uark.edu 4031 Brookhollow Ct., Fayetteville, AR 72703 Internet capability, cell phone and computer available at home.	Don Kennedy (Husband) 479/966-5566

Credit Card Management

In the event of an incident that limits the ability of key management within Credit Card Management, the following worksheet is the line of succession that will be in effect. If during the course of recovery from the incident a person higher up in the list becomes available, that person will assume responsibility. Note: The Line of Succession does not necessarily relate to the order and responsibility for managing the recovery effort.



BUSINESS SERVICES BUSINESS CONTINUITY PLAN

Travel Card

Worksheet #9: Order of Succession	
Name	Title
Donna Carter	Travel Manager
Grace Henderson	Travel Supervisor
Shavawn Smith	Travel Analyst

Procurement Card (includes Voyager* and VWR**)

Worksheet #10: Order of Succession	
Name	Title
Carol Wade	Pcard/eBusiness Manager
Donna Carter	eBusiness Manager
Michael Senkevech	eBusiness/Pcard

*Voyager is managed by Fleet Commander (separate US Bank company), Contact Information:

Ryan Rasnic – Direct (913)725-6244

Direct email: Ryan.Rasnic@usbank.com

Toll Free Voyager Customer Service: 800-278-6191

Main Customer Service Email: VoyagerState@usbank.com

Web address to Voyager Login page:

<https://www.fleetcommanderonline.com/app/auth/home.do>

**VWR Contact Information:

Gwen McCoy-Technical Contact email: Gwendolyn_McCoy@vwr.com

Cell: (Gwendolyn) 856-716-3441

Cassandra Cloninger: Account Rep email: Cassandra_Cloninger@vwr.com

Office: 856-241-5749

Fax: 484-881-6594

In the event of an emergency, if electricity/internet service is available the primary and or alternate contact(s) for each card type can manage the credit cards online. A list of critical contact information and account details for the P-Card and T-card is being maintained by the Travel, Accounts Payable, and eBusiness Manager, see the contacts listed herein. In the event that electricity/internet service is unavailable, credit cards can be managed (ordered, cancelled and credit card limits adjusted) by calling US Bank representative. US Bank Contact – Ashier Vetcick, (855) 250-6421 x156-6273. An authorized contact must call US Bank to make all changes on accounts. The primary contact and alternate(s) for each card type are listed herein. If all alternates are unavailable the State of Arkansas representatives in Little Rock may call on our behalf and request credit limit modifications, order cards, cancel cards.



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- ❖ Darlene Hicks (501) 671-1405 darlene.hicks@dfa.arkansas.gov
- ❖ Access online weblink (managing credit card accounts):
<https://access.usbank.com/cpsApp1/AxolPreAuthServlet?requestCmdId=login>
- ❖ DDSA weblink (download of credit card files): <https://www.ddsa.usbank.com/Main.htm>
- ❖ **The emergency credit card accounts (physical cards) will be stored in the fireproof locked file cabinet at the Business Affairs front desk (ADMIN 321 - 1125 W. Maple St. Fayetteville, AR).** The Travel, Accounts Payable, eBusiness Manager and identified alternate(s) will also maintain a thumb drive and physical copy of the details in a secure location.

Worksheet #11: eBusiness Emergency Contact List			
Name	Title	Contact Information	Emergency Contact
Carol Wade	Pcard & eBusiness Manager	Cell: 479/422-0679 cawade@uark.edu 712 Grant Ave., Prairie Grove, AR 72753 Internet capability at home.	Dewayne Wade (Husband) 479/422-0675
Michael Senkevech	Pcard & eBusiness	Cell: 479/268-8493 masenkev@uark.edu 13874 Dartmoor, Bentonville, AR 72712 Internet capability, cell phone and computer available at home.	Lisa Senkevech (Wife) 479/372-0855

RazorBuy/IT

In the event of an incident that limits the ability of key management within RazorBuy and Information Technology, the following worksheet is the line of succession that will be in effect. If during the course of recovery from the incident a person higher up in the list becomes available, that person will assume responsibility. Note: The Line of Succession does not necessarily relate to the order and responsibility for managing the recovery effort.

Worksheet #12: Order of Succession	
Name	Title
Tina Lester	IT/Vendoring/RazorBuy Manager
Brette Hughes	Program Trainer
Roselea Hernandez	Vendor Maintenance

RazorBuy is dependent on BASIS for approvals to process PO's to vendors. It is also dependent on the Internet for connectivity to Jaggaer data handling and sending out cXML, fax PO's. E-mail PO's could be sent directly from RazorBuy. In an emergency, we would need to restore power, BASIS, and the internet for full functionality. With these in place, personnel could access RazorBuy from offsite locations with Internet connectivity.

