

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)	N/A
TECHNICAL/GENERAL SERVICES (TGS) - IFB or RFP *If using RFP, award is made using all evaluation factors, including but not limited to pricing.	Up to \$20,000.00	Small Order - No bid required	\$25,000.00 - \$99,999.99-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.		
	\$20,000.01 - \$75,000.00	Three (3) Quote Bids Required	
	\$75,000.01 - \$99,999.99	Competitive Sealed Bid	
	\$100,000.00 +	Competitive Sealed Bid & Legislative Review	

*Solicitation must include **Acceptable Standards Table** on contracts \$25,000.00+.

*Act 157 of 2007 requires **Illegal Immigrant Contractor Disclosure Certification** for contracts \$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**.

*EO98-04 requires contractors to complete the **EO 98-04 form** on all contracts \$25,000.00+; buyer must get from contractor and report quarterly online @ DFA.

*For reporting purposes, must consider total projected cost of contract.

PROFESSIONAL/CONSULTANT SERVICES (PCS)	Up to \$20,000.00	Formal Solicitation Not Required	\$10,000.00 - \$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)	
	\$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.		
	*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.

*Solicitation must include **Acceptable Standards Table** on contracts \$25,000.00+.

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

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COOPERATIVE CONTRACT SPEND	Any Dollar Amount	Thresholds do not apply to cooperative purchases.	All Co-Op Spend Must Be Reported via Data File Upload to DFA
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ALL CONTRACT TYPES	Total Projected Cost of 25,000 + excluding property leases & construction projects.	VPR's - Vendor Performance Reports	*Below Standard Performance-Submit VPR at time of occurrence & again at end of 3 month reporting period; Report via EASE portal.
			*Term Contracts – Every 3 months of contract term and final VPR at end of contract term; Report via EASE portal.
			*Firm Contracts – Submit VPR after final delivery has been received; Report via EASE portal.
LOCAL FOOD PURCHASES	Any Dollar Amount	Goal is 10%; See Act 617 of 2017.	Report spend on local and food products.

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%