**OSP Substantial Compliance Checklist**

**Cooperative Procurement**

**Procurement Unit Requesting to Use a Cooperative Contract**

Requesting Department: Choose an item.

Requesting Division: Click here to enter text. Purchasing Contact: Click here to enter text.

Phone Number: Click here to enter text. Email: Click here to enter text.

**General Information**

Cooperative Procurement Entity or Organization: Click here to enter text.

Address: Click here to enter text.

Contact Name: Click here to enter text.

Phone Number: Click here to enter text. Email: Click here to enter text.

Contract Number: Click here to enter text.

Vendor Name: Click here to enter text.

Phone Number: Click here to enter text. Email: Click here to enter text.

Procurement Type: Click here to enter text.

Purchase Description: Click here to enter text.

Contract Term: Click to enter date.

Is the Service or Commodity Exempt? [ ]  Yes [ ]  No

If yes, explain the legal source of the exemption (if the service or commodity is exempt, the requestor may stop here): Click here to enter text.

**General Submission Requirements**

1. Was the solicitation advertised to the public preceding the date of bid or proposal opening for no less than 5 days and no more than 90 days? [ ]  Yes [ ]  No
2. If the solicitation was advertised to the public for less than 5 days or for longer than 90 days, identify how long the notice period was: Click here to enter text.
3. Were sealed bids or proposals opened at a designated time and place? [ ]  Yes [ ]  No
4. Was there a witness to the opening? [ ]  Yes [ ]  No
5. If the solicitation was in the form of a Request for Proposals (RFP), skip to question 6. If the solicitation was in the form of an Invitation for Bids (IFB), answer the following:
	1. Were the names of bidders and amount of their bids read aloud and recorded? [ ]  Yes [ ]  No
	2. If the names of the bidders and the amount of their bids were not read aloud, were the names of the bidders and the amount of their bids communicated or made available to the public in some other manner? [ ]  Yes [ ]  No
	3. If yes, explain how: Click here to enter text.
	4. Was the award made to the responsive and responsible bidder who submitted the lowest bid that met the requirements and criteria set forth in the bid? [ ]  Yes [ ]  No
6. If solicitation was done by RFP, were all proposals evaluated based on established Evaluation and Selection Criteria set forth in the solicitation? [ ]  Yes [ ]  No
7. Were protests allowed as part of the process? [ ]  Yes [ ]  No
8. If the solicitation was sealed, were all bids/proposals received kept secure and unopened until the date and time of bid/proposal opening? [ ]  Yes [ ]  No

**Economic Justification (to be completed by requestor)**

A cooperative review request from a state agency must include a verifiable economic justification as to why using the cooperative purchasing agreement is more cost effective or likely to realize savings than conducting a solicitation. Include the verifiable economic justification below.

Click here to enter text.

**To Be Completed by the Office of State Procurement**

[ ]  Approved: The cooperative procurement agreement referenced above has been determined to substantially meet the requirements of Arkansas procurement law.

[ ]  Denied: The cooperative procurement agreement referenced above has been determined not to substantially meet the requirements of Arkansas procurement law.

**Additional justification, if any:**

Click here to enter text.

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**Approver’s Signature**

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**Date**