

LITTLE ROCK PROCUREMENT

Embrace Change
Drive Innovation
Create Results



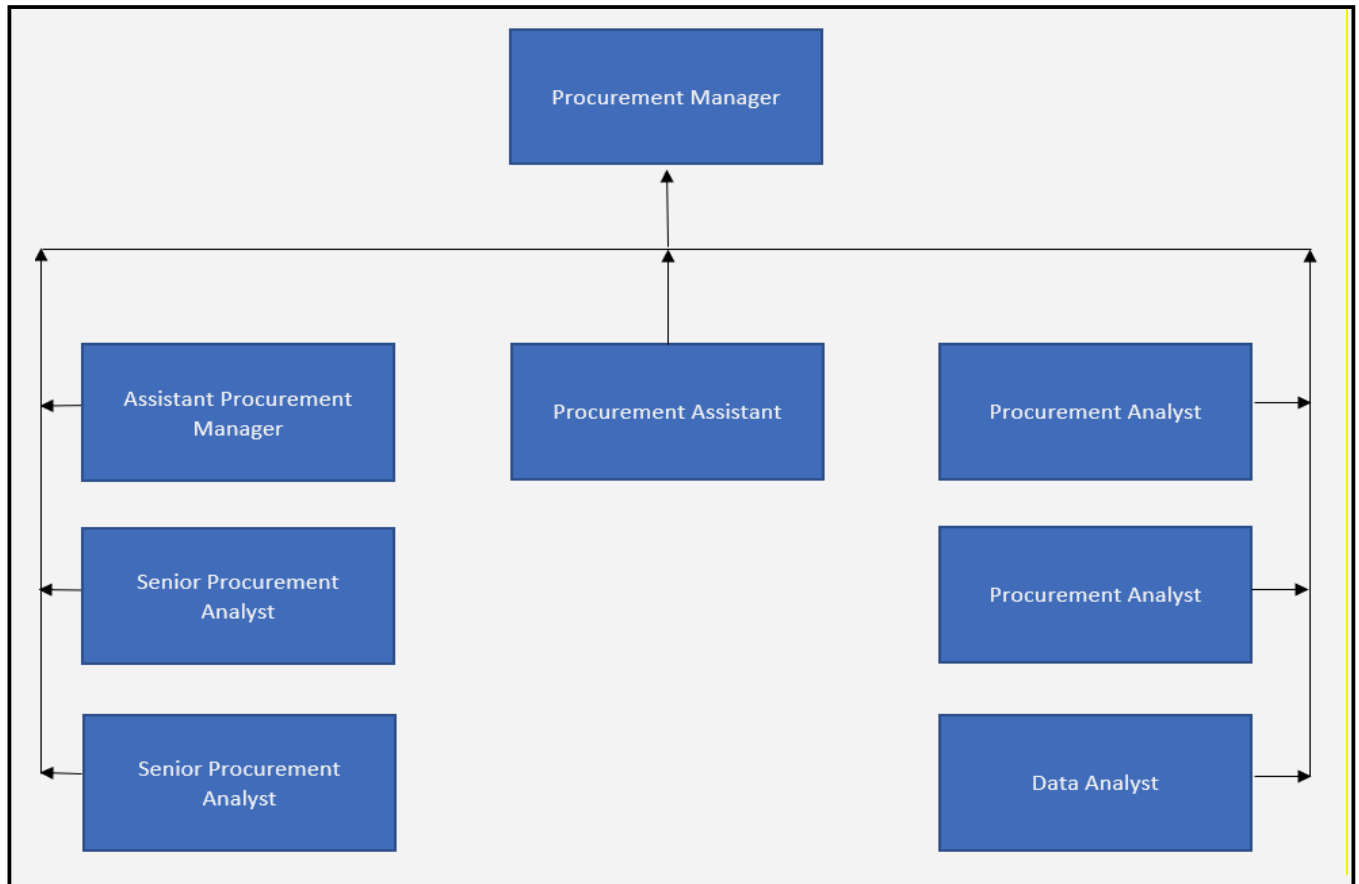
QUICK REFERENCE GUIDE

- Policies
- Procedures
- Tips and Tricks

OCTOBER 2022 EDITION

The City of Little Rock Procurement Division is a centralized procurement office that has the responsibility to locate and secure materials, supplies, equipment, and related services as required by various Departments within the City of Little Rock.

The City of Little Rock Procurement Division is an active member of the National Institute of Governmental Purchasing (NIGP) and the Arkansas Chapter of NIGP.



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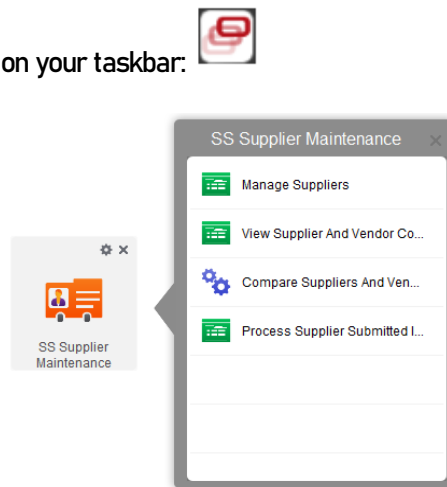
SUPPLIERS AND VENDORS

SUPPLIER VALIDATION PROCESS:

A Supplier is a registered individual or business seeking to do business with City of Little Rock. A Supplier account is required for all entities wishing to engage in bidding or contracting with the City. Not all Suppliers have Vendor accounts if they have not yet moved into that status, but all Vendors must have a Supplier account, unless they are exempt.

A list of Suppliers is in SSCM [Infor Rich Client].

The SSCM application icon will be on your taskbar:



For Supplier validation – The Procurement Division will receive a notification via the LRPurchasing e-mail inbox indicating that an entity has registered as Supplier in the Supplier portal. The email will show the new Supplier's number. Procurement will validate and process the Suppliers.

To register, a Supplier must navigate to the City of Little Rock's Procurement Division website and select "New Vendor Registration".



The business entity is required to create a username and password, enter their personal contact information, answer a series of questions that, at minimum, will require the upload of a current and signed W-9 form, designate whether they are a minority owned business, and attach a commodity code to themselves.

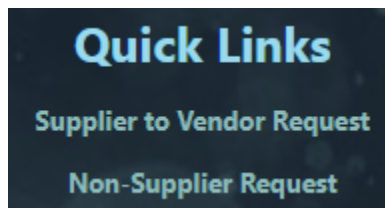
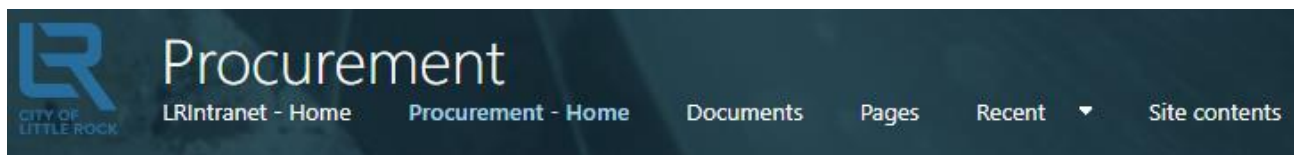
A Vendor is an individual or established business that has done business or wishes to continue to do business with the City of Little Rock. All Vendors must be Suppliers. If a current or past Vendor account is inactivated, they must create a Supplier account via the City website in order to do business with City again.

A Vendor may be exempt from the requirement of being a Supplier if they fall under any of the following categories:

- City of Little Rock Employees (No W9 required)
- Government Agencies (W9 required)
- Payroll Vendors (W9 required)
- Petty Cash Vendors (No W9 required)
- Refund Vendors (No W9 required)
- Death Benefits (W9 required)
- Rent Assistance (W9 Required)
- Right Of Way (W9 Required)
- Fees & Memberships (W9 Required)

When a Department requires a Vendor account be set up, either as a current Supplier becoming a Vendor, or a Vendor without a Supplier account, they must send a formal request via Procurement's SharePoint website located here: <http://lrintranet/sites/procurement/SitePages/Home.aspx>

All W9's have to be signed & dated in the last 12 months.



Supplier to Vendor Approval Form

This form is for when a department would like to request a registered supplier should be turned into a vendor.

All suppliers will need to be validated (W9& Commodity Code Required) before a vendor account can be established.

*****This form must be completed by a City Department Representative. *****

LOCATING SUPPLIERS IN SSCM

1. In SSCM's search field, key in "Manage Suppliers".
2. Once the page has loaded, navigate to the Search tab.

The screenshot shows the 'Suppliers' page in the SSCM system. At the top, there's a 'Suppliers' header with a refresh icon. Below it, a navigation bar includes tabs for 'Suppliers', 'Supplier Hierarchy', 'Performance Analysis', 'Search' (which is highlighted in blue), 'Alerts', 'Qualified Vendor List', 'Diversity Search', and 'Suppliers by Commodity'. Under the 'Search' tab, there are several search criteria fields: 'Supplier', 'Doing Business As', 'Vendor', 'City', 'Postal Code', 'Global Location Number', 'Supplier Name', 'Status', 'Tax Id', and 'State'. Each field has a corresponding input box or dropdown menu.

3. You will see multiple options by which to search for your Supplier.
4. Key in your preferred search term, and press Enter.

LOCATING MINORITY-OWNED BUSINESS SUPPLIERS IN SSCM

1. Within this same search function, you will find the "Diversity Search" tab.
2. To navigate the Supplier base of Minority and Women-Owned Businesses, navigate to the "Diversity Search" tab.
3. The fields will automatically populate with all Suppliers who are in current Certified or Self-Reported status, along with their respective description(s).

The screenshot shows the 'Suppliers' page with the 'Diversity Search' tab selected. The navigation bar now highlights 'Diversity Search'. Below the navigation bar, there are icons for 'Actions', 'Options', 'DrillAround™', and a search icon. The main content area displays a table with the following columns: 'Supplier Diversity Response', 'Name', 'Description', and 'Supplier'. The table is currently empty, showing only the column headers.

Supplier Diversity Response	Name	Description	Supplier
-----------------------------	------	-------------	----------

LOCATING VENDORS IN LAWSON

1. In Lawson's search field, key in AP10 and press enter.

A screenshot of the Lawson search bar. It features a search field with the text 'AP10' and a search icon (magnifying glass) to its right. To the left of the search field are several icons: an information icon, a window icon, a grid icon, and a dropdown arrow. To the right of the search field are a 'Show' button, a question mark icon, and another dropdown arrow.

2. In the field "Vendor Group", type 100 for CLR Vendor Group.
3. Click the arrow in the field labeled "Vendor" to launch the "Select Vendor Screen".

A screenshot of the 'Vendor - PROD/AP10.1' screen. The screen has a blue header bar with the title 'Vendor - PROD/AP10.1'. Below the header is a toolbar with various icons and a dropdown menu. The main area contains several fields for vendor information, including 'Vendor Group' (set to 100), 'Vendor', 'Vendor Class', 'Process Group', 'Tax ID', 'Pay Vendor', 'Effective Date', 'Address 1' through 'Address 5', 'City or Address 5', 'State or Province', 'Postal Code', 'Country', and 'Region'. There are also buttons for 'Vendor Bank', 'Customer', 'Approval', 'Locations', 'Tax Info', 'Carrier', 'Check digit Type', and 'Mult Pay Ven'.

4. In the "Select Vendor" form, in the field "Search Name", type in a ~ symbol to search for Vendors of a like name. Usually only one key word is needed.


A screenshot of the 'Select Vendor - PROD' screen. It shows a table of vendors with the following columns: Search Name, Status, City, Postal Code, and Number. The search name is set to '~Janitorial'. The status is set to 'Active'. The table lists several vendors, including A & D JANITORIAL LLC, AKINS JANITORIAL SERVICE, CLEAN TEAM II JANITORIAL SERVI, FRESH N CLEAN JANITORIAL SERVI, JANITORIAL DOCTORS INC, JANITORIAL SERVICE, L C & A JANITORIAL SERVICE INC, LC&A JANITORIAL SERVICE INC, THREE SMITHS JANITORIAL, and V&A JANITORIAL SERVICE.

