**PCS $0-9,999** – May be processed on a purchase order via submission of a requisition and completed University of Arkansas Vendor ID Form to the Business Services Office prior to performance of the services. Average process time is 24-48 hours. (If services with the same individual or firm exceeds $10,000 in one Fiscal Year, see requirements below for “PCS $10,000 - $20,000”.)

Required Forms: Requisition

 Vendor ID Form <https://pcweb.uark.edu/imagenowforms/fs?form=AVCB_Vendor_Form>

**PCS $10,000 - $20,000** – Requires completion of PCS Contract and mandatory attachments. Contracts are reported to the Office of State Procurement on a monthly basis. Requisition and all forms are to be submitted to the Business Services Office prior to performance of the services. University signature is by UAF Agency Purchasing Official. Average process time is 1-2 weeks.

Required Forms: Requisition

 Vendor ID Form <https://pcweb.uark.edu/imagenowforms/fs?form=AVCB_Vendor_Form>

 PCS Contract <https://www.dfa.arkansas.gov/images/uploads/procurementOffice/pcs1.pdf>

 Contract & Grant Disclosure <https://procurement.uark.edu/_resources/documents/cgcf.pdf>

 Immigrant Certification <https://procurement.uark.edu/_resources/documents/immigrant.pdf>

 Equal Opportunity Policy <https://procurement.uark.edu/_resources/documents/eopd.pdf>

**PCS $20,001 - $49,999** – All of the $10,000 - $20,000 requirements **PLUS** one of the following:

Three Bid Quotations (may also use Request for Proposal process if applicable; will add 4-8 weeks to the average process time)

Special Procurement Justification <https://procurement.uark.edu/_resources/documents/Special_Procurement_Justification_Blank.docx>

 Sole Source Justification

 <https://procurement.uark.edu/_resources/documents/PCS_SoleSourceJustification_Instructions.doc>

NOTE: The sole source method is only used in very limited situations. Contact Procurement for further information.

**PCS $50,000 – $74,999** – All of the $20,001 - $49,999 requirements **PLUS** the following:

 Signature/approval by University of Arkansas System

 Signature/approval by Office of State Procurement

 Signature/approval by Legislative Council

 Average process time is 6-8 weeks.

**PCS $75,000 & Above** – All of the $50,000 - $74,999 requirements **PLUS** the following:

Instead of 3 bid quotations, completion of the formal Invitation for Bid or Request for Proposal process is required. This adds 4-8 weeks to the average process time.

**GENERAL INFORMATION:**

* All reviews and approvals must occur prior to contract beginning date.
* Amendments to extend ending date and/or adjust funding require the same steps as above.
* Legislative Council may review or exempt from review any contract or group of contracts.
* The University’s Vice Chancellor for Government Relations (or designee) is present at all Legislative Council meetings. At the Vice Chancellor’s discretion, a person with detailed knowledge of the contract may also be required to attend.
* Architectural, interior design and engineering services contracts require additional justification and review process. Contact Procurement <https://businessservices.uark.edu/directory.php#Procurement> for further information.

Additional information and instructions can be found on the Procurement website and the Office of State Procurement website:

 <https://procurement.uark.edu/professional-contract-services.php>

 <https://www.dfa.arkansas.gov/procurement/professional-consultant-services/>

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