

LEGISLATIVE REVIEW AND REPORTING REQUIREMENTS

Legislative review and legislative reporting (A.C.A. § 19-11-265) are steps in the contract award process in which the State legislature, specifically the Arkansas Legislative Council (ALC) Review subcommittee, is presented the upcoming contract awards for services. The determination of either the review or reporting requirement depends on the dollar amount of the contract.

Legislative review is required for contracts for services with:

- An initial term cost that exceeds \$50,000.
- A total projected cost (including all possible renewal terms) that exceeds \$350,000.

Legislative reporting is required for contracts for services with:

- An initial term cost between \$10,000.00 and \$49,999.99.
- A total projected cost (including all possible renewal terms) between \$25,000 and \$350,000.

The legislative review step is initiated after you have identified the apparent successful contractor, and it must be completed *prior* to the final execution of the contract.

The legislative reporting step is completed during the month of the contract award but does not have to be completed prior to executing the contract.

See the TSS OSP web page for **Services** for information about legislative review and reporting processes.

Here, you can find:

- The guidelines for determining if a contract requires review or reporting.
- The calendar for the monthly review schedule.
- The forms to submit to OSP to have your contract added to the review agenda or reporting list.
- Instructions for how to complete and submit the forms.

Submitting a Contract for Review or Reporting

To submit a contract for review or reporting, go to AGENCIES, Services page on the OSP website and select the link for the form (based on dollar amount) that is applicable to your

review or reporting need. Complete the form according to the instructions also provided on that web page.

OSP has a team who receives the reporting and review forms and checks all the information to ensure it is accurate and complete before sending the contract information to the legislature.

Members of this team are available to assist you in completing the reporting and review submission procedures. For questions with this process, call OSP at 501-324-9316 and ask to speak with someone on the legislative review and reporting team.

Planning for Review or Reporting Requirements

Reporting is a quicker process than review because you must simply report the contract during the month that it is awarded.

Submitting a contract for review is a longer process because you must wait for a response regarding the review before you put the contract into effect.

- The legislature normally meets on a monthly basis to review contracts, and it can take 30-45 days from the review form submission to completion of review.
- You must not complete the final execution of the contract until *after* you have confirmation of review.
- Confirmation is provided by email from OSP, and they will also attach a copy of the signed review form to the PO or OA in AASIS.

It is important to note that when a contract is scheduled for review, a representative of the agency's procurement team must attend the ALC review meeting to answer any questions the review committee may have regarding the impending contract. The representative is typically the head of procurement for the agency. It's often beneficial for other agency procurement staff who are familiar with the details of the procurement to be present.

Be sure to plan accordingly to allow for the 30-45-day review process and to schedule the necessary agency representative(s) to be present for review prior to the time an applicable service contract needs to begin.

During legislative sessions, the contracts are reviewed by the Joint Budget Committee (JBC), and review may take longer than the typical 30-45-day timeframe.