Search Name	Status	City	Postal Code	Number
~Janitorial	Active			
A & D JANITORIAL LLC	Active	Little Rock	72205	27903
AKINS JANITORIAL SERVICE	Active	Little Rock	72206	12701
CLEAN TEAM II JANITORIAL SERVI	Active	LITTLE ROCK	72114	25554
FRESH N CLEAN JANITORIAL SERVI	Active	LITTLE ROCK	72209	23767
JANITORIAL DOCTORS INC	Active	Benton	72015	25510
JANITORIAL SERVICE	Active	little rock	72204	27174
L C & A JANITORIAL SERVICE INC	Active	Little Rock	72211	27802
LC&A JANITORIAL SERVICE INC	Active	Little Rock	72231	23504
THREE SMITHS JANITORIAL	Active	LITTLE ROCK	72204	2230
V&A JANITORIAL SERVICE	Active	North Little Rock	72117	25555

5. Choose "Active" in the "Status" field and this will provide a list of Vendors. Their number is listed within the row.

ACCESSING INFOR/LAWSON AND SSCM

There are two systems utilized most often for purchasing and procurement related duties. Both applications have distinctive features.

Infor/Lawson has this icon: 


SSCM has this icon: 

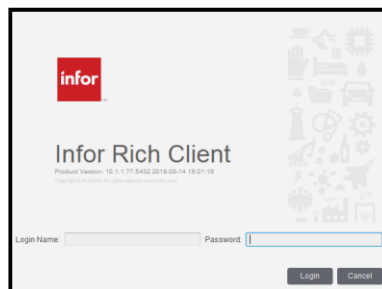
To access Lawson, navigate to LRIntranet and select "Log into LAWSON". This link will take you straight to Ming.le. Login information will be the same as your computer login. Select the globe icon.



The Lawson-Smart Office application is dual networking systems: Requisition Center (RQC)– Web Entry Procedure applications. The system allows you to create purchase requisitions, establish a user to be as either a Requester (a user who places orders) or an Approver (a user who approves orders) and many other duties.

(Helpful note: A requester may only have one approver, but a single approver can approve for many requesters. To request new, revised, or additional access, RQC Access is established by Procurement-IT unit for each user.)

The second application is SSCM. SSCM's functionality is just as pivotal as Lawson's. To access the system, navigate to this icon: . Login information will be the same as your personal computer login.



Once you enter the SSCM application there will be multiple icons with different systems functionality. Through selecting an icon, you will be able to access such features as Supplier resources, contract information, bid events, and many more. Access to certain functionality and features is established based on established Departmental needs.

BECOMING A REQUESTOR

Each Department or division with the City of Little Rock should have an assigned Departmental requester. This assigned staff member has been designated to carry out duties such as entering requisitions, placing orders from third-party accounts, request(s) to establish Vendors account(s), and perform Departmental buyer's activities, where applicable, such as purchasing goods or services that meet the quantity and quality expectations of the Departmental unit.

How to become a Departmental requester:

Step-1: The Department head will assign a designated staff person to become a requester.

Step-2: After the Department head has assigned this role to a staff member, the Department head sends an email to the Procurement Division to request for systems approval for that individual.

Step-3: The Procurement Division will email the appropriate IT personnel to assign that staff member be issued requestor access and systems role(s).

Step-4: A confirmation e-mail from IT to the Procurement Division and the Department head will be sent, signifying that the assigned staff member has gained requestor status.

TAXES

What is tax?

-A charge usually of money imposed by authority on persons or property for public purposes; a sum levied on members of an organization to defray expenses.

Effective January 1, 2022, the City of Little Rock tax rate is 8.625%

Effective July 1, 2013, the State Use Tax rate is the same as the Sales Tax rate, 6.500%.

Sales & Use Tax

The sales and use tax rate for the State of Arkansas is 6.5% imposed on sales of tangible personal property and various types of services. Food and food ingredients are taxed at a reduced rate of .125%. The Department of Finance and Administration strongly enforces the use tax on purchases made out-of-state when no sales tax has been paid to another state.

Local Sales Taxes

Pulaski County levies a 1.0% sales tax on goods and services purchased in the county. This tax is remitted directly to the State of Arkansas, Department of Finance and Administration. The City of Little Rock levies a 1.125% sales tax on goods and services purchased in the City. This local tax is remitted directly to the State of Arkansas, Department of Finance and Administration by Vendors collecting the tax.

Sales Tax	Use Tax
➤ Tax imposed on retailer	➤ Tax imposed on consumer who do not pay sales tax at the time of purchase
➤ Seller reports and pays the sales tax due on items sold at retail in Arkansas	➤ Out-of-state retailers engaged in business in Arkansas must collect and pay use tax on items sold to Arkansans
➤	➤ Tax on tangible personal property purchased out-of-state and brought into Arkansas for use, storage, consumption, or distribution.
➤	➤ Tax designed to assure fair competition between Arkansas businesses and out-of-state businesses.

Businesses and individuals should pay Use Tax if they:

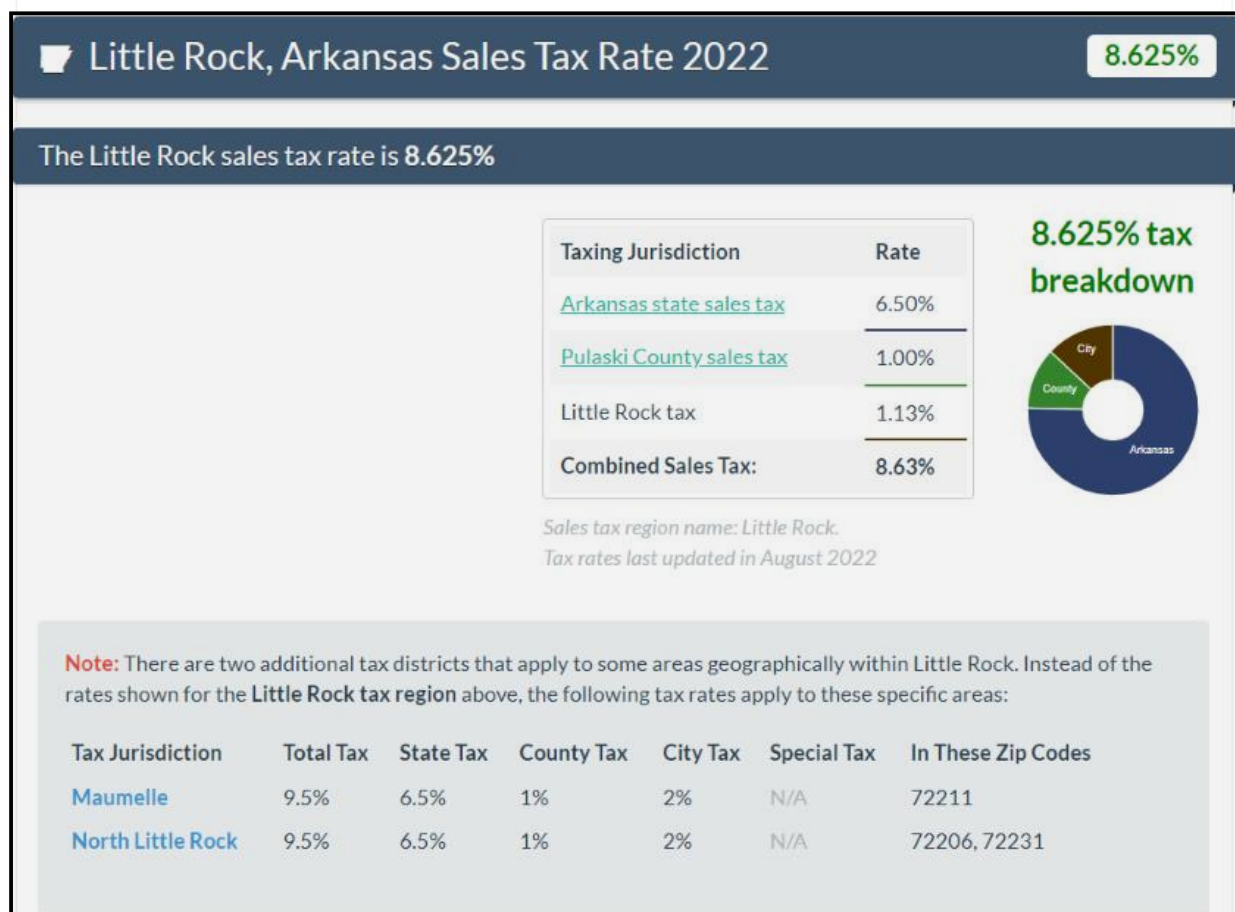
- Purchased items outside Arkansas that would be taxable if purchased in Arkansas (including items from catalogues, TV advertisements, magazines, the Internet, etc.)
- Use, store, consume, or distribute these items in Arkansas, and
- Have not paid Arkansas sales tax or an equivalent amount to another state.

In-state Sales

The state of Arkansas follows what is known as an Origin-based sales tax policy. This means that long-distance sales within Arkansas are taxed according to the destination. This policy applies to state, county, and City sales taxes.

Out-of-state Sales

Arkansas businesses only need to pay sales tax on out-of-state sales if they have nexus in other states. Nexus means that the business has a physical presence in another state.



Tax Exempt

Tax-exempt refers to income or transactions that are free from tax at the federal, state, or local level. The reporting of tax-free items may be on a taxpayer's individual or business tax return and shown for informational purposes only. The tax-exempt article is not part of any tax calculations. Tax-exempt may also refer to the status of a business or organization which has limits on the amount of income or gifts which are taxable. These organizations include religious and charitable institutions.

Tax-Exempt Organizations

An exempt organization that has \$1,000 or more of gross income from an unrelated business must file Form 990-T. An organization must pay estimated tax if it expects its tax for the year to be \$500 or more.

A 501(c)(3) nonprofit corporation is a charitable organization that the IRS recognizes as tax-exempt. This type of organization does not pay income tax on its earnings or on the donations it receives. Also, any taxpayer donations may reduce a taxpayer's taxable income by the donation amount. This incentive encourages private charity and makes it easier for nonprofits to raise money.

A 501(c)(3) is a charitable organization involved in religious, charitable, educational, literary, preventing cruelty to animals and children, fostering amateur local and international sports competitions, testing for public safety, and scientific activities or operations.

REQUISITIONS

All purchases must be approved at the appropriate level based on the total amount and/or activity of the purchase. A requisition must be completed for all purchases over \$1,000 and for all Vendors who require a Purchase Order.

There are three general requisition types.

- Requisition → Purchase Order
- Requisition → Bid Event
- Requisition off of a Contract

Supporting documents are required at the time the requisition is submitted.

Supporting documents include a quote/estimate and any necessary approvals from the Procurement Division, Grants Department, City Manager/Mayor, or the Board of Directors.

Supporting documentation must match the requisition. If there are multiple lines on the document, there should be multiple lines on the requisition.

If given an invoice for any reason, please contact Procurement prior to entering your requisition.

Purchases \$5,000 and up require competitive bidding unless an exemption applies.

For requisitions that did not go to competitive bidding, there are key documents that must be provided to Procurement to process: A Cooperative Purchasing agreement, a Competitive Exemption document that must be signed by the Procurement Manager, or a State Contract number.

For any purchase over \$1,000, a Vendor may not perform services or accept an order until a Purchase Order is generated.

Entering a requisition for a service already performed, or an item already received, is against Procurement Policy.

PURCHASING GUIDELINES

Updated January 2021

Threshold (excluding Taxes)	Goods & Services (ITB or RFP)	Construction (ITB)	Professional Services (RFQ)	REQ/PO Required	Competition	Approval Level
\$0 - \$999.99	Annual Purchase Order (APO) / Open Market					Department Director
\$1,000.00 - \$4,999.99	Annual Purchase Order (APO) / Open Market			X		Department Director
\$5,000.00 - \$24,999.99	Quick Quote (72 Hours)	Formal Bid (21 Days)	X	X		Procurement Division
\$25,000.00 - \$34,999.99	Quote Bid with SOW (7 Days)		X	X		Procurement Division
\$35,000.00 - \$49,999.99	Quote Bid w/ SOW (7 Days)	Formal Bid (21 Days)	X	X		City Manager (Memo)
\$50,000.00 - above	Formal Bid (21 Days)			X	X	Board Approval (Resolution)

APO (Annual Purchase Order) - Items and Services on Contracts. APO's establish the price but not necessarily the quantities needed. You can place orders, as needed, while the contract is active.

