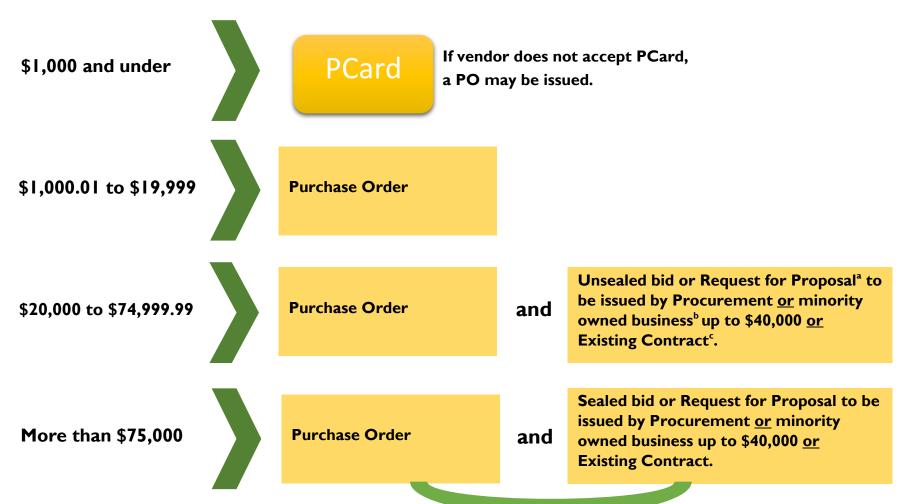


Procurement Quick Reference Guide



ATU Procurement quick reference guide

a. Request for Proposal

• An RFP is a form of solicitation used when award is based on a variety of factors including but not limited to cost. Contact Procurement for direction on how to complete an RFP and other options for formal solicitation.

b. Minority Owned Business

- AR Act 1080 allows for double the bid limit to be spent with a minority-owned business and defines minority-owned business as those being 51% or more owned by a lawful permanent resident of the state who is:
 - o African American
 - Hispanic American
 - American Indian
 - o Native American
 - o Disabled Veteran
 - o Woman

c. Existing Contracts

• ATU may be able to use existing contracts from the State of Arkansas, intergovernmental contract, and purchasing consortiums.

Things to Remember

- Contact Procurement for assistance if you are working on a complex purchase, including purchases with a contract or solicitation.
- ATU designates the ability to sign contracts to certain officers. Find the Signature Authority Delegation list here.
- Dollar thresholds are based on a single procurement or overall contact spend. Details may vary, please contact Procurement with specific questions.

If you have a unique situation not covered in this quick reference guide, contact Procurement for assistance at 479-968-0269 or purchasing@atu.edu.