It would systematically be possible for the Administrator to expedite processes through RazorBuy and process transactions without BASIS TARGET approvals ONLY if approved and no other means possible, and the Internet was available. A PO could be sent to supplier. Processes and Procedures will need to be developed for this type of Purchase Order as it is outside the normal processing and would require allocation of funds without TARGET approval. This should ONLY be considered a last resort option with



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prior approval of Associate Vice Chancellor of Business Affairs/Financial Affairs, Director of Business Services and Procurement Manager. Recommendation of identifying a cost center for use to process transactions in this type of situation to be billed back to correct department.

Jaggaer Administrator Backup Plan

In the event that the RazorBuy Administrator (currently Tina Lester) was unavailable to perform Jaggaer Administrative duties the alternate of the RazorBuy Training Coordinator (currently Brette Hughes) would be contacted. The Training Coordinator can perform limited backup for the Administrator and can also work with Jaggaer to get additional access if needed.

Secondly, the following plan would be executed. Instruction on how to train a new Administrator. Note: Client Partner for UA at Jaggaer (Currently Will Hughes) can designate a person in the system to role of administrator. Director of Business Services, Administrator and Training Program Coordinator have contact information.

Backup Plan:

- ❖ Jaggaer library include free training snippets (videos) that cover the primary tasks of a shopper, requisitioner which are available to designated administrator. There are also free intro training webinars through Jaggaer University for administrative tasks. Advanced courses are also available at cost to institution. Handbooks are also available to designated administrator from Jaggaer.
- ❖ The site also has all the help tool tips built in to assist new administrators.
- ❖ Jaggaer offers new administrator support/training package which involves:
 - Planning session with education team
 - Access to 5 of the virtual courses
 - 1:1 individual training & support session on any topics that the new admin needs help with.
- ❖ Customer support and Tina are also resources that a new administrator may utilize for assistance.
- ❖ Business Services Jaggaer administrator handbook from prior training available. Administrator processes documented in binders on Administrator bookshelf. Second set of documents located at current administrator's residence and in electronic form on administrator's computer and within Tina's mydocs stored on UA network.



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Worksheet #13: IT/RazorBuy/Vendoring Emergency Contact List			
Name	Title	Contact Information	Emergency Contact
Tina Lester	Manager of IT, RazorBuy & Vendor Mgt.	Cell: 479/957-5744 Home: 479/751-5632 tlester@uark.edu 1665 Lester Cove, Springdale, AR 72762 Internet, printer and computer at home	Dick Lester (Husband) 479/903-3926
Brette Hughes	Training Coordinator	Cell: 870/403-3300 mbhughes@uark.edu W Shoal Creek Ln APT 104 Fayetteville, AR 72704 Internet and computer at home; email on phone	Christal Green (Mother) Not Local 870/245-7447 Kathryne Rocolle (Friend) Local 870/260-1424
Roselea Hernandez	Vendor Maintenance	Cell: 479/366-1924 hernand@uark.edu 3939 S Old Wire Rd Rogers, AR 72758	Rey Hernandez (Husband) 479/366-1923
Judith Drummonds	Administrative Support	Cell: 479/530-8236 Home: 479/756-9578 jdrummo@uark.edu 2597 McRay, Springdale, AR 72762	Doug Drummonds (Son) 479/236-1984 or 479/820-8979

III. Critical Resources and Personnel

The following section lists both the people and items needed for normal operations and minimal requirements for restoring critical operations and related services in a disaster situation.

If the current BSVC office is functional, the entire staff shall report for duty and decisions will be made for job duties and continued reporting based on extent and duration of emergency/crisis. If the current BSVC office is not functional, essential staff (Director of Business Services, Procurement Manager, AP/Travel/eBusiness Manager, P-Card Manager, IT/RazorBuy Manager, Travel Supervisor, a Buyer and a Payer) will report for duty from an alternate work location. Remaining staff will be placed on standby.

The essential function of Business Services and minimum number of employees required to perform each function include:

Worksheet #14: Staffing Requirements	
BSVC Unit	Minimum # of Employees Required
Director	1
Procurement	2
IT/RazorBuy	1
Credit Card/eBusiness	1
A/P	1
Travel	2
Total	8



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Worksheet #15: Office Support Equipment		
Type	Normal	Minimal
Workstations	24	8
Phones	24	1
Laptops	6	0
Ipads	2	0
Fax Machines	5	1
Printers	11	1
Copiers	1	1
Scanners	11	1
Shredders	5	0
Postage Machines	0	0
Local Servers	0	0

IV. Relocation Strategy and Department Operations Center (DOC)

If the event causes loss of facilities for a short, or extended period of time, we need to understand what has to move, when that needs to be done and what functionality of the operations must be carried out. This section defines a Department Operations Center (DOC) for key staff to implement the plan and discuss emergency issue and potential alternate locations to work from if the building were unusable for an extended period of time. This is important for improving communications and assisting in locating individuals.