RFQ (Request for Qualifications) - A formal request for qualifications. Looking for the best provider(s). Price is not included. Only used for the services dictated by state law or Board of Directors.

RFP (Request for Proposal) - A formal request for bids that included qualified suppliers and best pricing. Price is only evaluated if proposal is accepted.

ITB (Invitation to Bid) - A formal request for bids when we know exactly what we are needing. Truly best pricing scenario.

Quote Bid with SOW (Scope of Work) - A request for quotes with an approved SOW.

Quick Quote - A request for quotes.

Requisition must be created to start the purchasing process. Please submit all supporting documentation to LRProcurement (i.e. quotes, approvals, and etc).

Please allow 48 hours for Requisitions, PO Revisions, and/or Vendor Updates.

REQUISITION PROCESS

Requisitions → Purchase Order

- Obtain a quote/estimate from your Vendor.
- Enter and release a requisition in Lawson.
- Email the quote/documentation and requisition number to LRPurchasing.
- Do not CC: any Procurement staff when e-mailing LRPurchasing.

How do I enter and release a requisition in Lawson?

Go to the LR Intranet: Then choose “Log into Lawson”.

- You are now logged in to Lawson, time to get to work.
- Click the “Bookmarks” button near the top-left of your screen. Note that if your Globe icon in the top-middle of your screen is not highlighted in blue, you will need to first click the globe in order to get to this screen.
- Once you’ve clicked the “Bookmarks” button, a few options will expand below.
- Hover over the “Requisition Center” option.
- Finally, click the “Shopping” button that expands to the right of the “Requisition Center” option.
- A new window will open.
- Click the “Special/Service” button near the top-middle of your screen.
- Item: Enter an item name. This should be something simple but descriptive. If we are buying a new engine for example, type in “vehicle engine”.
- Description: Enter a more detailed description of what we are buying. If we are buying an 8 cylinder 5.0L engine for a Ford Mustang, we can include extra details like that here.
- Item Type: There are 3 Item Types:
 - Special- used for goods we are purchasing that are not under contract (special is used for this purchase)
 - Service Amount- used for service projects
 - Service Quantity- used for standardized service purchases. An example would be car washes that are charged a set price per service.
- Quantity: Quantity of items we are purchasing.
- UOM: Enter a unit of measure. Ex: if we are buying by the ton, case, pound, hour, or each item.
- Cost: Enter your quoted price here.
- Cost Default Vendor: Enter your Vendor number.
- Clicking the magnifying glass in the right-hand side of the field allows you to search for Vendor numbers by name.

- Purchase From: This field is tied to Vendor locations.
- Let's say a Vendor has a location in Little Rock and a location in North Little Rock. That Vendor should have Purchase From locations to indicate where we are purchasing the goods/services from.
- Commodity Code: Enter a commodity code. To search the commodity code list, click the magnifying glass in the right-hand side of the field.
 - **IMPORTANT!!!!** Please choose carefully, as the code you choose ties a bid event to the Vendor pool. NOTE: Choosing the wrong commodity code sends it to the wrong companies.
- Sourcing Event Required: Select No.
- A quote submitted to LRPurchasing is required for all req's.
- Taxable: If taxes are applicable, select Yes and choose the Tax Code that matches the Tax Code listed on the quote request.
- Next, click the grey ADD button near the middle-top of your screen.
- If you have more lines to add to your requisition, simply update the fields on the left-hand side of your screen and hit the Add button again.
- Otherwise, click Release in the bottom-right of your screen.

Requisitions → Bid Event

- Draft a Scope of Work document.
- Enter and release a requisition in Lawson.
- Create a bid event from your requisition lines.
- Complete bid information and attach scope of work document
- Release the event to pending event approval.

How do I know which bid event and scope of work template I should choose?

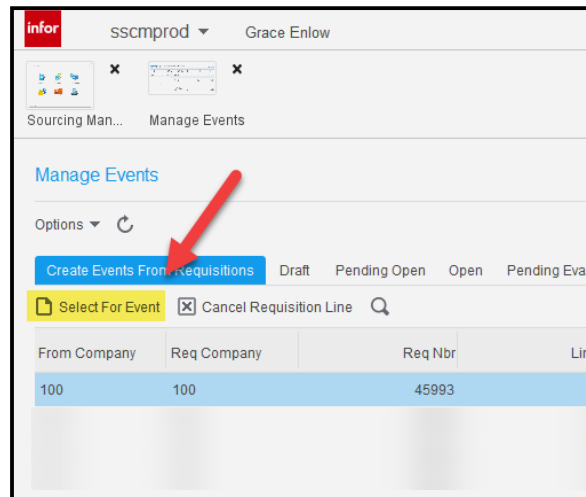
- The correct bid is notated at the top of the Purchasing Guidelines based on what you are purchasing and the estimated total of the purchase.
- When entering a requisition in Lawson, these three fields should be different than the requisition to PO process.

Three Triggers to Bid:

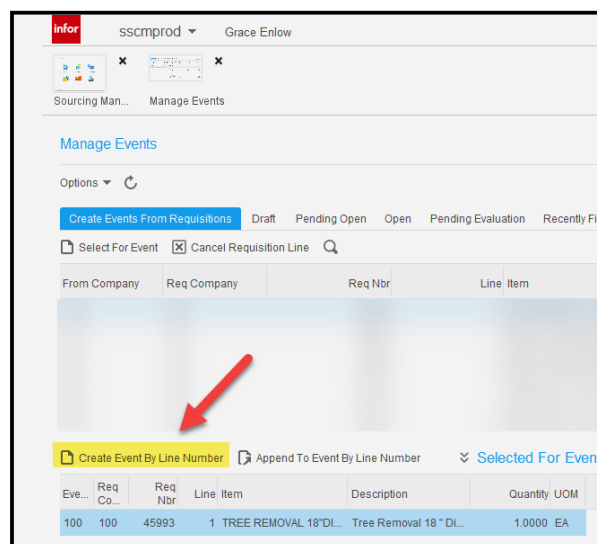
1. Sourcing Event Required: Select YES if we are going to do a bid
2. Cost Option: Use drop down box and chose Vendor Determined
3. Cost: This will be left blank. This allows for requisition to auto approve and will not cause amount of Requisition to be encumbered.

How do I create a bid event from my requisition lines?

- Click the Infor Rich Client (SSCM) icon
- Go to Sourcing Manager
- Choose Process Events
- Select your requisition line(s) and choose “Select for Event” like shown below.



- Select your requisition line(s) and choose “Create Event by Line Number” like shown below.



Creating your Event

- Event Template - What kind of bid do you need? (Look at thresholds & outcomes you need.)
- Description - 2 to 3 sentences of what the bid is. "Think High Level"
- Name - What should the name of the bid be?
- Categories - What are you purchasing? Commodities, construction services, software licenses?
- Buyer - Who's the Buyer for your Department?
- Output Type - PO or Contract / Single Purchase vs Reoccurring Purchase / Side Note: Services should be contract.
- Dates - When do you want this to open and close? Remember to Open and Close at the top of the hour. (i.e. 1:00pm)

Navigate to the "Draft" tab and select the event you just created.

Each event will have 12 tabs to enter data into.

1. Event
 - "DPT" What Department is this bid for?
 - "Estimated Total" What is the rough budgeted amount for this project?
 - "Response Options" Make sure "Sealed Bid" is selected, and "Best and Final Offer" and "Display Lowest Amount To Supplier" are not selected. Please select other response options that would be appropriate for the solicitation.
2. Weighting
 - City of Little Rock Procurement currently does not use the weighting tab.
3. Questions
 - Add a question for each Minimum Qualification that is required in the Scope of Work. The questions tab is the area Suppliers upload any required documentation by responding to the questions.
4. Terms
 - Standard Terms and Conditions should auto-populate. If there are special Department or funding terms, please add those in this tab.
5. Meetings
 - Pre-Bid meeting(s) information is entered in this tab if applicable.
6. Attachments
 - Procurement will attach the final PDF scope of work documents in this tab.
7. Contacts
 - Add Department employees that can answer Supplier questions regarding the bid in this tab.
8. Comments
 - Attach the scope of work document you created in this tab, and any comments for Procurement.
 - *Comments are not made available to the public and are strictly internal. *
9. Lines
 - The requisition you entered for this event should appear in the Lines tab.

10. Notifications

- Select the option “Get Suppliers” in the upper left-hand corner to notify Suppliers of the bid. Once that is complete, a list of Suppliers that were notified will populate in this tab.

11. Event Commodity Codes

- Select commodity codes that apply to the solicitation. Note: Make sure to select the most applicable codes, as these are what the Suppliers you will notified are tied to.

12. Summary

- Double check the event summary page to make sure all information is correct.

Finally, select “Release” towards the top left of your page.

RECEIVING PURCHASE ORDERS IN LAWSON

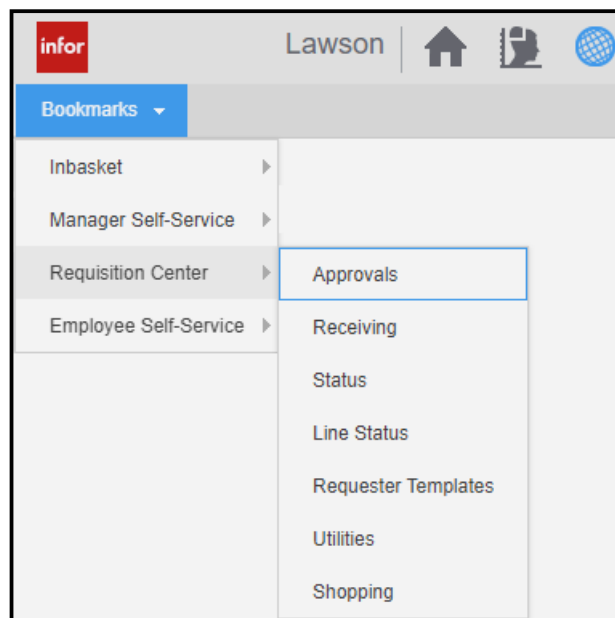
Purchase Orders must be received in Lawson prior to sending invoicing for payment.

To receive your Purchase Order, navigate to Infor/Lawson on the LRIIntranet and utilize your login.

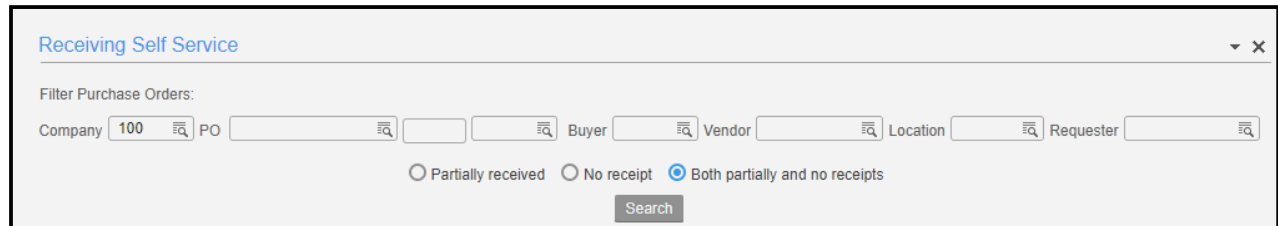
Remember, always select the globe icon to activate your session.



Navigate to Bookmarks → Requisition Center → Receiving.



From this screen, there are a multitude of methods to locate your Purchase Order.



The screenshot shows a web interface titled "Receiving Self Service" with a close button (X) in the top right corner. Below the title is a section labeled "Filter Purchase Orders:". It contains several search fields: "Company" with the value "100", "PO", "Buyer", "Vendor", "Location", and "Requester". Each field has a magnifying glass icon. Below these fields are three radio buttons: "Partially received", "No receipt", and "Both partially and no receipts" (which is selected). A "Search" button is located at the bottom right of the filter section.

