Current State of Arkansas Bid Limits

Less than \$20,000-no bid required

\$20,001-74,999-Informal bid, state contract, cooperative contract, or current ATU contract required. \$75,000 and over-Formal sealed bid, Request for Proposal issued, state contract, cooperative contract, or ATU contract required. \$74,999 or \$75,000 and **Need Identified** less? \$20K or less? over Yes Research how to meet the Yes need. Procurement is a great resource! Department Requestor enters the contacts requisition. Requisition Does state, coop., or ATU Does state, coop., or ATU Procurement for completes the electronic contract exist? contract exist? contract approval cycle. information. Is the purchase amount under No Procurement evaluates No \$1,000? Procurement or the purchase or An informal An informal Department compliance to ATU policy Certified minority invitation for bid contacts vendo nvitation for bid and State of Arkansas owned business may must be issued for quote. must be issued Procurement Law. be used for up to \$40,000. Procurement. Procurement. Department Department Procurement issues and obtains quote Department prints purchase order. Department Pcard may be used to from vendor. requisition with complete the purchase contacts Department requisition with Procurement to contacts discuss bid Procurement to spend to requirements discuss bid reserve funds spend to Departmental copy of PO requirements. for purchase. arrives in the requestor's for purchase. email inbox. Procurement prepares and Sealed Procurement RFP is evaluated releases Invitation for prepares and Good is received or service Invitation for by committee Bid is evaluated releases Sealed is performed. and awarded by Bid. and awarded by Invitation for Procurement. Procurement. Bid or RFP.

Bid is opened at

scheduled date

and time and

awarded by

Procurement.

Department approves

departmental PO and sends

to Accounts Payable for

payment.