



**DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES  
OFFICE OF STATE PROCUREMENT**

## **Solicitation Posting Update Request Form**

Complete this form to have a solicitation posting updated on the OSP [Current Solicitations](#) webpage.

File names for submitted attachments should begin with the solicitation Bid Number entered below and include the document name to be shown on the website posting; the Bid Number is the unique identifier used by the submitting agency to identify this solicitation. For example: *SP-24-0001 Addendum 1* or *SP-24-0001 Revised Price Sheet, SP-24-0001 Attachment D: Service Locations*.

All files will be converted to PDF format unless requested otherwise. Due to their file size, do not include scanned documents unless no other option is available. Documents may be no more than twelve (12) megabytes.

Save this completed form as *Solicitation Posting Update Request* and submit it, along with the relevant attachments, to [osp@arkansas.gov](mailto:osp@arkansas.gov).

**Bid Number:** \_\_\_\_\_

**Type of Update(s):**

- Addendum (must be posted to the website at least seventy-two (72) hours prior to solicitation opening time, unless the solicitation opening time is extended)
- Questions & Answers Posting
- Revised Price Sheet
- Additional or Revised Attachment(s)
- Other: \_\_\_\_\_
- Opening date/time has changed.  
New Bid Opening Date: \_\_\_\_\_ New Bid Opening Time: \_\_\_\_\_
- Buyer contact has changed.  
New Buyer Email: \_\_\_\_\_
- Special Notes for TSS Web Services (if any files need to be removed, please specify in this section).

Please allow 24 hours for processing of the posting request. If you have any questions about the process, please contact 501-324-9316. An email notification will be sent to you once the documents have been posted.