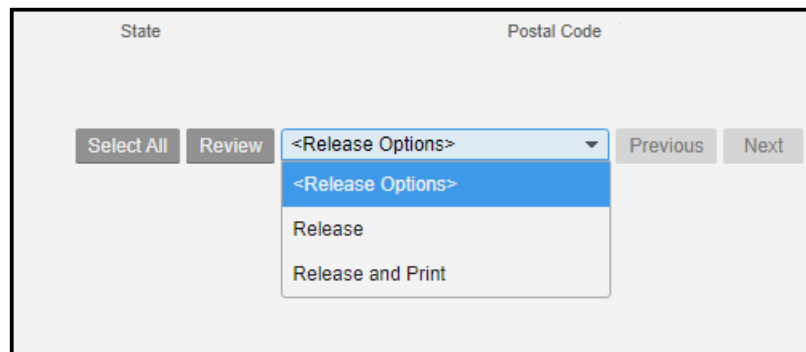
Select your Purchase Order.

Navigate to the "Received" field and select the box.

This will autopopulate the entire amount listed on the line.

Adjust this figure if not all items were received.

Navigate to the "Release Options" field in the upper right and select "Release"



The screenshot shows a web interface with a "State" label and a "Postal Code" label. Below these labels are two buttons: "Select All" and "Review". To the right of these buttons is a dropdown menu labeled "<Release Options>". The dropdown menu is open, showing three options: "<Release Options>", "Release", and "Release and Print". To the right of the dropdown menu are two buttons: "Previous" and "Next".

CREDIT ACCOUNTS

Third-party credit accounts are defined as companies' established accounts that accept orders via an established credit line.

The Procurement Division manages the City of Little Rock (COLR)-Third-Party Credit Accounts. These accounts consist of Amazon, Office, Dell, and various other credit accounts. Procurement Division will be publishing past due reports each month for each of these accounts:

- For the Amazon and Office Depot accounts, the individual that places the order should receive an email with the invoice. If you need a replacement invoice copy, please email LRPURCHASING for a copy of the invoice.
- For the Dell account, Procurement receives all the invoices for the City of Little Rock and will be sending a link for all invoices housed in the shared folder.
- All purchases via City of Little Rock credit accounts must be for approved city-related expenses only.
- Internal Audit actively reviews purchases for all third-party credit accounts.

Procedure:

Procurement Division will receive a notification via LRPurchasing email regarding purchase(s) that have been ordered by the City of Little Rock Departments. Each COLR Department has a requester who places orders from any above third-party accounts within their division.

Once Procurement Division reviews the order(s) to ensure that the order(s) amount does not exceed the \$1,000 threshold amount. Once the order(s)' threshold amount is reviewed, the third-party account is approved by the Procurement's support staff person.

If an order is exceeded over the \$1,000 threshold amount, the assigned Procurement's support staff will contact the requester to submit a requisition for a purchase order that matches the item's cost. exceeded over \$1,000 threshold.

TO ORDER:

Step-1: Procurement Division will receive a notification via LRPurchasing regarding a purchase that has been ordered by a City of Little Rock Department.
Each Department has a requester who places orders from third-party account(s).

Step-2: Procurement Division reviews the order(s). If the order(s) does not exceed the threshold for requiring a requisition, and the purchase falls within City guidelines, the purchase is approved by the Procurement's support staff.

Step-3: If an order exceeds the \$1,000 threshold and no corresponding requisition is present, the assigned Procurement support staff will contact the requester of that Department and request a requisition be entered.

DELL ORDERS

Dell operates off of State Contract.

Any purchases over \$35,000 will need the approval of the City Manager/Mayor.

Any purchases over \$50,000 will need the approval of the Board of Directors.

Most requisitions for Dell orders are automatically processed.

Procurement still needs the quote to verify and place the order with Dell.

To place a Dell order:

Enter an IT Help Desk Ticket - Provide all necessary information such as needed item requirements along with an overview of your job description. (For example, if your role involves using large amounts of data, you might require a faster processor and/or hard drive). It is the Department's responsibility to let IT know the requirements.

Once you receive the quote from IT, please enter a requisition in Lawson. Please use the Catalog in Lawson for all Dell Products.

The screenshot shows the Lawson RQC Requisition: 47811 interface. The top navigation bar includes links for Home, Profile, Inquire, Search Catalog, PunchOut, Special / Service, Template, and Express Order. The Search section is active, displaying a search for 'DELL' with a search button. Below the search bar, there are buttons for 'Add All Shown' and 'Add Selected'. A table of search results is displayed, showing items from Dell with their quantities, descriptions, UOM, costs, and availability. The table includes items like Dell Optiplex 7090 Tower, Dell Latitude 5520 Laptop, Dell 30" Ultrasharp Monitor, Dell Monitor 24", Dell Thunderbolt Dock, Dell Custom Orders, Dell Precision 3560, Dell Urban Backpack 15", and Dell 34" Ultrasharp Monitor. To the right of the table, there is a 'Requisition Lines' section with a table showing Item, Quantity, and Cost. The total quantity is 0, total cost is 0.00, and the number of lines is 0. At the bottom right, there are buttons for 'New', 'Clear', 'Print', and 'Release'.

Action	Quantity	Item	Description	UOM	Cost	Available
<input type="checkbox"/>	1.0000	5058 Manufacturer Code: DELL	DELL OPTIPLEX 7090 TOWER Dell More...	EA	1027.5400	
<input type="checkbox"/>	1.0000	5059 Manufacturer Code: DELL	DELL LATITUDE 5520 LAPTOP Dell More...	EA	1071.9700	
<input type="checkbox"/>	1.0000	5060 Manufacturer Code: DELL	DELL 30" ULTRASHARP MONITOR Dell More...	EA	1054.8900	
<input type="checkbox"/>	1.0000	5061 Manufacturer Code: DELL	DELL MONITOR 24" Dell More...	EA	233.0900	
<input type="checkbox"/>	1.0000	5062 Manufacturer Code: DELL	DELL THUNDERBOLT DOCK Dell More...	EA	261.7900	
<input type="checkbox"/>	1.0000	5063 Manufacturer Code: DELL	DELL CUSTOM ORDERS Dell More...	EA	0.0000	
<input type="checkbox"/>	1.0000	5943 Manufacturer Code: DELL	DELL PRECISION 3560 Dell More...	EA	1337.2000	
<input type="checkbox"/>	1.0000	5944 Manufacturer Code: DELL	DELL URBAN BACK PACK 15" Dell More...	EA	28.0000	
<input type="checkbox"/>	1.0000	5949 Manufacturer Code: DELL	DELL 34" ULTRASHARP MONITOR Dell More...	EA	730.7900	

Total Quantity: 0
Total Cost: 0.00
Number of Lines: 0

[New](#) [Clear](#) [Print](#) [Release](#)

For any items that are not listed, please use the Dell Custom Item (Item 5063). Please include the quote number in the comments section.

Please submit your quote to LRPURCHASING with the requisition number in the Subject Line.

Procurement will respond back to you with a screenshot of the order confirmation, which includes the PO Number, Order Number, and Estimated Delivery Date. If you have not received this, please reach out to verify your order has been placed. Please allow 48 to 72 hours before sending a follow-up email.

IT will reach out to you when the order has been received. They will require an additional IT Help Desk Ticket to finalize the process. If you have any questions or concerns, please contact IT. All items are received by IT before deployment.

AMAZON ORDERS

City of Little Rock employees must receive Department Director and Procurement Division's approval to be considered as an authorized user capable of performing Amazon orders.

All City of Little Rock employees authorized to place Amazon orders must keep their login information secure and confidential. The Amazon login information is the responsibility of the authorized user alone.

All Amazon orders must be for business-related purchases and valid Departmental needs.

All Amazon orders must ship to the designated receiver at a City of Little Rock facility unless otherwise approved by the Procurement Division.

All Amazon orders equal to or exceeding one thousand (\$1,000) dollars must have an accompanying purchase requisition.

Amazon orders that equal or exceed five thousand (\$5,000) dollars are not exempt from competitive purchasing guidelines.

Split Purchasing is expressly prohibited. Split purchasing is defined as the practice of intentionally dividing purchases into multiple orders in an attempt to circumvent review or competitive guidelines.

All Amazon order invoices must be processed within the City's agreed payment terms of NET30.

If the Procurement Division's routine review of Amazon accounts reflects delinquent payments from the Department, that Department's account will be deactivated until such time their payment is made and processed. Any circumstances out of Departmental control should be conveyed to Procurement to avoid account deactivation.

COMPETITIVE SOLICITATIONS – BID EVENTS

Based on the type and cost of goods or services, the following competitive source selection methods are available:

1. Quick Quote (QQ)
2. Invitation to Bid (ITB)
3. Request for Proposals (RFP)
4. Request for Qualifications (RFQs)

Informal Bid Solicitations:

Procurements of goods and services reasonably estimated to cost less than \$25,000 may be procured either by formal process, or an informal Quick Quote.

Quick Quote (3 – 7 Days): Informal quote request with a defined scope of work (SOW) as needed.

Threshold (excluding taxes): \$5,000.00 – \$24,999.99 – Goods & Services/Construction

Process:

- Department drafts a Scope of Work document as needed.
- Department enters and releases a requisition in Lawson.
 - o No Vendor Number
 - o No Cost – Vendor Determined
 - o Sourcing Event Required – Yes
- Department goes into SSCM to create a bid event from the requisition lines.
- Department completes bid information and attaches scope of work document.
- Department releases the event to pending event approval.
- Procurement reviews the bid event and all corresponding documentation, followed by:
 - o Verify that event open & close dates meet procurement requirements and estimated total.
 - o Output Type – PO/Contract/Service
 - o Verify Terms & Conditions match event requirements.
 - o Questions Tab – Anything under Minimum Qualifications in SOW will always have a question.
 - o Meeting tab – If there is a pre-bid meeting for the event.
 - o Review, modify, and approves SOW.
 - o Verify lines match specs/bid document and check for accounting unit information.
 - o Department contact(s) added.
 - o Verify notifications tab has Suppliers and commodity code matching the event type.
 - o Procurement approves the event to go out to the public.

Procurement of goods and services that are reasonably estimated to exceed \$25,000 require a formal competitive solicitation process such as the Invitation to Bid, Request for Proposals, or Request for Qualifications.

Threshold (excluding taxes):

\$50,000.00 and above – Goods & Services
\$35,000.00 and above – Construction

Threshold (excluding taxes): \$5,000.00 and above – Professional Services

Threshold (excluding taxes): \$50,000.00 and above – Goods & Services

- Department drafts a Scope of Work document.
- Department enters and releases a requisition in Lawson.
 - o No Vendor Number
 - o No Cost – Vendor Determined
 - o Sourcing Event Required – Yes
- Department goes into SSCM to create a bid event from the requisition lines.
- Department completes bid information and attach Scope of Work document.
- Department releases the event to pending event approval.
- Procurement reviews and approves the bid event and all corresponding documentation, followed by:
 - o Verify that event open & close dates meet purchasing requirements and estimated total.
 - o Check output type – PO/Contract/Service
 - o Verify terms & conditions match event requirements (Standard/Construction/Zoo/Grants)
 - o Question tab – Anything under minimum qualifications in SOW will always have a question
 - o Meeting tab – If there is a pre-bid meeting for the event
 - o Review, modify, and approves SOW
 - o Verify lines match specs/bid document and check for accounting unit information
 - o Department contact added
 - o Verify notifications tab has Suppliers and commodity code matches the event
 - o Manuals approve the event to go out to the public

Awarding Solicitations

1. Department makes the initial award in SSCM (This only works on bid events that are going to result in a PO):
 - Click "Sourcing Manager", "Manage Events" and then "Pending Evaluation". Search for the bid you are performing the initial award for.
 - Click on the "Analyze (x)" for the bid line and go to the "Responses by Line" tab.
 - Click on the "Award Line" button, and enter the following information: Award Quantity, Award Reason, and Delivery Date.
 - o Award Quantity: Quantity to be awarded to the Supplier.
 - o Award Reason: Lowest Responsive/Responsible Bidder
 - o Delivery Date: Needs to be at 14 days from the date of the initial award to allow Procurement to review and obtain all necessary approvals.
 - On the top of the screen, click on "Final Award" to complete the process. If an error has occurred, please click on "Delete Award" and start the process again.
 - In the "Status" section, you should notice it being updated from "Open" to "Pending Award Approval" and now waiting on Procurement to review and process and final approval.
 - Please submit to LRPurchasing any supporting documentation need for final approval (such as Board Resolution, City Manager, and/or Grants Approval – SAMs Report)
2. Procurement reviews, process, and final approval:
 - Verifies Department made the initial award in SSCM.
 - Verifies lowest bidder has been awarded, and if not, checks for "Non-Award Reason" or email the Department
 - Verifies the Vendor has submitted all required documents.
 - Verifies override date is the future.
 - Gets approvals from Grants/Accounting if there's an activity.
 - Awards bid.
 - Changes LRStatus to "AWARDED" and saves it.
 - Goes to Award Summary: Award by line tab – Manual Approve.
 - Go to Bid Responses: Responses by line tab – Create Output.
 - Releases PO in Lawson
3. Awards to Contract
 - A Department cannot perform the aforementioned Award to PO steps when a Bid is set to output to a Contract.
 - Awards to contract must be initiated through Procurement.
 - Once all contract procedures have been completed, Procurement will perform a final award process in SSCM to the corresponding Bid Event, and send the entirety of the service into Contract Management.