The Department Operations Center is the place for departmental management and other critical personnel to meet to discuss and subsequently manage the situation. Four sites are suggested, one being a room in the building to use if the building is still functional. The second is a site outside the building-on campus if evacuation is necessary. Third is a site off main campus, but still a UA facility in Fayetteville. The fourth site is a UA facility located outside of Fayetteville. Access to communications (voice and data) is suggested. Establish a liaison with the Incident Commander on the scene or with the University Emergency Contact if it is established for the situation.

The following section lists emergency and alternate operating facilities:



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Worksheet #16: Emergency and Alternate Operating Facilities		
Type	Place	Contact
Emergency Meeting Site	On Campus - Administration Bldg.	DCT
Alternate Emergency Meeting Site #1	Uptown	DCT; Polly Parnell
Alternate Emergency Meeting Site #2	Global Campus	DCT; 855/402-3300; 479/464-5024 uarogers@uark.edu
Alternate Department Operations Site (Inside Our Bldg)	Administration Bldg.; 1st Flr., Rm. 115	Marcia Overby 5-4149 moverby@uark.edu
Alternate Department Operations Site (Outside Our Bldg #1)	On Campus - Mullins Library	User Services 5-4104
Alternate Work Location #2	Uptown	Polly Parnell 5-7543 pparnell@uark.edu
Alternate Work Location #3	Global Campus	855/402-3300; 479/464-5024 uarogers@uark.edu

V. Notification and Communication

In the event of a disaster, notify all persons listed below.

The following worksheets list DCT member contacts and critical additional contacts. The DCT is responsible for keeping these notification worksheets up-to-date though it can be delegated to a person working with the information in the department.

Worksheet #17: DCT Emergency Contact List			
Name	Title	Contact Information	Emergency Contact
Kimberly Williams	Director of BSVC/ Business Manager	Cell: 479/799-2324 kimwill@uark.edu 6255 W. Grays Gap Rd., Fayetteville, AR 72704 Internet, cell phone and computer capability at home.	Rodney Williams (Husband) 479/283-2770
Linda Fast	Manager of Procurement	Cell: 501/730.5177 lfast@uark.edu 435 N. Garland Ave. Box 2290, Fayetteville, AR 72701 34728 U.S. Hwy 160, Caulfield, MO 65626 Internet capability, computer & printer available in Fay. Can access email on cell; Hot Spot (As Necessary)	Buddy Fast (Husband) 501/472-4990
Donna Carter	Manager of Travel, AP & eBusiness	Cell: 479/287-9331 dcarter@uark.edu 13086 Bethel Blacktop Road, Farmington, AR 72730 Internet capability, cell phone and computer available at home.	Billy Carter (Husband): 479/263-3285
Tina Lester	Manager of IT, RazorBuy & Vendor Mgt.	Cell: 479/957-5744 Home: 479/751-5632 tlester@uark.edu 1665 Lester Cove, Springdale, AR 72762 Internet, printer and computer at home	Dick Lester (Husband) 479/903-3926



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Aside from the DCT members already identified, the following worksheet lists contact information for all additional individuals who would need to be notified in the event of an emergency.

Worksheet #18: AVCB Emergency Contact List			
Name	Title	Contact Information	Emergency Contact
Colleen Briney	Associate Vice Chancellor Business Affairs	Cell: 479/871-8235 cbriney@uark.edu 760 N Cedarwood Ave Fayetteville AR, 72701 Internet and cell phone at home.	Pat Briney (Husband) 479/790-5334
Cheryl Canfield	AVCB Financial Manager	Cell: 479/445-7655 canfiel@uark.edu 14020 S Hwy 71 West Fork, AR 72774 Internet at home.	Ben Canfield 479-966-0512 Alex Canfield 479-966-0671
James Ezell	Director of Risk & Property Mgmt.	Cell: 479/879-2117 Home: 479/521-3720 jezell@uark.edu	
Brooke Moore	Workers' Comp Coord.	Cell: 479/575-4195 brookem@uark.edu	

BSVC will need to be in communication with other units on campus to provide assistance in restoring and supporting campus systems during an emergency.

