PURCHASING CONTRACTS AND POLICIES
Computers, Computer Parts/Accessories, Copiers, Printers

NOTE: When purchasing a technology product, the State of Arkansas is required to comply with the Arkansas Technology Access Clause, 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. To comply with this requirement, the U of A community is asked to request a Voluntary Product Accessibility Template (VPAT), or similar documentation to demonstrate compliance, from the supplier in question for the technology product to be purchased. For further information regarding this policy please navigate the Procurement Policy Website.

During COVID-19: UPS, FedEx and DHL will be delivering to Mailing Services ARKU 105. Contact Mailing Services for arrangements regarding mail and package pickup: Phone 575-5640 or 575-5649 or email Accountable Mail Processing acctmail@uark.edu.

I. COMPUTERS: Purchase of computers are subject to the $20,000 bid limit. Be sure to contact the Tech Store for your initial inquiries:

   Sales Floor 575-5414
   Tech Store Website

Computers are allowed to be purchased on the P-Card through the Tech Store and outside of the Tech Store as long as the amount does NOT exceed the single transaction limit on your P-Card, including tax AND freight. See the P-Card website for further information.

When a complete computer system is purchased at the Tech Store, departments may have Microsoft software pre-installed on the computer. Only complete computer systems, servers etc. are covered under the Tech Store contract. Otherwise, if departments are not already participating in the Microsoft Campus Agreement, then departments have the option of purchasing Microsoft Software products through the NASPO ValuePoint Software Contract established at the state level. Purchases under this particular contract must be made through SHI (only authorized reseller).

II. COMPUTER PARTS / ACCESSORIES: Purchase of computer parts are subject to the $20,000 bid limit. Be sure to contact the Tech Store for your initial inquiries:

   Sales Floor 575-5414
   Tech Store Website

III. COPIERS: Please navigate the PMC Solutions Website for lease and purchase options. For general purchasing questions contact Penny Lee Bellard.

Departments in other parts of the state of Arkansas should contact the applicable Procurement Coordinator when in need of a copier placement. An optional purchasing
route for copiers has been established through the Office of State Procurement. For further information, questions and assistance, please navigate the Office of State Procurement contract listing, or contact Tim Hicks.

IV. PRINTERS:
Printers are allowed to be purchased on the P-Card through the Tech Store and outside of the Tech Store as long as the amount does NOT exceed the single transaction limit on your P-Card, including tax AND freight. See the P-Card website for further information.

STATE COMPUTER/PRINTER CONTRACT (Optional): The Office of State Procurement (OSP) has established an optional contract through the NASPO ValuePoint Computer Contract vehicle for all state agencies and institutions concerning the purchase of computer and printer equipment, peripherals and related services. Includes servers, storage, monitors, multifunction printers, audiovisual equipment, instructional equipment, cabling, modems, networking to support server, and client applications such as routers, switches, etc. Purchases under this particular contract must be made through SHI (only authorized reseller). Further information is accessible through the Office of State Procurement contract listing, or contact Shane Phillips.

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