

TYPE OF CONTRACT	DOLLAR AMOUNT	REQUIREMENT	DFA CONTRACT REPORTING	
COMMODITIES (Services do not fall under this category)	Up to \$20,000.00	Small Order - No quotes required	N/A	
	*Act 1080 of 2017 allows no bid procurement up to \$40K if from a certified minority business or certified woman-owned business.			
	\$20,000.01 - \$75,000.00	Three (3) Quote Bids Required	N/A	
	\$75,000.01 +	Competitive Sealed Bid (IFB)	Governor's Office approval if greater than \$2M	
*ACA 25-1-503: Israel Boycott Restriction Form - Prior to issue of any contract/purchase order with a value of \$1,000.00 or greater, the issuing Agency must obtain a written statement that the intended awardee does not currently engage in, and agrees that for the aggregate term of the contract, they will not engage in a boycott of Israel. Do not have to obtain for renewals or extensions.				
TECHNICAL/GENERAL SERVICES (TGS) - IFB or RFP	Up to \$20,000.00	Small Order - No bid required	One Term Only Contracts - ICA \$25,000.00 - \$49,999.99-Monthly Reporting via EASE Portal	
	*Act 1080 of 2017 allows no bid procurement up to \$40K if from a certified minority business or certified woman-owned business.			
	*If using RFP, award is made using all evaluation factors, including but not limited to pricing. Pricing weight must be at least 30%.	\$20,000.01 - \$75,000.00	Three (3) Quote Bids Required	Multiple Term Contracts- ICA \$25,000.00 - \$49,999.99 & TPC below \$350,000.00/Monthly Reporting Via EASE Portal
		\$50,000.00+	Submit for Legislative Review	
	75,000.00+	Competitive Sealed Bid & Legislative Review		
*ACA 25-1-503: Israel Boycott Restriction Form - Prior to issue of any contract/purchase order with a value of \$1,000.00 or greater, the issuing Agency must obtain a written statement that the intended awardee does not currently engage in, and agrees that for the aggregate term of the contract, they will not engage in a boycott of Israel. Do not have to obtain for renewals or extensions.				
*Act 157 of 2007 requires Illegal Immigrant Contractor Disclosure Certification for contracts with an ICA of \$25,000.00+; contractor must certify online at DFA website.				
*Act 2157 of 2005 requires vendors responding to a solicitation to submit latest copy of Equal Opportunity Policy.				
*E098-04 requires contractors to complete the Contract & Grant Disclosure & Certification form on all contracts with an ICA of \$10,000.00+; buyer must get from contractor and report quarterly online @ DFA.				
*Service contracts with a contract amount of at least \$1,000,000 in a single contract year or \$7,000,000 total projected cost must contain Performance Standards.				
PROFESSIONAL/CONSULTANT SERVICES (PCS)	Up to \$20,000.00	Formal Solicitation Not Required	One Term Only Contracts - ICA \$25,000.00 - \$49,999.99-Monthly Reporting via EASE Portal	
	*Act 1080 of 2017 allows no solicitation procurement up to \$40K if from a certified minority business or certified woman-owned business.			
	\$20,000.01 - \$75,000.00	RFP or RFQ (Need at least 3 Responses)	Multiple Term Contracts- ICA \$25,000.00 - \$49,999.99 & TPC below \$350,000.00/Monthly Reporting Via EASE Portal	
	\$50,000.00+	Submit for Legislative Review		
	75,000.00+	Competitive Sealed Bid (RFP or RFQ) & Legislative Review		
	*If using RFP, award is made using all evaluation factors, including but not limited to pricing. Pricing weight must be at least 30%.			
	*If using RFQ, consider qualification or specialized expertise in response to scope of work; does not require pricing.			

***On-Call PCS contracts should be rebid every seven (7) years; they are used for minor projects that are time critical and remodeling projects that do not exceed \$1,000,000.00.**

***Service contracts with a contract amount of at least \$1,000,000 in a single contract year or \$7,000,000 total projected cost must contain Performance Standards.**

***Act 157 of 2007 requires **Illegal Immigrant Contractor Disclosure Certification** for contracts with an ICA of \$25,000.00+; contractor must certify online at DFA website.**

***Act 2157 of 2005 requires vendors responding to a solicitation to submit latest copy of **Equal Opportunity Policy**.**

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CO-OP CONTRACT SPEND	Any Dollar Amount	<i>Under review at TSS as of 11.06.19</i>	Cooperative spend must be reported annually to Legislative Council.
ALL CONTRACT TYPES/VPR'S	Any Dollar Amount	VPR's - Vendor Performance Reports required for substandard performance only.	*VPRs shall be reported if the vendor fails to satisfy the performance-based standards in the contract that represents a material deviation. VPR is filed monthly until the vendor has performed satisfactorily for at least 90 days. Report via EASE portal.
LOCAL FOOD PURCHASES	Any Dollar Amount	Goal is 20% - See 15-4-3804.	Report spend on local and food products.
CAPITAL IMPROVEMENT OR REPAIR	Up to \$25,000.00	Small Order - No quotes required	N/A
	\$25,000.01 - \$35,000.00	Three (3) Quote Bids Required	N/A
	\$35,000.00+	Formal Bidding	Procedures Outlined by DBA

MINORITY VENDOR INFORMATION

State of Arkansas Minority Vendor Definition:

"Minority" means a **lawful permanent resident of Arkansas** who is:

- African American;
- Hispanic American;
- American Indian;
- Asian American;
- Pacific Islander American;

A service-disabled veteran as designated by the United States Department of Veterans Affairs; or
 A women-owned business enterprise.

*Minority business enterprise means a business that is at least 51% owned by one or more minority persons.

Vendors can find information about the certification process at:

<http://www.arkansasedc.com/divisions/minority-and-women-owned-business-enterprise>

Minority Purchasing Goals - 15% of budget (total of qualifying expenditures).

Minority Business Enterprises - 10% & allocated as follows:

- 2% - Service-disabled verteran
- 8% - All others

Women-owned business enterprise - 5%