Facilities Management:			
Mike Johnson	Office	575-6601	Cell 263-4157
Bill Thompson	Office	575-6172	Cell 871-0257
Susan Boles	Office	575-6593	Cell 313-5814
Arthur Maton	Office	575-8460	Cell 422-5038
Scott Turley	Office	575-6181	Cell 263-6718
Keith Roberts	Office	575-6185	Cell 305-4066
Kelly Sharp	Office	575-5470	Cell 879-3564

Housing:		
Florence Johnson	Assistant Vice Chancellor for University Housing	479/575-6088
Jeffery Vinger	Dir. Of Residential Facilities	479/575-2217
Stephanie Haase- Good	Buyer	479/575-3478



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Additional UAF Community Contacts:

Worksheet #19: UAF Community Emergency Contact List			
Washington County Department of Emergency Management:			
Primary Number	Operations Center	479/444-1722	
911 Operator	911	479/444-1721	
John Luther	Emergency manager	479/444-1721	jluther@co.washington.ar.us
Website: https://www.co.washington.ar.us/government/departments-a-e/emergency-management			
City of Fayetteville Purchasing Department:			
Purchasing Manager	Andrea Rennie	479/575-8289	aforen@fayetteville-ar.gov
Purchasing Agent	Les McGaugh	479/575-8220	lmcgaugh@fayetteville-ar.gov
Purchasing Clerk	Joanna Main	479/575-8304	jmain@fayetteville-ar.gov
Website: http://www.fayetteville-ar.gov/331/Purchasing			
JB Hunt:			
Corp. Security Mgr.	Jared Robinson	800/643-3622	jared.robinson@jbhunt.com
Website: https://www.jbhunt.com			
Tyson:			
Primary Contact		800/233-6332	
Website: https://www.tyson.com			
Walmart Foundation:			
Program Mgr. Global Disaster	Roger Norman	479/258-2255	roger.norman@walmart.com
Northwest Arkansas Community College Purchasing Department:			
Procurement Srvs. Mgr.	Denton Weddle	479/619-4141	dweddle@nwacc.edu
Procurement Srvs. Spec.	Ruth Brenneman	479/619-4210	rbrenneman@nwacc.edu
VP OFC Learning CAO	Dr. Ricky Tompkins	479/619-4325	rtompkins1@nwacc.edu
Website: http://www.nwacc.edu/web/administrativeservices/procurement%20services			

VI. Business Services Continuity Emergency Checklist

The following are specific tasks related to the Department Continuity Team during an emergency. These are in addition to the usual responsibilities of the individual(s). The Department Continuity Team is responsible for ensuring the listed actions are assigned and completed.



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Worksheet #20: Emergency Checklist			
Item	Task Description	Assigned To	Date Completed
1	Receive notification of emergency. (RazALERT & Senior Mgt) http://emergency.uark.edu/emergency-notification-system/index.php		
2	If necessary, contact for emergency assistance (Fire, Police, EMS)		
3	If evacuation is required, direct staff to Emergency Meeting Site and conduct headcount of personnel.		
4	Notify Department Continuity Team (DCT) and UAF Emergency Management of emergency situation.		
5	Notify campus police (911) for immediate assistance if needed; Police, Environmental Health and Safety and Facilities will respond to life safety, health and facility/utility related events.		
6	Direct and assist emergency personnel as required.		
7	Retrieve BSVC Business Continuity Plan by using Server, hardcopy, flash drive, etc.		
8	Activate the Business Services Business Continuity Plan.		
9	Determine if a Department Operations Center (DOC) or conference call activation is required. If so, notify, Department Continuity Team to report to the pre-defined location. Notify Emergency Management of its location and contact information.		
10	Assess the estimated length of time of the outage, and report the assessment to Department Continuity Team and Incident Commander at the University if necessary.		
11	Review the scope of the problem, noting areas affected, probable duration, location to resume operations, number of users involved, plan for recovery, staff requirements, and staff availability.		
12	Ensure that safety measures are put into effect.		
13	Provide Situation Reports and updates to Emergency Management / University and Senior Management (AVCB).		
14	Prepare Incident Action Plans to facilitate Operations and shift turnovers.		
15	Coordinate and communicate with the various campus continuity team members and the University Incident Commander if additional resources are required. Establish a liaison with the Incident Commander if appropriate.		
16	Initiate staff notification using Contact Lists or other systems.		
17	Initiate external communications for applicable external contacts such as vendors or other third party providers.		



