

Atypical Procurement Methods

Type	Exempt by Law	Emergency and Critical Emergency Procurements	Intergovernmental Procurements	Special Procurements	Sole Source Procurements	Request for Qualifications
Purpose	When the commodity or service being purchased is designated as "exempt" from standard procurement procedures per Procurement Law.	<u>Emergency</u> : When immediate procurement is necessary to protect human life or health, state property, or the functional capability of a State agency. <u>Critical Emergency</u> : When human life or health are imminently endangered.	When one state organization wishes to procure commodities or services from another state organization.	When an unusual or unique situation makes other methods or procurement contrary to public interest	When the commodity or service is available only from a single vendor.	When the qualifications of the contractor is the key factor for selection, or as mandated per Procurement Law.
Method	Confirm exemption per AR Law. Create the PO or OA with code EL in the Our Reference field.	<u>Emergency</u> : Obtain 3 quotes. <u>Critical Emergency</u> : Determine contractor. Submit applicable Justification form to OSP for Director approval and create contract per instructions on OSP website.	Create agreement which includes scope of work, amount of compensation, delineation of duties of each party, term of agreement, and signatures.	Provide justification letter for OSP Director approval. Attach letter and approval to PO or OA.	Provide justification letter for OSP Director approval. Attach letter and approval to PR.	Requires OSP Director approval for purchases other than those specified by law. Publicly posted solicitation (5-90 days) requesting submission of sealed qualifications. Requires a public opening. Pricing is negotiated with most qualified vendor.
Cost Threshold	Not a factor	Greater \$20,000	Determined by two Public Procurement units	Greater than \$20,000	Greater than \$20,000	Not a factor
Contractor Selection	Determined by agency and per law.	<u>Emergency</u> : Lowest bidder from three quotes. <u>Critical Emergency</u> : Determined by agency.	Determined by two Public Procurement units.	As justified by agency, with written permission by Director of OSP.	As justified by agency, with written permission by Director of OSP.	Best-qualified and capable vendor as determined by agency evaluation.
Discussion/Negotiation	NA	NA	NA	NA	NA	Allowed for services and pricing.
Examples	Work of Art/Artifact for a Museum Speaker/Lecturer Items for Resale in Gift Shop Postage	<u>Emergency</u> : Sandbags for an Impending Flood <u>Critical Emergency</u> : Ambulance services.	Print Shop Services Provided by an AR University Medical Services Provided by UAMS	A tornado wipes out a contractor's warehouse, and another contract must be put in place to cover orders until a new solicitation can be issued and awarded.	A Component for a Piece of Existing Equipment Calibration Services for Specialized Equipment	Land Surveyor Services Investment Consultant Services Specialized Medical Services
Ark. Code	§ 19-11-203(2)14	§ 19-11-233	§ 19-11-251	§ 19-11-263	§ 19-11-232	§ 19-11-801 et seq.