SCOPE OF WORK

Defining a Scope of Work

A scope of work is a written description of the requirements for materials and services. A clearly written scope assures the most comprehensive bid solicitation is formed.

- Establishes clear understanding of need.
- Encourages competition.
- Obtains the best value.
- What: All tasks and deliverables expected.
- When: Time for performance/delivery.
- Where: All locations for tasks and deliverables.
- How: Specific method or standard of performance.
- Why: Goal of the commodities/services sought.
- Who: Qualifications required to perform the services/provide the product.

Scope of Work Sections

Brief Description/General Information

- Standard language provided by Procurement.

Definitions

Must include:

- Standard Terms
- Bid Specific Terms
- Acronyms

Scope of Services

- Goal
 - Defines what is being provided to the residents of Little Rock.
 - Defines what the City is trying to accomplish.
- Terms of Award
 - Defines what Vendors will need to supply prior to award that does not directly impact their ability to complete the service/deliver the commodity.
 - Examples: City of Little Rock Business License, Insurance Requirements, etc.
- Outcomes Desired
 - Define what aspects (outside of the specifications) are make or break for the bid.
 - Define what the bid would look like if the Vendor performed perfectly.
 - Outcomes Desired should be reflective of the metrics set in the results driven contracting section.
- Minimum Qualifications
 - Define what the City needs from Suppliers to bid on the event.
 - Define documentation that will assist in demonstrating that Suppliers are qualified to provide the service/commodity requested.
 - Every qualification will begin with "The Vendor shall/must..."

- The response documents to the qualifications will appear in the “Questions” section on the bid event in SSCM.

-Minimum Requirements “The Meat and Potatoes”

- All specifications must consist of definite terms such as *shall* or *must* to eliminate any discrepancies.
- All specifications must be fair to all bidders and allow for competitive bidding from an array of Suppliers.
- All specifications must be specific to the product/service requested to eliminate unfit alternative bids from Suppliers.
- All specifications must identify measurable physical, functional, and quality characteristics needed.
 - Examples: sizes, physical dimensions, weights, percent and type of ingredients, types and grades of materials, standard of workmanship, or basic design.

-Payment Structure

- Standard language provided by Procurement.

-Pricing

- Standard language provided by Procurement.

-Instructions for Submitting Responses

- Standard language provided by Procurement.

- Questions and Clarifications

- Standard language provided by Procurement.

Contract

- Joint Ventures *if applicable

-Payment

- Standard language provided by Procurement.

-Results-Driven Contracting

- Metrics should be set with the expectation of Vendors being able to meet them regularly. If a Vendor is unable to meet metrics, that is grounds for contract termination. These should always be presented in numerical form.

EVALUATION COMMITTEES

EVALUATION COMMITTEE CODE OF CONDUCT

- Evaluation Committee membership obligates the individual to both a commitment of judgment as well as time. Participants serving on a committee evaluating proposals are morally bound to be as objective and fair as possible, since these decisions impact the expenditure of the City of Little Rock funds and the business livelihood of the offerors in the public sector. Members should also be prepared to make a priority commitment of time, since a timely turnaround on award recommendation is important.
- Internal committee deliberations over the merits of proposals should be constructive discussions. Members have the right to voice their opinions to either make or refute a point.
- Evaluation committee members are expected to always conduct themselves in a professional manner public. The opportunities for outside interaction can present themselves several times. Pre-solicitation conferences, proposal openings and oral presentations are typical examples of outside interaction.
- Inherent in committee membership is a trust that all proceedings be held in confidence until final contract award is a matter of record. The only information a committee member is obligated to divulge to an outside party is a reconfirmation of the contents of the evaluation committee selection report. This document is the official statement of the deliberations and decision-making process within any committee. In practice, all outside questions relating to any area of the procurement process should be referred to the Project Leader or the Procurement Division.
- Individual committee members are responsible for defending their own vote. A voting committee member is charged with recommending the award of a contract to the offeror who gives the best proposal response to the City of Little Rock RFP or RFQ.

Evaluation Committee Guidelines

Committee Objective: The objective of the evaluation committee is to recommend the Vendor(s) whose proposal is most responsive to the project needs within available resources. The Supplier must demonstrate their capability by successfully complying with all the requirements.

Optimal Composition of the Committee and Crucial Tasks

The evaluation committee is comprised of the City of Little Rock staff. The committee should include both technical and administrative personnel and, if appropriate, should include user Department staff and persons from other Departments. Members of the evaluation committee or their immediate family shall not have any financial interest in or any personal relationship with any of the bidders.

Establish the Evaluation Criterion

RFP or RFQ award decisions are based on the proposal affording the highest scoring – in other words, not only on the technical proposal's scoring, but also price quality and other factors of the proposal. Therefore, fair evaluations based on clearly defined evaluation criteria are very important. These criteria, weights and values by category, minimum upset score by category, where appropriate, and the evaluation matrix, should appear in the RFP or RFQ document. At a minimum, the order of importance of the criteria should be stated.

Evaluation criteria are designed to determine which competing proposal represents the best optimal balance between technical proposal and price. Evaluation criteria should relate directly to:

- Qualifications of the Vendor
- Capability of the Vendor and Performance
- Approach or Methodology for other Considerations for Providing Services
- Familiarity with the City of Little Rock, Experience, and References
- Pricing

Overall Evaluation Requirements

These guidelines require an evaluation process that affords fair and equitable treatment of all Bidders. The following bullets outline the process to assure the integrity of the evaluation process:

- Members of the Evaluation Committee are selected on the basis of their ability to provide an objective, impartial evaluation of the Proposals.
- The City Manager shall approve all Evaluation Committee Members or any replacement if needed.
- Members of the Evaluation Committee with actual or potential conflicts of interest are required to declare and describe the situation by completing a Conflict-Of-Interest Form. This may exclude the Evaluation Committee member(s) from participating if a *potential* conflict exists and will exclude Evaluation Committee members if an actual conflict exists.
- Each member of the Evaluation Committee shall independently read and score all Proposals according to the evaluation criteria set forth in the RFP or RFQ BEFORE attending the Evaluation Committee Meeting.
- Evaluation Committee members shall complete an Evaluation Scoring Sheet for each Proposal prior to attending the Evaluation Committee selection meeting.

CONTRACTS

Below is a reference for standard contracts issued by the City Attorney's Office for the City of Little Rock. Based on the complexity of the project, there may be additional items needed or requested.

Contract Assignment

- Department Director must request Contract Assignment from the Mayor or City Manager by email and/or memo. This must be submitted to the Chief Deputy City Attorney and the Executive Legal Manager. Once approved and assigned, please work with the assigned Attorney.

For Contracts over \$50,000.00

- Did you submit the Signed Resolution? If not, Board of Directors must approve before contract assignment can be issued.

Supporting Documents

- Contracts resulting from Bid Events
 - Bid Number (XXXX)
 - Type of Bid Event (QQ, ITB, RFP, RFQ, and SOQ)
 - Number of Responses (XX) - Copy of the Bid Documents
 - Copy of the Awarded Winner Response Packet
 - Sample Contract, if available or provided
- Contracts resulting from Competition Exemption
 - Signed Competition Exemption Request Form
 - Sample Contract, if available or provided
- All other Contracts (such as MOUs)
 - No Monetary Value
 - Sample Contract, if available or provided

Accounting Information

- Validate the Fund Source (Accounting Distribution)
 - Grants Funded – Approval from Grants Division
 - Activity Funded – Approval from Department Director and/or Finance Department

Once Contract is Approved and Signed (all parties)

City Attorney's Office will include Procurement as standard process, but just in case they did not include them, please submit a copy of the contract to LRPURCHASING.

Procurement will enter contract into Contract Management and issue a Contract Number or Purchase Order.

- Remember that no services can be performed, or products be ordered until a Contract Number or Purchase Order has been approved and generated.

What can a Department do to speed up the process?

Is the awarded entity a Supplier and a Vendor?

- Note: If the award is coming from a bid event, they will have a Supplier account. Please check in advance to see if they also have a Vendor account.

Do you have the accounting information and funds identified for the purchase?

- Note: If the purchase required Board of Directors approval, the accounting information from the Resolution and/or Ordinance will be used, unless noted by the Department and approved by Finance.

Was this purchase done under a competitive exemption?

- Note: You must submit a competitive exemption request form that has been reviewed and signed by Procurement.

Was this a grant approved purchase?

- Note: Has Grants been notified that you are moving forward with an approved Grants purchase? If not, please start working with them to ensure it's been vetted and approved.

Once the contract has been entered in Contract Management, the Department will receive a Contract Purchase Order showing the details about the contract and the lines connected to the contract.

What needs to be in Contract Management

- Services that have renewals or must be renewed each year.
- Any Services that have additional terms and conditions outside of the standard City of Little Rock Terms and Conditions or requires signatures.
- Note: Purchase Orders should be used for commodities that are considered one-time purchases.

Renewals

- Provide the Contract Number
- Are there any renewals left? If not, was it purchased off an approved COOP or State Contract?
- Was it exempt from competition? Procurement will review for a signed Competitive Exemption form; if one was never present, one will need to be submitted, signed, and archived with the contract.
- Accounting Information – has anything changed for this renewal? Has approval been provided?
- Spend Approvals
 - City Manager or Mayor – \$35,000+
 - Board of Directors – \$50,000+

COMPETITIVE EXEMPTIONS

Exemptions from Competition

The following acquisitions are exempt from the City's competitive solicitation requirements:

- Employee compensation, including but not limited to:
 - Collective bargaining agreements
 - Automobile allowances
 - Pensions
 - Employee service awards; and
 - Tuition reimbursement
 - Entertainment and food related to an authorized function
 - Debt service
 - Judgments
- Legal services including, but not limited to, attorney, paralegal, expert witness, appraisal, court reporter, mediator services and legal advertisements.
- Sale, purchase, and leasing of land.
- Newspaper notices and legal advertisements.
- Registration, travel, tolls, and per diem.
- Subscriptions, memberships, and dues.
- Taxes.
- Utilities; and
- Non-repetitive procurements of \$5,000 or less.

Notwithstanding the provisions above, upon the request of a using agency, the Procurement Division may issue a Purchase Order to facilitate tracking and accounting of such acquisitions.

The goods and services as detailed below are exempt from the competitive solicitation process: however, funding is encumbered, and payment is made through the issuance of a purchase order:

- Advertisements, including for promotional purposes, such as in magazines.
- Health services involving medical consultation, as approved by the Procurement Manager.
- Education and training services acquired from a nonprofit or educational institution.
- Lecture by individuals.
- Space utilization agreements executed under this Policy for training, meeting, and other City purposes, when the nature of the space or use does not reasonably lend itself to competitive solicitation.
- Postage stamps, post office box rent, and related items.
- Public art acquisition; and
- Maintenance service agreements provided by the equipment manufacturer or distributor where maintenance from other contractors will void an equipment warranty.
- Perishable foodstuffs for immediate use.
- Unprocessed feed for livestock and poultry.