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Worksheet #20: Emergency Checklist			
Item	Task Description	Assigned To	Date Completed
18	Take appropriate preventive measures, such as covering items to protect equipment that will not be relocated and secure critical files and data.		
19	Activate Emergency Account number(s) if needed and Notify Department Continuity Team to charge all activities to this account number.		
20	Essential personnel begin movement to alternate location, if applicable.		
21	Notify remaining staff and appropriate departments for movement to alternate location.		
22	Consider canceling or postponing events, meetings, and/or other activities.		
23	Critical staff have their UAF identification card.		
24	Review policies for sending employees home and/or working from home implement if needed.		
25	Monitor the Department Continuity Team efforts.		
26	Review and assess the damage to the facility. List all departmental equipment and resources affected and the extent of the damage.		
27	Assemble vital files, records, databases, critical equipment and supplies required for re-establishing and performing essential functions at alternate work location.		
28	Notify other departments and customers that operations have shifted to alternate work location.		
29	Establish personnel for duty and support of department		
30	Make sure computer connectivity and phone line transferred to designated alternate location if needed.		
31	Organize staff and account for non-essential personnel. Develop shift rotations if needed.		
32	Determine which essential functions have been affected and prioritize for restoration.		
33	Track status and restoration efforts of all essential functions and provide updated status report to Dept. Continuity Team and University Emergency Management.		
34	Test telephone, fax, e-mail, and other communications.		
35	Ensure all critical equipment, critical software and vital files, records and databases are available at alternate facility location.		
36	Coordinate procurement of additional equipment and supplies, as required.		
37	Set up interim workspace at alternate site.		
38	Address compliance issues if applicable.		



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Worksheet #20: Emergency Checklist			
Item	Task Description	Assigned To	Date Completed
39	Make users/dept.'s aware of degraded services.		
40	etc.)		
41	Test user logins to web-based apps to assure they work properly.		
42	Update voicemail with disaster related messages.		
43	Evaluate transportation needs.		
44	Notify Departments and third party providers of the disaster related event and any changes in processes.		
45	Contact Vendors that support critical processes to request assistance or notify them of a delay.		
46	Contact mail delivery services/notify of any change in location.		
47	Ensure all employees have UAF ID cards/ prepared to show them.		
48	Safeguard sensitive vital records.		
49	Obtain the contact number and status of employees for family matters that may call in.		
50	Set up counseling for employees if needed.		
51	Coordinate the return of processing to the usual functional area, or to a new site, if necessary.		
52	Survey condition of office building and determine feasibility of salvaging, restoring or returning to original offices when emergency subsides or is terminated.		
53	Inventory and salvage useable equipment, materials, records and supplies from damaged or destroyed facility.		
54	Determine loss of the department's inventory for insurance report and document all actions.		
55	Checks and balances to verify what data was lost (hardcopy and electronic).		
56	Develop long term recovery plans.		
57	Site specific services have been recovered.		
58	Test systems to ensure they are working properly.		
59	Track status and restoration efforts of all essential functions.		
60	Conduct transition of all functions, personnel and equipment from alternate location back to designated facility.		
61	Staff relocate to original worksite or a new permanent site.		
62	Non-critical staff have been called back to work.		
63	Business units begin returning to normal operations.		
64	Manual procedures have been incorporated back to normal.		
65	Communication with customers and departments.		
66	Evaluate staffing schedules for workloads/how to get caught up.		
67	Conduct after action review meeting with key staff.		
68	After the recovery effort, meet with the Department Continuity Team members. Analyze the recovery procedures, and make any necessary additions or modifications to this plan.		



Appendix A

Emergency Procurement Procedures

Emergency procurement is defined by Arkansas State Procurement Law as “the acquisition of commodities or services, which if not immediately initiated, will endanger human life or health, state property, or the functional capability of a state agency”.

- ❖ Process procurements as prescribed by State Procurement Law as noted below:

19-11-233. Emergency procurements.

The State Procurement Director, the head of a procurement agency, or a designee of either officer may make or authorize others to make emergency procurements as defined in § 19-11-204(4) and in accordance with regulations promulgated by the director.

R1:19-11-233. Emergency procurements.

