

**2009 LEGISLATIVE COUNCIL SUBMISSION DEADLINES  
FOR PROFESSIONAL/CONSULTANT SERVICES CONTRACTS  
OVER \$25,000**

Contracts should be submitted to the UAMS Contract Services Department for review and forwarding to the Office of the Vice Chancellor for Finance & CFO (VCF) at least **15 working days** prior to the Department of Finance and Administration (DF&A) deadline date. **\*\*NOTE: Legislative Council Review Committee and Arkansas Legislative Council meetings are subject to change. Since 2009 is a biennium year, the dates are likely to change.**

Any Sole Source contracts must be received in the VCF Office not later than five (5) days prior to the cutoff dates below to allow for additional DF & A review and approval/disapproval.

DUE TO VCF	DUE TO U OF A SYSTEMS OFFICE	OSP DEADLINE	REVIEW COMMITTEE MEETING DATES	LEGISLATIVE COUNCIL MEETING DATES	CONTRACT START DATES
Dec 3, 2008	Dec 10, 2008	Dec 17, 2008	Jan 7, 2009	Jan 16, 2009	Feb 09
Dec 19, 2008	Jan 7, 2009	Jan 14, 2009	Feb 4, 2009	Feb 20, 2009	Mar 09
Jan 23, 2009	Feb 2, 2009	Feb 11, 2009	Mar 4, 2009	Mar 20, 2009	April 09
Feb 11, 2009	Feb 27, 2009	Mar 11, 2009	Apr 1, 2009	Apr 17, 2009	May 09
Mar 19, 2009	Apr 2, 2009	Apr 15, 2009	May 6, 2009	May 15, 2009	June 09
Apr 16, 2009	Apr 30, 2009	May 13, 2009	June 3, 2009	June 19, 2009	July 09
May 18, 2009	June 1, 2009	June 10, 2009	July 1, 2009	July 17, 2009	August 09
June 17, 2009	July 1, 2009	July 15, 2009	Aug 5, 2009	Aug 21, 2009	September 09
July 22, 2009	Aug 3, 2009	Aug 12, 2009	Sep 2, 2009	Sep 18, 2009	October 09
Aug 14, 2009	Aug 28, 2009	Sep 16, 2009	Oct 7, 2009	Oct 16, 2009	November 09
Sept 17, 2009	Oct 2, 2009	Oct 14, 2009	Nov 4, 2009	Nov 20, 2009	December 09
Oct 15, 2009	Oct 29, 2009	Nov 10, 2009	Dec 2, 2009	Dec 18, 2009	January 2010
Nov 16, 2009	Dec 2, 2009	Dec 17, 2009	Jan 6, 2010	Jan 15, 2010	February 2010

Contract documents should be in the UAMS Contract Services Department (MAIL SLOT 762) approximately forty-five (45) days prior to the Legislative Council Meeting date, in order to ensure adequate processing time through the areas outlined above.

PCS Contract Forms are located on our web site [ss.uams.edu](http://ss.uams.edu). **Do not use the contract forms on the DF & A web site, as they are not customized for our campus usage.**

If the Contractor has not been utilized before, an IRS W-9 Form will be required to accompany the contract. Additionally, the Contract and Grant Disclosure and Certification Form, and an Equal Opportunity Policy must accompany the one (1) original and three (3) copies of your PCS forms.

Please contact the Contract Services Office (686-6134 or 686-8451) for any assistance required during this process.