- Books, manuals, periodicals, films, and copyrighted educational aids for use in libraries and other informational material for institutional purposes.
- Commodities available only from the United States Government.
- Any commodities needed in instances in which an unforeseen and unavoidable emergency has arisen in which human life, health, or public property is in jeopardy.
- Sand, gravel, soil, lumber, used pipe, or used steel
- Machinery, equipment, facilities, or other personal property purchased or acquired for or in connection with the securing and developing of industry under the Municipalities and Counties Industrial 17 Development Revenue Bond Law, § 14-164- 201 et seq., or any other provision of law pertaining to the securing and developing of industry.
- Livestock procured for breeding, research, or experimental purposes.
- Motor fuels, oil, asphalt, asphalt oil, and natural gas.
- All goods and services that are regularly provided to state agencies and municipal government by the Division of Correction's various penal industries.
- Renewal or extension of the term of an existing contract.
- The following commodities and services relating to proprietary software after the initial procurement:
 - Technical support
 - Renewals
 - Additional copies
 - License upgrades
- Goods or services if the governing body has approved by resolution the purchase of goods or services through competitive bidding or procurement procedures used by:
 - a. The United States Government or one (1) of its agencies;
 - b. Another state; or c. An association of governments or governmental agencies, including associations of governments or governmental agencies below the state level.
- Goods or services available only from a single source.

COOPERATIVE PURCHASING

Cooperative purchasing combines multiple buyers' requirements on a single contract to aggregate volume and raise the purchasing power of each participating entity. A lead agency typically conducts the solicitation, allowing other agencies to "piggyback" on the resulting contract. Through cooperatives, entities can negotiate lower prices and reduce time spent on procurement processes and establishing contracts. Vendors benefit from the large volume and efficient competitive bid process that come with multiple awards to a single contract. Through these outcomes, the cooperative model can offer incentives for governments and Suppliers alike.

How does the City of Little Rock utilize Cooperative Procurement?

The City of Little Rock has developed partnerships with cooperative procurement agencies to achieve innovative methods of procurement that provide enhanced public procurement value, achieve best pricing and most favorable terms, maintain transparency, increase Vendor engagement, and time savings.

Through utilizing cooperative procurement, when the City of Little Rock seeks commodities, services, or development of solicitations, our partnerships allow for "piggybacking" off of existing contracts that have already gone through rigorous and legally sound vetting processes.

How does the City of Little Rock vet Cooperative Procurement Agencies?

The City of Little Rock references the following resolutions as authority to engage in cooperative procurement:

Resolution 5799 dated September 20, 1977, authorizes the Procurement Division of the City of Little Rock to execute an inter-local agreement with Pulaski County for the purpose of enabling the City and County to combine, for the purpose of receiving price quotations, commodity needs of the parties in order to receive the advantage of lower prices by quantity price quotations.

Resolution 5509 dated March 18, 1976, authorizes the Purchasing division to purchase on contracts awarded by the State of Arkansas; the Purchasing Division will certify the low bid by completing the competitive bid process for comparison.

Resolution 5816 dated October 4, 1977, authorizes the Purchasing Agent to represent the City in supervision and operation of the Cooperative Purchase Program. This agreement is to enable the City to combine with other governmental agencies for the purpose of receiving price quotations or quantity purchases. The City may also purchase from certain State of Arkansas Contracts designated for use by cities. Purchasing must approve of any purchase with State contracts.

What type of Cooperative Procurement Strategies are there?

Cooperative Procurement typically utilizes two primary strategies: "Piggybacking" and Joint Solicitations.

Piggybacking

“Piggybacking” is the primary form of cooperative procurement that the City of Little Rock utilizes. Piggybacking happens when the City uses another agency’s contract, even though the City was not a direct party to the original solicitation and contract award. The City is able to satisfy competitive bidding requirement(s) and complete a purchase by utilizing the work that one of our approved cooperatives have done.

Joint Solicitations

A joint solicitation happens when two or more agencies aggregate their individual product and service needs into a single solicitation effort. Each agency is bound to the contract that results from the singular effort. Joint solicitations are a forward-looking, collaborative approach to cooperative practices that can provide clearly defined requirements. The joint solicitation process can help agencies save time and money. In addition, since joint solicitations aggregate demand from many governments up-front, public agencies are often able to achieve significant cost savings through the joint solicitation process.

The City currently utilizes the following partnerships for cooperative procurement:

- The State of Arkansas – [State Contracts](#)
- Sourcewell – [Sourcewell Cooperative Contracts](#)
- Omnia Partners – [Omnia Public Sector Contracts](#)
- NPP – [National Purchasing Partners](#)
- H-GAC – [H-GAC Contracts](#)
- Texas Department of Information Resources – [Texas DIR](#)

LOCATING ACTIVE DISTRIBUTION ACCOUNTS

1. In the search field in Lawson, type in "GL20".
2. The Company is "100".
3. The Accounting Unit will be *your* accounting unit.
4. Select "Inquire".

Accounting Units - Accounts - PROD/GL20.1

Actions ▾ Related ▾ Tools ▾ Previous Inquire Next Print Inquire ▾ Zoom ▾ ? ▾

Company 100 CITY OF LITTLE ROCK

Accounting Unit 105301 911 OPERATIONS

Main Levels Address User Fields

Person Responsible

Type P - Posting

Status A - Active

Chart Section - All

Attribute Template

Account Currency

Accounts *

5. To view the accounts that are open to you, click the blue box that says "accounts" on the bottom of the form.
6. In the "Position To" field, type in "60000" and click inquire. Any account that has an asterisk beside it is an account that you can code an invoice to. Example: For office supplies you would code as "105301 - 60010".

Posting Accounts - PROD/GL20.2

Actions ▾ Related ▾ Tools ▾ Inquire Print Inquire ▾

Company 100

Accounting Unit 105301 911 OPERATIONS

Position To 60050

FC	Account	Exists
<input type="checkbox"/>	60001 INVENTORY SUPPLIES OFFSET	Yes More *
<input type="checkbox"/>	60002 INV SUPP COST VAR OFFSET	Yes More
<input type="checkbox"/>	60003 SUPP INV PI VAR	Yes More
<input type="checkbox"/>	60004 INVENTORY FREIGHT	Yes More
<input type="checkbox"/>	60010 OFFICE SUPPLIES	Yes More *
<input type="checkbox"/>	60020 POSTAGE	Yes More *
<input type="checkbox"/>	60025 OTHER DELIVERIES	Yes More *
<input type="checkbox"/>	60030 UNIFORMS	Yes More
<input type="checkbox"/>	60031 WORKBOOTS	No More
<input type="checkbox"/>	60035 PROTECTIVE CLOTHING	Yes More
<input type="checkbox"/>	60040 LAUNDRY & DRY CLEANING	Yes More

CODING AND SUBMITTING INVOICES TO AP

The following are the deadlines for invoice submission to AP:

Purchase Orders and Contracts are due to AP by noon each Monday in order for them to be paid with that week's cycle.

Regular Invoices (Straight Pays) that are not to be paid against a Purchase Order or Contract must be submitted to AP by noon on each Tuesday in order for them to be paid with that week's cycle.

If you do not want the check mailed to a Vendor, you must fill out a Special Handling Form and attach it to the invoice.

CODING AND SUBMITTING

1. Locate the Vendor number in AP10 and write it at the top of the invoice by the Vendor's name.
2. Code your invoice "XXXXXX - *****". The "XXXXXX" will be your Accounting Unit and the "*****" will be your distribution Account that the invoice will pay from. E.G.: 63390 – other contracts; 60060 – Cleaning & Janitorial; 60160 – Other Supplies; 62601 – Professional Org Dues. This information can be found in GL20.
3. If it is unclear what you have purchased or what the invoice is for, a business purpose must be listed.
4. Write Approved, the date, and your signature.
5. Invoices to be submitted to AP must be sent as follows:
 - A-G invoices scanned together in Vendor number order. Label them as "A-G Invoices" and scan and send the file to accountspayable@littlerock.gov
 - H-Z invoices scan together in Vendor number order. Label them as "H-Z Invoices" and scan and send the file to accountspayable@littlerock.gov
 - EXCEPTIONS: ATT, Verizon, Utility Billing Service, CenterPoint, Comcast (Xfinity) must be sent as separate packets. (All Comcast sent together and labeled as Comcast, etc.)
 - Purchase Orders and Contracts must be sent in separately as well. They must have the purchase order or contract number on the invoice. The lines must be labeled for payment.
 - Label the purchase orders as "PO's" and scan them to AP.
 - Label the contracts as contracts and send to AP.

No batch should be sent to AP containing more than 30 invoices. If AP receives a batch containing more there is a high possibility the batch could be returned to the sender to redistribute the batch before AP will process.

DEMOCRAT GAZETTE INVOICES

The City of Little Rock's formal bid solicitations are required to be advertised in the Arkansas Democrat Gazette Newspaper for two (2) consecutive Sundays prior to the closing date of the bid event per Little Rock City Code–Division 4. "Purchases" | Sec. 2-243 (b)/(e)

- "It is the policy of the City to publicly announce all requirements for the competitive selection of professional services as referenced above, and to negotiate contracts for such services on the basis of demonstrated competence and qualifications for the type of professional services required provided that the services are rendered at fair and reasonable prices.
- "The City manager will cause to be advertised in a newspaper of general circulation a notice that the City has a need to contract for a particular professional service and shall invite all interested parties to submit within ten (10) days, to the extent permitted by the ethical standards of the profession, a statement of their qualifications and other relevant information based on the evaluation criteria specifically developed for the proposed services to be provided."

All correspondence of bid publications, as well as the resulting invoice and proof of publication are stored by Procurement within the corresponding bid's archive folder.

- Upon receipt of an invoice, Procurement shall apply the invoice(s) to the appropriate Department accounting coding and promptly send for payment.
- Should the Department receive invoicing directly, LRPurchasing must be sent a clearly scanned invoice in electronic form so that it may be sent for payment and archived.
- In the event a bid solicitation requires advertisement in conjunction with ARDOT specifications, this shall be conveyed to Procurement at the time of the bid solicitation's formulation.
- Questions and concerns shall always be sent to LRPurchasing@littlerock.gov

BID BONDS / CASHIER'S CHECKS

A bid bond is a guarantee made out by a third-party guarantor and submitted by a Supplier to a City Department, often utilized in City of Little Rock construction projects. The bid bond affirms that the contractor has the required funds necessary to carry out the project.

The standard language in a construction-based bid document is as follows:

Bid Security

"This bid solicitation requires a Bid Bond of 5.0 percent of the total bid submission. This requirement can be satisfied by cashier's check drawn upon a bank or trust company doing business in this state of Arkansas or by a corporate bid bond. An approved Bid Bond form is included in the Specifications and Contract Documents available from the Public Works Department, Civil Engineering Division.

For cashier's check, it must be received by the closing date and time for this bid solicitation to the following address:

*City of Little Rock
Attention: Procurement Division
500 West Markham Street, Suite 300
Little Rock, Arkansas 72201"*

The bid bond document must be notarized and uploaded as part of the bidding process. In the event a cashier's check is sent to the Procurement Division, it must arrive prior to the bid opening. It will then be sent by Procurement to the appropriate Department and held by them until such time the project is complete.

PLAN HOLDERS LIST

A plan holder's list is a physical or electronic document that compiles a list of all of the Vendors who have accessed a solicitation's bid documents. Traditionally used by Vendors, especially within construction solicitations, a plan holder's list has been a necessary part of the solicitation lifecycle.

In many cases, the City of Little Rock currently utilizes Southern Reprographics (SRI) for provision of the documents and to document the plan holders. It is the decision of individual Departments whether they choose to hold the plans and distribute them themselves or utilize the service(s) of Southern Reprographics. The Department may choose to charge a fee, typically \$50, for their own provision of plans to Vendors.

PRE-BID MEETINGS

A pre-bid meeting may be used, generally in a complex acquisition, as a means of briefing prospective bidders and explaining complicated specifications and requirements to them as early as possible after the invitation has been issued and before the bids are opened.