- (a) *BIDS. The state agency must, at a minimum, receive three (3) competitive bids unless the emergency is critical. The quotation abstract must show the names of at least three (3) firms contacted in attempting to obtain competition.*
- (b) *APPROVAL. All emergency procurements shall be approved in advance by the State Procurement Director, the head of a procurement agency, or a designee of either officer. Where time or circumstance does not permit prior approval, approval must be obtained at the earliest practical date. Requests for approval shall be made in writing and shall include:*
 - (1) *a copy of the purchase order;*
 - (2) *a copy of the quotation abstract; and*
 - (3) *a written explanation of the emergency.*
- (c) *TIE BIDS.*
 - (1) *Definitions: As used in this section*
 - (i) *“Arkansas company” means a domestic corporation, limited liability company, partnership, or not-for-profit organization as defined by Arkansas law; and*
 - (ii) *“Out-of-state company” means all foreign entities as defined by Arkansas law.*
 - (2) *In the event the lowest prices offered result in a tie bid, the person responsible for awarding a contract must ensure that all offers meet specifications.*
 - (3) *In the event of a tie bid between two or more offers that meet the specifications as required and where one of the offerors is an Arkansas company, then the award shall be made to that Arkansas company.*
 - (4) *In the event of a tie bid between two or more offers that meet the specifications as required*



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- (i) and where at least two of the offerors are Arkansas companies, then an award will be determined by lot (flip of a coin) between those Arkansas companies;*
 - (ii) or if all of the offerors are out-of-state companies, then an award will be determined by lot (flip of a coin) among all the bidders.*
 - (5) The coin flip will be done in the presence of at least one witness by the person responsible for awarding the contract. All witnesses must be employees of the State of Arkansas. A documentation of the coin flip must be included on the tabulation or bid history sheet and be signed by the person responsible for awarding the contract and all witnesses.*
- (d) PROFESSIONAL AND CONSULTANT SERVICES. Emergency procurements of professional and consultant services that total fifty thousand dollars (\$50,000) or less may be procured using the method as described in R1:19-11-233(A) through (C). For those PCS contracts that exceed fifty thousand dollars (\$50,000), the agency chief fiscal officer or equivalent or director, division director or deputy director of an agency, college or university may institute a request for emergency action review of a professional or consultant service contract by providing in writing a request to the Director of State Procurement. The request must detail that to procure using other methods would endanger human life or health, state property or the functional capability of the agency. The State Procurement Director may then approve submission of the contract to the Legislative Council. Under its emergency action procedures, the Co-chairpersons of the Legislative Council and/or the Co-chairpersons of the Legislative Council Review Committee may review PCS contracts on behalf of the Legislative Council, provided a written report of the review process is presented to the Legislative Council at its next regular meeting.*
- ❖ Activate PCards for Buyers, TCards for Travel and adjust levels on PCards for FAMA and Housing staff.
- ❖ Maintain supply of pre-printed / pre-numbered purchase order forms
- ❖ Forms are stored in locked fireproof cabinet in Business Affairs
- ❖ Purchase orders may be typed or hand written on a temporary basis
- ❖ Designate "Runner" to deliver purchase order to department or individual (This will be used if possible, conditions may not allow)
- ❖ Maintain a log with sufficient elements and information to facility manual re-entry (short term emergency) or upload electronically (long term crisis)
- ❖ If unable to reach anyone in the Procurement or Business Services, please contact the Office of State Procurement, Attn: Randy Wright, Deputy Director, for assistance at (501) 324-9316 or email at Randy.Wright@dfa.arkansas.gov



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Appendix B
Procurement Procedures and Forms

EMERGENCY REQUISITION PROCEDURES

Fill in Item Description Page with descriptions of items and/or services for which quotations are being solicited (i.e., equipment make & model numbers, installation services for equipment/software listed, etc.)

Item Description Page

Enter description of services/commodities

Unit Price _____

Quantity _____

Extended Price _____

Shipping and Handling charges,
FOB Fayetteville, Arkansas _____

TOTAL: _____

Special Instructions: _____

Delivery Time: _____

FAX the Item Description Page to at least three vendors likely to be able to provide needed goods or services. Call the vendor to insure that they know the FAX has been sent and understand the need for a quick response. Timeframes for responses can be very short; just be reasonable for the goods requested.

Summarize the vendor responses to the Quotation Abstracts on the Quotation Abstract, Quotation Summary Page.



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Quotation Abstract Quotation Summary Page

Requisition Number: _____ Date: _____

Requestor: _____

Phone: _____

Bidders Contacted: At least three; attach additional abstracts, if necessary.

#1 Company Name: _____

Address: _____

Contact: _____

Phone: _____

Fax: _____

Quote: _____

#2 Company Name: _____

Address: _____

Contact: _____

Phone: _____

Fax: _____

Quote: _____

#3 Company Name: _____

Address: _____

Contact: _____

Phone: _____

Fax: _____

Quote: _____



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The previous form templates will be used to expedite this emergency process until 3 part forms can be ordered.

