

APPENDIX 8

PROCUREMENT CODES

NOTE: All codes that begin with “M” designate minority vendor purchases to assist agencies with minority expenditure reporting. “Minority” is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this state who is: African American, Hispanic American, American Indian, Asian American, Pacific Islander American or a Service Disabled Veteran as designated by the United States Department of Veterans Affairs.

| CODE | CODE DESCRIPTION | EXPLANATION |
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| EI | Exempt Item | Used for payroll items |
| EL ML | Exempt from Procurement Law | Procurements listed as exempt in ACA § 19-11-203 |
| EM MM | Emergency Procurements | Acquisitions of commodities or services greater than \$10,000 which, if not immediately initiated will endanger human life, health, state property or the functional capability of a state agency. ACA §19-11-233 |
| SS MS | Sole Source | Procurements greater than \$10,000 which by virtue of performance specification are available from a single source. ACA §19-11-232 |
| SO MO | Small Order | Purchases not subject to Amendment 54 to the Arkansas Constitution not included on state contract and costing \$10,000 or less. ACA §19-11-231 |
| SPECIAL | Special Procurements | Procurements greater than \$10,000, which by virtue of unusual or unique situations, which may make the application of all requirements of competitive bidding, competitive sealed bidding, or competitive sealed proposals contrary to the public interest. ACA § 19-11-263 |
| SPECIAL- APPR | Special Procurements Previously Approved By DFA-OSP | To be used on purchase orders that tie to a previously approved Special Outline Agreement. <i>Code SPECIAL-APPR is to only be used with Purchase Orders.</i> |
| QC MC | Quote Constitutional Item | Procurements of printing and supplies subject to Amendment 54 of the Arkansas Constitution not included on state contract and costing \$50,000 or less. Whenever possible, at least three competitive bids must be obtained. Quotations in this category may be obtained by state agencies only if issued a delegation order for this specific purpose. OSP Rule R1:19-11-234 |
| CB MB | Competitive Bid | Procurements not subject to Amendment 54 to the Arkansas Constitution, not included on state contracts, and costing between \$10,000 and \$50,000. ACA §19-11-234 |

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| WS | Workshop Products | Items procured from a disabled or blind work center in accordance with § 19-11-901 et seq. |
| ST MT | State Term | Procurements made under a term contract issued by the Office of State Procurement |
| CODE | CODE DESCRIPTION | EXPLANATION |
| SF MF | State Firm | Procurements made under a firm contract issued by the Office of State Procurement |
| AA MA | Agency Contract Award | Procurements made under a term contract by a state agency having an Agency Procurement Official |
| AX MX | Agency Quantity Fixed | Procurements made under a fixed quantity contract by a state agency having an Agency Procurement Official |
| BU MU | Bid Unsuccessful | Procurements authorized by the Office of State Procurement or an Agency Procurement Official when the competitive sealed bid process has produced no satisfactory results |
| FE ME | Funds Exempt | Procurements from auxiliary and restricted funds |
| RP MP | Resale Purchase | Items procured for resale in cafeterias, bookstores, etc.; however, these items cannot be transferred or sold to a department or agency in order to circumvent applicable procurement procedures. Commodities & raw material purchased by AR Correctional Industries intended for use in goods for resale. ACA §19-11-203 (14) |
| SSA MSS | Sole Source previously approved | To be used on purchase orders that tie to a previously approved sole source outline agreement. <i>Note: Code SSA is only to be used in Purchase Orders, DocType NB or PB.</i> |
| PSC* MSC* | Professional or Consultant Services Contracts | Used for contracts where the relationship between the contractor and an agency is that of an independent contractor. The services rendered consist of the personal services of an individual that are professional in nature and the agency does not have direct managerial control over the day-to-day activities of the individual providing the services; the contract specifies the scope of work and measurable results expected from contract rather than detailing the manner in which the services shall be rendered. |
| <p><i>* For ALL PSC Design Professional Contracts on Outline Agreements, enter "PV" in the "agreement type" AASIS field (Prof Svc Contract).</i></p> <p><i>For ALL PSC Design Professional Contracts on Purchase Orders, enter "PB" in the "order type" AASIS field (Professional Svc PO).</i></p> | | |
| PSA MSA | Professional or Consultant Services previously approved. | To be used on purchase orders that tie to a previously approved Professional or Consultant Services outline agreement. <i>Note: Code PSA is only to be used in Purchase Orders, DocType NV.</i> |

| IG | Intergovernmental | Contracts occurring between two or more governmental entities. ACA § 19-11-251 |
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| SG | Sub-grants | Used for all sub-grant expenditures. Does not require State Procurement approval. <i>Note: Code SG is only to be used in DocType NB and NV.</i> |
| DFA BUILDING AUTHORITY DIVISION RELATED CODES | | |
| CODE | CODE DESCRIPTION | EXPLANATION |
| ABA-SO ABA-MO | Capital improvement small order | Capital improvement projects which cost \$5,000 or less. ABAMSC 3-101(B) |
| ABA-QB ABA-MB | Capital improvement quote bid | Capital improvement projects which cost between \$5,000 and \$20,000.00. ABAMSC 3-101(C) |
| ABA** | Capital Improvement Projects | All capital improvement projects which exceed \$20,000, whether with a minority vendor or not. Agencies must request authorization to begin this process from ABA. The request & public advertisement must be approved by ABA (ACA § 22-9-203/19-4-1405 and ABAMSC Sections 2 & 3). |
| <p>** <i>On Outline Agreements, enter "NV" in the "agreement type" AASIS field. (Term Contract)</i> <i>On Purchase Orders, enter "NB" in the "order type" AASIS field. (Standard PO)</i></p> | | |
| PL MPL | Real Property Leases | Lease agreements and amendments involving office space, buildings, structures, land, parking lots, etc., which are contracted through ABA (A.C.A. § 22-2-114). Payments made pursuant to the lease do not need ABA approval. <i>Note: Code PL is only to be used in DocType NB and NV.</i> |

Codes Effective September 27, 2016.