

Typical Procurement Methods

Type	Small Order (SO)	Competitive Bid (CB)	Invitation for Bid (IFB)	Request for Proposal (RFP)
Method	No price quotes required. No public posting required.	Email Prospective Contractors to obtain at least 3 price quotes. No public posting required.	Publicly posted solicitation (5-90 days) requesting a sealed price quote. Requires a public opening.	Publicly posted solicitation (5-90 days) requesting a sealed technical proposal and a separately sealed cost proposal. Requires a public opening.
Cost Threshold	Up to \$20,000 or up to \$40,000 if the Prospective Contractor is a <i>Certified</i> Minority-Owned or <i>Certified</i> Woman-Owned Business.	Up to \$75,000.	\$75,000 and up.	\$75,000 and up.
Contractor Selection	Based on agency policy, but competition should be used to the greatest extent possible.	Based on low cost.	Based on low cost.	Based on highest total score from evaluation of technical proposals (70%) and calculated cost score (30%).
Discussion/Negotiation	Requesting a lower cost is encouraged.	Requesting a lower cost is encouraged.	Negotiation is encouraged to achieve a lower cost and/or better contract value.	Negotiation is encouraged to achieve a lower cost and/or better contractual value.
Examples	Commodities: A boat, tools, medical supplies, uniforms, equipment, and books. Services: Landscaping project, pest removal, security services.	Commodities: Lab testing supplies, uniforms, equipment, and books. Services: Lawn care, pest control, security services.	Commodities: Furniture, large machinery, IT equipment. Services: Mailing services, transcription services, basic medical services.	Services: Critical medical services, advertising and marketing services, banking services.
Arkansas Law	A.C.A. § 19-11-231	A.C.A. § 19-11-234	A.C.A. § 19-11-229 Competitive Sealed Bidding	A.C.A. § 19-11-230 Competitive Sealed Proposals