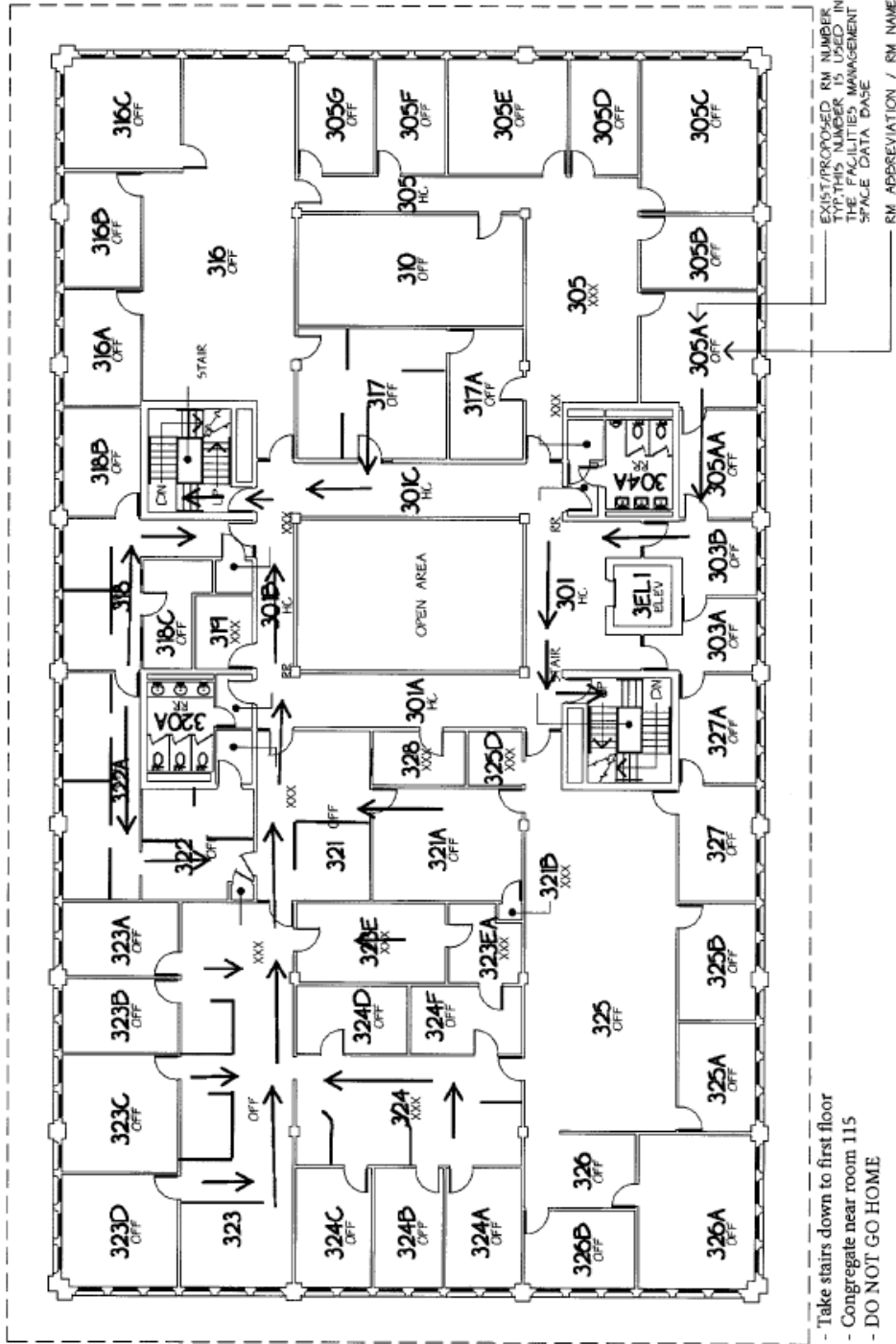
Attach the vendor responses, any contacts or agreements, and the Quotation Summary Page to Requisition(s) made out for the lowest qualified bids.

If quotations are completed during normal University business hours, provide the Requisition, Quotation Abstracts, and any contracts to the Purchasing Office for issuance of Purchase Orders. Due to the immediate need, Purchase Order numbers should be called to the appropriate vendor or copies should be faxed, depending upon the policies of the vendor(s) receiving the order(s).

If the quotations are completed after hours, instruct the appropriate vendors to proceed with processing the order. Obtain the purchasing approvals and Purchase Orders as soon as possible during the next available business hours.