There are two methods of pre-bid meetings that the City of Little Rock utilizes:

- Mandatory Pre-Bid Meetings
- Non-Mandatory Pre-Bid Meetings

Mandatory Pre-Bid Meetings are available to Departments that wish to disclose virtually anything related to the content of the bid. A member of the Procurement staff should always be available and present within these meetings.

There is no disadvantage placed upon any Vendors within mandatory pre-bid meetings, as all Vendors who bid are expected to attend. Within a mandatory pre-bid meeting, the best practice is for there to be documentation as to which Vendors were present. This can be fulfilled by a sign-in sheet or by utilizing a digital service such as WebEx, which will automatically record the session and can be back-referenced to prove attendance.

Non-Mandatory Pre-Bid Meetings are subject to the Departments' discretion. A member of the Procurement staff should always be available and present within these meetings. These meetings are such that there shall be no full-disclosure or extensive discussion related to the content of the bid, as such a practice would be disadvantageous to other Vendors who may have been unable to attend.

Pre-Bid meetings are approved to be either virtual or in-person.

Within a bid document, the pre-bid meeting status and time/place shall be noted:

Bid Number	
Product or Service	
Department	

Solicitation Issue Date			
Response Due Date		Time	

Pre-Bid Meeting	
Bid Opening WebEx:	

TERMINATION CLEARANCE

Termination-Clearance is a process by which the Procurement Division perform searches for City of Little Rock employees who have been terminated or are ready to retire from an active employment position.

There are two ways in which this process is officially carried out and completed.

The Procurement Division may receive an email from the Department or Human Resource Department via LR Purchasing with an attachment indicating that an employee's position has been, or will be, terminated.

Alternatively, a terminated or retired employee may visit the Procurement Division with a termination-clearance form.

The process is to ensure that the former employee has no authorization to access any open credit accounts with the City of Little Rock.

At minimum, Termination Clearance requests must be sent to Accounts Payable and Procurement via electronic means.

The correspondence must the termination clearance request, the date of termination, the individual's name, employee number, and their job title/Department.

PETTY CASH

To set up a petty cash fund transaction, the cashier creates a receipt-voucher in the amount of the funding assigned to petty cash drawer.

If there are enough bills and coins in the drawer, the Petty Cash Custodian will prepare an invoice and submit to their Departments' designated authority for more bills and coin in order to reconcile the petty cash drawer back to the amount of \$300 dollars.

When a Departments' staff requests funds from the petty cash drawer, the Custodian then disburses petty cash from the fund in exchange for receipts related to what the expenditure may be.

Once the staff returns the receipt, the Custodian exchanges the receipt for cash to the individual. Petty Cash-Custodian prepares the receipt and gives it to the staff. The Cashier then stores the receipt in an envelope and places it in the petty cash's drawer for later summarization of all the receipts that were accumulated over the given timeframe.

At the end of the month, the Custodian counts out the cash for the petty cash fund to ensure that the previous petty funds were cleared in the same amount for the last reconciliation form. The balance in the petty cash account should now be the same as the amount at which it started.

Custodian prepares an invoice of all copied receipts received for Accounting Department.

Custodian will code invoice(s) with the appropriate petty cash Vendor account.

REIMBURSEMENTS

The City allows employees to be reimbursed for city-related expenses.

All receipts for reimbursements must be valid and presented at the time of request.

The requestor must receive all required approvals from their respective Department prior to submitting the request to accounts payable.

Reimbursements do not require a requisition.

CITY OF LITTLE ROCK							
Reimbursement Request							
Employee Name:					Date:		
Dept./Division:					Vendor #:		
Reason for Expenses:					Invoice#:		
#	Date	Vendor	Description	Amount	Acct Unit	Account	Activity

CITY OF LITTLE ROCK						
PERSONAL EXPENSE REIMBURSEMENT REQUEST						
(in-city expenses only)						
From: 00/00/00 to 00/00/00						
EMPLOYEE NAME:					ID#	
DEPARTMENT:					CHARGE #	
Date	Reason for expense	Name & Bus. Affiliation of others present	Mileage @ 0.54 per mile	Meals	Other	Total

TRAVEL POLICY – LODGING & MEAL ALLOWANCE

Per Diem Rates for Travel can be located at www.gsa.gov/travel/plan-book/per-diem-rates

Search by City, State or ZIP

For Fiscal Year:

2023 (Current Year)

Select a State

City (optional)

OR

ZIP

Find Rates



Daily lodging rates (excluding taxes) | October 2022 - September 2023

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACo\) website \(a non-federal website\)](#).

Filter Results...

Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$257	\$188	\$188	\$188	\$188	\$258	\$258	\$258	\$258	\$172	\$172	\$257

Showing 1 to 1 of 1 entries

The City of Little Rock will pay up to the daily lodging rate listed above based on travel dates. The only exception to this is the host hotel of the conference and/or meeting.

If the daily lodging rate exceeds Federal Per Diem rates and is not the host hotel, you must have City Manager or Mayor approval prior to travel.



Meals & Incidentals (M&IE) rates and breakdownⁱ

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination ⁱ	County ⁱ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⁱ
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$79	\$18	\$20	\$36	\$5	\$59.25

Showing 1 to 1 of 1 entries

- City of Little Rock will provide a meal allowance based on Federal Per Diem based on the Primary Destination. The Incidental Expenses section will consider the “tip” allowance that will be allowed per travel day. No receipts are required for this.
- Breakfast Allowance – Travel prior to 8:00am
- Dinner Allowance – Travel after 6:00pm
- Continental Breakfast is not considered a replacement for Breakfast Allowance.
- If the City of Little Rock covered the conference and/or meeting fees, and meals are provided, you can not claim those meals towards your meal allowances.

Employee Reimbursement – Submitted directly to Accounts Payable for processing. Do not enter a requisition for this.

Credit Memos – Submitted to Accounts Payable with Coding Information (to get credited)

ETHICAL STANDARDS

Ethical procurement refers to a wide range of sourcing practices that impact the goals of our public service(s) at the City of Little Rock.

Ethical Procurement practices:

- Confidentiality of Information
 - Confidential information requires protection and should be shared with others only when needed.
- Transparency and accountability
 - Transparency references unimpeded visibility in our governmental duties. Because public procurement involves the use of and accountability for public funds, transparency is paramount in all procurement activities.
- Use of an Appropriately Competitive Process
 - The method used for procurement processes should suit the purchase's circumstances as well as the size and nature of the procurement. A key element of the procurement framework is open competition. The competitive process should also provide reasonable access for Suppliers to public procurement opportunities.
- Integrity
 - This relates to reliable honesty and freedom from corruption. Bidders and all other stake holders need to have assurance that they can rely on any information disseminated by the procurement entity, formally or informally.
- Compliance with Legislative Policies
 - Procurement must be conducted in compliance with all relevant legislation and Public policy. It is important that all staff involved in procurement have access to and are familiar with the relevant procurement policies.

Unethical Procurement practices:

- Accepting Supplier or Vendor favors and gifts
 - Accepting gifts, favors, and “freebies” from Suppliers or Vendors is the most common unethical practice that may affect a Department’s decision to evaluate, select, or work with a Supplier or Vendor.
- Conflicts of Interest
 - These arise when employees or their close family/friends have direct financial interest in a Supplier’s organization or share a relationship with them that compromises their judgement in an evaluation process.
- Split Purchasing
 - Split Purchasing is expressly prohibited. Split purchasing is defined as the practice of intentionally dividing purchases into multiple orders in an attempt to circumvent review or competitive guidelines.
- Confidentiality of Information
 - Confidential information should be shared only when needed and with the persons who are liable to get the same as part of their profession. Some of the examples of confidential data include pricing, customer personnel information, and trade secrets.

COMMON TRANSACTIONS

<u>P020</u>	<u>Standard Purchase Order</u>
<u>P025</u>	<u>Contract Activity</u>
<u>P064</u>	<u>Purchase Order Line History</u>
<u>P066</u>	<u>Purchase Order Audit Listing</u>
<u>AP10</u>	<u>Vendor Form</u>
<u>RQ04</u>	<u>List of Approved Requestors</u>
<u>RQ10</u>	<u>Standard Requisition Form</u>
<u>RQ44</u>	<u>Requisition Inquiry</u>

COMMODITY CODES

There are approximately 800 Commodity Codes in the City of Little Rock's Infor/Lawson and SSCM applications respectively.

Commodity Codes generally have a main/meta code, followed by many sub-codes broken down within the main one.


Suppliers must choose a Commodity Code when they initially register, and may add more as necessary.

Commodity Codes are tied to Suppliers, Vendors, actual commodities, and services.

When entering a requisition, the item or service must match the commodity code applicable to that item or service.

It is especially important to choose the correct commodity code when creating a bid event, as that commodity code will directly link with all Suppliers who are registered under that code, and they will then get the notification that a bid is live.

Example of Commodity Codes

Commodity Codes		
Select	Commodity Code	Description
	1	Administrative, Financial, and Management Services
	1-946	FINANCIAL SERVICES
	1-946-10	Accounting and Billing Services (Including Payroll Services,
	1-946-15	Appraisal Services, Real Estate
	1-946-20	Auditing
	1-946-25	Banking Services
	1-946-30	Cash/Securities and Bonding Services
	1-946-31	Certified Public Accountant (CPA) Services
	1-946-35	Credit Card, Charge Card Services
	1-946-45	Employee Benefit Funds
	1-946-46	Escrow and Title Services
	1-946-52	Grant Writing Services
	1-946-85	Trusts, Estates and Agency Accounts
	1-952	HUMAN SERVICES
	1-952-21	Counseling
	1-952-30	Delivered Meals (Including Shelf Stable Meals and Congregate
	1-952-64	Cremation Services
	1-952-68	Personal Care Services
	1-952-7	Alcohol and Drug Testing Services
	1-952-80	Senior Aides Program
	1-952-83	Summer Youth Program
	1-952-85	Support Services
	1-952-92	INDEPENDENT LIVING SERVICES
	1-952-95	Youth Care Services
	1-953	INSURANCE AND INSURANCE SERVICES, (ALL TYPES)
	1-958	MANAGEMENT SERVICES
	1-958-82	Records Management Services
	1-998	SALE OF SURPLUS AND OBSOLETE ITEMS
	10	Furnishings and Related Services

FAQ

How do I know what my invoice should be paid against?

- Invoices that are coded with a PO or Contract will always be paid against what is listed on the PO and Contract.

What do I need to do with my invoice prior to submitting for payment?

- Invoices need to be checked before submitting to AP. If they do not match, make it match before submission.

Who all should be included when reaching out to LRPurchasing for an issue?

- Do not include individuals when emailing LRPURCHASING. Contact for each Department/division for each issue, buyer, bill payer, or invoicing.

When should I submit my requisition?

- Requisitions may only be submitted when there is an unexpired and corresponding quote. Do not submit a competitive exemption requisition to Procurement until you received a signed approval from the Procurement Manager. Requisitions will not be processed until it directly matches the quote and all approvals are fulfilled (examples: accounting approval, Grants approval, competitive exemption approval)

What does the Contract Date mean?

- The Contract Date is the timeframe that the work is performed vs the last invoice date.

Do I need approval(s) for a contract renewal?

- Contract renewals for items that originally went in front of the Board of Directors for approvals must also go back in front of the Board for the renewal request upon each expiration.

Does the City of Little Rock sign credit applications?

- The CLR does not sign credit applications. The City has a default credit application we can send to Vendors. Procurement can provide this upon request.

Where can I locate the City's W-9 Form?

- Procurement is responsible for the City's W-9. Procurement will provide this upon request.

Who handles funding and special activities?

- The Comptroller is responsible for funding and special activities.

Should I CC: anyone on Procurement's staff when I e-mail LRPurchasing?

- Do not CC: any individuals from Procurement's staff when e-mailing LRPurchasing. The e-mails are sorted and assigned to individual staff. You can CC: Vitesh tho...it's cool.

When should I submit my Competitive Exemption Request Form?

- Always submit your Competitive Exemption Request Form prior to submitting your requisition.

Can I change accounting information on a Purchase Order?

- Only if the Purchase Order has not been paid against. If it has, you must request a journal entry submitted to the Comptroller.

