



OFFICE OF STATE PROCUREMENT
Delegation Order - General Procurement Authority

By this order, issued under the authority vested in me pursuant to Arkansas Code Annotated § 19-11-218(a)(3), I hereby delegate general procurement authority to the designated procurement agents of all the cabinet departments of the State of Arkansas and their respective divisions, as well as to all non-cabinet agencies and instrumentalities of the State subject to the requirements of Arkansas Procurement Law. All procurement authority delegated hereunder is subject to and shall be exercised in conformity with Arkansas Procurement Law.

The general procurement authority delegated hereunder includes the authority to procure commodities and services using the source selection methods set forth in Arkansas Code Annotated § 19-11-231 (small procurements); Arkansas Code Annotated § 19-11-234 (competitive bidding); Arkansas Code Annotated § 19-11-229 (competitive sealed bidding); and Arkansas Code Annotated § 19-11-230 (competitive sealed proposals), subject to the requirement that the procurement agents first be certified by the Department of Transformation and Shared Services Office of State Procurement as having successfully completed training with respect to any source selection method that he or she is expected to use in his or her role as procurement agent. Departments, divisions, agencies and instrumentalities of the State with employees exercising authority hereunder are responsible for seeing that their employees obtain at least the minimum level of procurement training that corresponds with the level of procurement authority that they will be expected to exercise, which can be found on the training webpage of the Office of State Procurement website at transform.ar.gov/procurement/procurement-resources/training/.

The general procurement authority delegated hereunder does not include the authority to procure commodities or services through the source selection methods set forth in Arkansas Code Annotated § 19-11-232 (proprietary or sole source procurements); Arkansas Code Annotated § 19-11-233 (emergency procurements); Arkansas Code Annotated § 19-11-263 (special procurement); or to enter cooperative purchasing agreements without prior written approval from the State Procurement Director or from the supreme executive authority vested in the Governor of the State of Arkansas.

Nothing herein is intended to prohibit any person with delegated authority from requesting the services of the Office of State Procurement. This delegation order shall be effective as of July 1, 2024, and shall remain so through June 30, 2025, unless sooner rescinded or superseded.



Jessica Patterson
State Procurement Director



Date