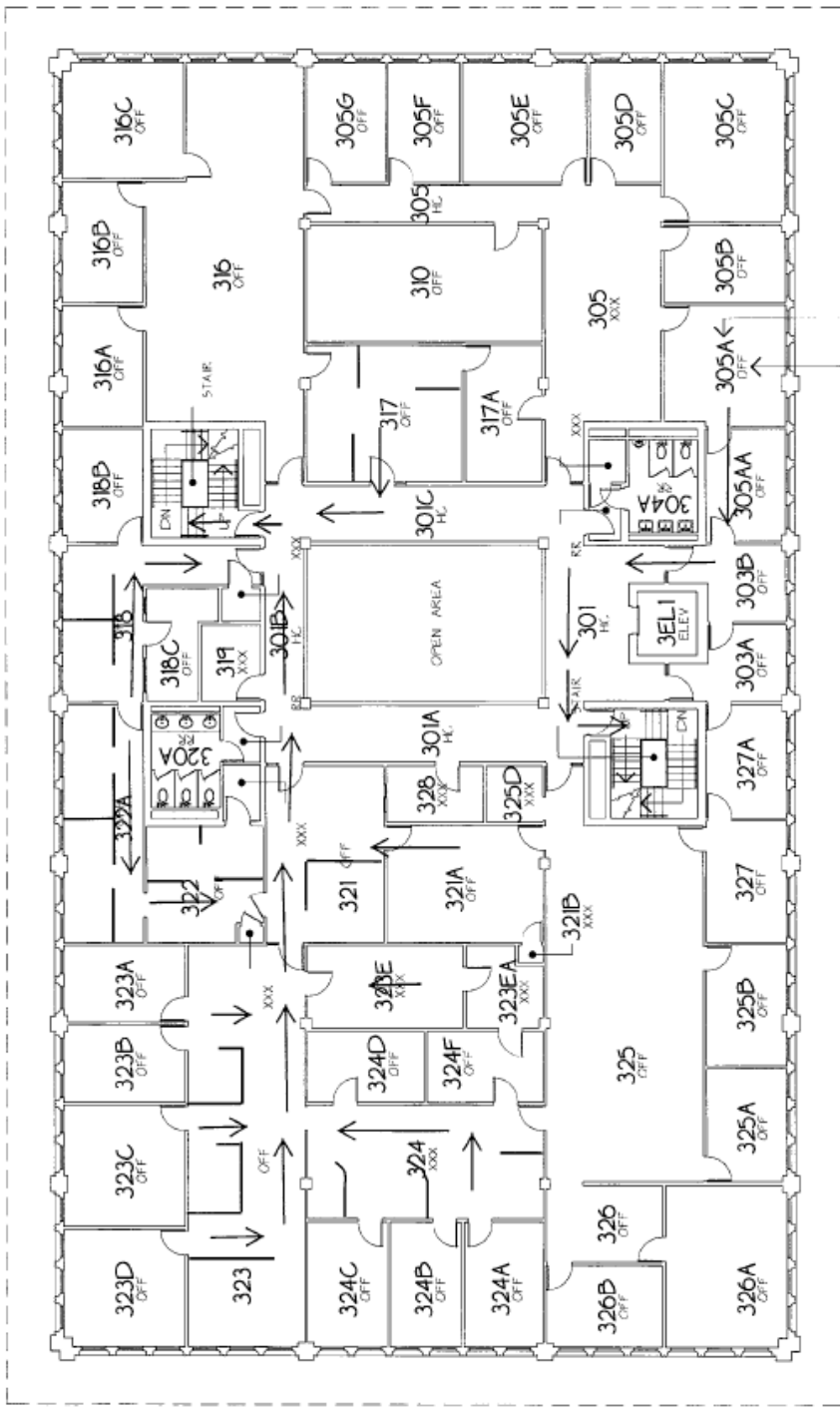
If no University Procurement staff are available, either by phone or email due to the nature of the disaster, instruct vendors to proceed processing order(s) and forward Requisition(s) and Quotation Abstract(s) to the Office of State Procurement, Attn: Randy Wright, Deputy Director, at (501) 324-9316 or email at Randy.Wright@dfa.arkansas.gov to issue Purchase Order(s).

Tornado Route



ADMINISTRATION BUILDING THIRD FLR

Fire Route



- Take stairs down to second floor
- Exit through nearest door
- Head to South Lawn (towards stadium)
- Congregate at designated area
- DO NOT GO HOME



ADMINISTRATION BUILDING THIRD FLR

EXIST/PROPOSED RM NUMBER
IF THIS NUMBER IS USED IN
THE FACILITIES MANAGEMENT
SPACE DATA BASE
RM ABBREVIATION / RM NAME



ADMINISTRATION BUILDING
THIRD FLR

- Remain calm and quiet
- For those with two direction choices use best judgement
- If unable to get to lockdown room, hide quietly beneath desk
- close and lock the door, turn off lights
- call 911 as soon as possible
- Denotes employee direction to remain in office