Can the Vendor be changed once a Purchase Order is generated?

- No it cannot. A new requisition must be entered.

How do I submit a change order for a Purchase Order or Contract?

- A change order must be submitted to LRPurchasing with all supporting documentation.

When should I work with Grants team?

- Prior to bids or purchases, so that all approvals are met and verified.

Does the city take paper bids?

- Effective January 1st, 2022, no paper bids are accepted.

When does IT need to be involved in my purchase(s)?

- For any IT related purchases – all approvals must be requested and subsequently provided in return from IT before any movement can occur on the purchase.

How early should I be starting on a bid?

- 1-2 months for informal bid solicitations.
- 3-6 months for formal bid solicitations.

DEFINITIONS

- “Procurement” – involves every activity involved in obtaining the goods and services a company needs to support its daily operations, including sourcing, negotiating terms, purchasing items, receiving and inspecting goods as necessary and keeping records of all the steps in the process
- “Requestor” – means any person, including a public body or an official thereof, making a request for access to a record of the Company and includes any person acting on behalf of that person.
- “Estimate” – is a “Rough” educated guess based on what the job may cost.
- “Quote” – is an estimated price for the job being offered.
- “Invoice” – is an itemized list of services that have been completed.
- “Requisition” – a demand or request made by proper authority.
- “Scope of Work” – the area in an agreement where the work to be performed is described. The SOW should contain any milestones, reports, deliverables, and end products that are expected to be provided by the performing party.
- “Contract” – a binding agreement between two or more persons or parties especially
- “Resolution” – the act of resolving or determining upon an action, course of action, method, procedure, etc.
- “Petty Cash” – a small amount of money available for paying small expenses without writing a check.
- The words “must” and “shall” signify a requirement of this solicitation and that Vendor’s agreement to and compliance with that item is mandatory.
- “Prospective Vendor” means a person who submits a bid in response to this solicitation.
- “Vendor” means a person who sells or contracts to sell commodities and/or services.
- “Responsive bid” means a bid submitted in response to this solicitation that conforms in all material respects to this RFP.

- “Bid Submission Requirement” means a task a Prospective Vendor must complete when submitting a bid response. These requirements will be distinguished by using the term “shall” or “must” in the requirement.
- “Requirement” means a specification that a Vendor’s product and/or service must perform during the term of the contract. These specifications will be distinguished by using the term “shall” or “must” in the requirement.
- “City” means the City of Little Rock, Arkansas. When the term “City” is used herein to reference any obligation of the City under a contract that results from this solicitation.
- “RFP” means Request for Proposal.
- “ITB” means Invitation To Bid.
- “RFQ” means Request for Qualification.
- “QQ” means Quick Quote
- “Best Interests” used herein means practicing economical frugality, professionalism, and a firm commitment to the publicly stated goals of the City.
- “Change Order” means a written order to the City authorizing an addition, deletion or revision of the work within the general scope of the contract documents or authorizing an adjustment in the contract price or contract time.
- “Agreement” - Contract between the City and contractor regarding the project.
- “Addenda” - Written or graphic instruments issued prior to the time of opening the bids which modify or interpret the contract documents, drawings and specifications, by additions, deletions, clarifications, or corrections.
- “Bid” - The offer or proposal of the Vendor submitted on the prescribed form setting forth the prices for the WORK to be performed.
- “Bonds” - Bid, Performance, and Payment Bonds, and other instruments of security, furnished by the contractor and their surety in accordance with the contract documents.
- “Notice of Award” - The written notice of the acceptance of the bid from the City to the successful Vendor.
- “Notice to Proceed” - Written communication issued by the City to the contractor authorizing them to proceed with the work and establishing the date of commencement of the work.

- “Specifications” – A part of the contract documents consisting of written descriptions of a technical nature of materials, equipment, construction systems, standards, and workmanship.
- “Supplementary Conditions” – Modifications to adapt the specific requirements of the project and that may be imposed by applicable federal, state, and local laws.
- “Work” – All labor necessary to produce the construction required by the contract documents, and all materials and equipment incorporated or to be incorporated in the project. The contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials.
- “Written Notice” – Any notice to any party relative to any part of this Agreement shall be in writing and considered delivered and the service thereof completed, when posted by certified or registered mail to the said party or his authorized representative.
- “Results Driven Contracting” are strategies to improve the quality and cost-effectiveness of contracted products and/or services and encourage better alignment of contracted spending with a government's needs and priorities.

Board Communication 101



This checklist is provided by Procurement as a reference for Board Communication for the City of Little Rock.

Board of Directors Meetings

- ☐ Dates of Board of Directors Meeting - [Board Meeting Calendar | City of Little Rock](#)
 - Agenda Board Meetings are held on the 1st and 3rd Tuesday each month @ 4pm
 - Regular Board Meetings are held on the 2nd and 4th Tuesday each month @ 6pm
 - On the months with five (5) Tuesdays, the Agenda Board Meeting will be held on the fifth Tuesday

Board of Directors Agenda

- ☐ Meeting Agenda - [Meeting Agenda | City of Little Rock](#)

Board Communication

- ☐ Purchases resulting from Bid Events
 - Bid Number (XXXX)
 - Type of Bid Event (QQ, QB, ITB, RFP, RFQ, and SOQ)
 - Number of Responses (XX)
- ☐ Purchases resulting from Competition Exemption
 - Signed Competition Exemption Request Form – Procurement Division
- ☐ Purchases from COOP and/or State Contract
 - Contract Name and Number
- ☐ Validate the Fund Source (Accounting Distribution)
 - Grants Funded – Approval from Grants Division
 - Activity Funded – Approval from Department Director and/or Finance Department

Additional Notes

- ☐ Land Purchase, Sale, or Donation, please include the legal description.
- ☐ Amending a past resolution, please include the original resolution number and date.
- ☐ Contract Renewals, please include the current year out of total years (i.e., year 2 of 4) and the original resolution number and date.

Competitive Requirement Exemption Request

Purpose: The purpose of this request is for products and/or services that meet the following requirements for exemption from competition. (See Appendix I for complete list of approved exemptions)

Date: _____ **Department:** _____ **Amount:** _____

Line Exemption (Appendix I) – Line # _____

Justification Requirements for Line 21 Only:

- why the service is needed;
- the methods used to determine that a lack of responsible/responsive competition exists for the service;
- how it was determined that the provider possesses exclusive capabilities;
- why the service is unique;
- whether or not there are patent or proprietary rights which make the required service unavailable from other sources;
- what the agency would do if the provider/service were no longer available;
- any program considerations which make the use of a "Sole Source" critical to the successful completion of the department's task

If needed, please attach additional supporting document (i.e. additional justification, quotes, and/or approvals).

Signature: _____ **Date:** _____

Printed Name and Title

☐ Approved

☐ Rejected

Approved by: Vitesh Patel, Procurement Manager

Appendix I

SECTION 4. Arkansas Code § 14-58-104

1. Perishable foodstuffs for immediate use;
2. Unprocessed feed for livestock and poultry;
3. Advanced emergency medical services provided by a nonprofit corporation and proprietary medicines if specifically requested by a professional employee;
4. Books, manuals, periodicals, films, and copyrighted educational aids for use in libraries and other informational material for institutional purposes;
5. Scientific equipment and parts;
6. Replacement parts and labor for repairs of machinery and equipment;
7. Commodities available only from the United States Government;
8. Any commodities needed in instances in which an unforeseen and unavoidable emergency has arisen in which human life, health, or public property is in jeopardy.
 - a. An emergency purchase under subdivision (8)(A) of this section shall not be approved unless a statement in writing is attached to the purchase order describing the emergency necessitating the purchase of the commodity without competitive bidding;
9. Utility services, purchased at wholesale or the rates for which are subject to regulation by a state agency or a federal regulatory agency;
10. Sand, gravel, soil, lumber, used pipe, or used steel;
11. Used or secondhand motor vehicles, machinery, or equipment
 - a. A used or secondhand motor vehicle that has been under lease to a municipality and has fewer than five thousand (5,000) miles of use shall not be purchased except upon competitive bids as provided in this chapter;
12. Machinery, equipment, facilities, or other personal property purchased or acquired for or in connection with the securing and developing of industry under the Municipalities and Counties Industrial Development Revenue Bond Law, § 14-164-201 et seq., or any other provision of law pertaining to the securing and developing of industry;
13. Registered livestock to be used for breeding purposes;
14. Motor fuels, oil, asphalt, asphalt oil, and natural gas;
15. Motor vehicles, equipment, machinery, material, or supplies offered for sale at public auction or through a process requiring sealed bids;
16. All goods and services that are regularly provided to state agencies and municipal government by the Division of Correction's various penal industries;
17. New motor vehicles purchased from a licensed automobile dealership located in Arkansas for an amount not to exceed the fleet price awarded by the Office of State Procurement and in effect at the time the municipality submits the purchase order for the same make and model motor vehicle.
 - a. The purchase amount for a new motor vehicle may include additional options up to six hundred dollars (\$600) over the fleet price awarded;
18. Renewal or extension of the term of an existing contract;
19. Purchase of insurance for municipal employees, including without limitation health insurance, workers' compensation insurance, life insurance, risk management services, or dental insurance;
20. Goods or services if the governing body has approved by resolution the purchase of goods or services through competitive bidding or procurement procedures used by:
 - a. The United States Government or one (1) of its agencies;
 - b. Another state; or
 - c. An association of governments or governmental agencies, including associations of governments or governmental agencies below the state level; and
21. Goods or services available only from a single source.
 - a. A purchase under this subdivision (21) shall be supported with:
 - i. Documentation concerning the exclusivity of the single source; and
 - ii. A written proclamation from the chief executive filed with the clerk or recorder that sets forth the basis for the single source procurement.

SAMPLE PURCHASE ORDER



CITY OF LITTLE ROCK ARKANSAS

Procurement Division
City Hall Suite 300
500 West Markham
Little Rock, AR 72201
501-371-4560

MAIL INVOICES TO:
Accounting Division
City Hall Suite 338
500 W. Markham
Little Rock, AR 72201

Contract #	
PURCHASE ORDER DATE	CONTRACT PERIOD
VENDOR NUMBER: Vendor Name Address	DELIVER TO: Department Address
Vendor Name is hereby authorized to provide Type of Service/Commodity for the City of Little Rock Department as per City of Little Rock Bid Event # and Resolution #.	
<div style="text-align: center; font-size: 100px; opacity: 0.1; transform: rotate(-30deg);">SAMPLE</div> <p>Upon expiration of the terms of this contract, continued performance of the existing terms of the contract by both parties will informally continue the contract, making it terminable at will by either party. This informal continuation of the contract will not constitute a renewal, modification, or extension of the expired contract.</p>	

Vitesh Patel, Procurement Manager

SAMPLE LEGAL AD REQUEST

Reset



MEMORANDUM

TO: ARKANSAS DEMOCRAT GAZETTE, LEGAL NOTICES
121 EAST CAPITAL AVENUE, LITTLE ROCK, ARKANSAS 72201
(501) 378-3444 OR LEGALADS@ARKANSASONLINE.COM

FROM: CITY OF LITTLE ROCK, PROCUREMENT DIVISION
500 WEST MARKHAM STREET (SUITE 300), LITTLE ROCK, ARKANSAS 72201
(501) 371-4560 OR LRPURCHASING@LITTLEROCK.GOV

SUBJECT: LEGAL AD SUBMISSION

DATE: [REDACTED]

COMMENTS: IF THE PUBLISH DATE(S) CANNOT BE MET, PLEASE NOTIFY THE CITY OF LITTLE ROCK
PROCUREMENT OFFICE IMMEDIATELY

Publish: [REDACTED] [REDACTED] (Counties: Pulaski)

The City of Little Rock, Arkansas will receive sealed bids until time and date stated below for the following:

Bid [REDACTED] @ [REDACTED], [REDACTED].

All bid documents can be viewed at www.littlerock.gov/LRProcure.

The City of Little Rock encourages participation from MBE/DBE/WBE & SBA vendors.

This publication was paid for by City of Little Rock – <-- Select Department --> [REDACTED] Department at a cost of \$XX.XX.

