



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES Office of State Procurement Contract and Grant Disclosure and Certification Form: Submission Requirement Checklist

Use the checklist below to decide if you need to submit a Contract and Grant Disclosure and Certification Form to OSP for Legal review under EO-98-04. This checklist is for agency use only. **Do not** submit this checklist to OSP.

1. Is the initial contract amount for the contract, lease, purchase agreement, or grant less than \$10,000?

Yes. **Do not** submit a Contract and Grant Disclosure and Certification Form.

No. Answer question two.

2. Is the contracting agency exempt from Arkansas Procurement Law? §19-11-203 states the following definition:

(13) "Exempt agencies" means the constitutional departments of the state, the elected constitutional offices of the state, the General Assembly, including the Legislative Council and the Legislative Joint Auditing Committee and supporting agencies and bureaus thereof, the Arkansas Supreme Court, the Court of Appeals, circuit courts, prosecuting attorneys, and the Administrative Office of the Courts.

Yes. **Do not** submit a Contract and Grant Disclosure and Certification Form.

No. Answer question three.

If you answer yes to any of questions 3 – 6, please disclose for OSP Legal review. If answers for questions 3 – 6 are all no, there is no need for disclosure or OSP Legal review.

3. Is the employee (self, spouse, immediate family member) desiring to contract with a state agency a current or former state employee?

STATE EMPLOYEE shall mean any employee of any state agency. This does not include disclosure or approval of work-study positions for students at universities, hospitals, etc.

FORMER STATE EMPLOYEE shall mean any person who was a state employee of any state agency within two years prior to entering into any contract with or receiving any grant awarded by a state agency.

Yes. Submit a Contract and Grant Disclosure and Certification Form for OSP Legal review.

No, not within the last two years. Answer question four.

4. Is the Board or Commission Member (self, spouse, immediate family member) desiring to contract with a state agency a current or former Board or Commission Member?

BOARD OR COMMISSION MEMBER shall mean any person who is an appointed member of a state board or commission, whether appointed by a member of the legislative, executive, or judicial branches of government, or otherwise.

FORMER BOARD OR COMMISSION MEMBER shall mean any person who was a board or commission member within two years prior to entering into any contract with or receiving any grant awarded by a state agency.

Yes. Submit a Contract and Grant Disclosure and Certification Form for OSP Legal review.

No, not within the last two years. Answer question five.

5. Is the Member of the General Assembly (self, spouse, immediate family member) desiring to contract with a state agency a current or former Member of the General Assembly?

MEMBERS OF THE GENERAL ASSEMBLY shall mean member(s) of the Arkansas House of Representatives or of the Arkansas Senate.

FORMER MEMBER OF THE GENERAL ASSEMBLY shall mean any person who was a member of the General Assembly within two years prior to entering into any contract with or receiving any grant awarded by a state agency.

Yes. Submit a Contract and Grant Disclosure and Certification Form for OSP Legal review.

No, not within the last two years. Answer question six.

6. Is the Constitutional Officer (self, spouse, immediate family member) desiring to contract with a state agency a current or former Constitutional Officer?

CONSTITUTIONAL OFFICER shall mean Governor, Lieutenant Governor, Secretary of State, Treasurer of State, Attorney General, Commissioner of State Lands, and Auditor of State.

FORMER CONSTITUTIONAL OFFICER shall mean any person who was a Constitutional Officer within two years prior to entering into any contract with or receiving any grant awarded by a state agency.

Yes. Submit a Contract and Grant Disclosure and Certification Form for OSP Legal review.

No, not within the last two years.

If answers for all of questions 3 – 6 are no, there is no need for disclosure or OSP Legal review. If you answer yes to any of questions 3 – 6, disclose for OSP Legal review.