OSP Approval Request

**Multiple Award**

A Multiple Award request must include a rationale and basis for the multiple award contract and the number of contractors required to fulfill the need (see Arkansas Code Annotated § 19-11-262).

Complete all sections of this *OSP* *Approval Request—Multiple Award* form and follow the steps specified in the *Multiple Award Procedures*. Email the completed form to the Office of State Procurement review mailbox at osp.review@arkansas.gov to ensure timely review.

**Procurement Unit Requesting the Multiple Award**

Requesting Department: Choose an item.

Requesting Division: Click here to enter text. Purchasing Contact: Click here to enter text.

Phone Number: Click here to enter text. Email: Click here to enter text.

**General Information**

Description of Service/Commodity: Click here to enter text.

Total Projected Cost: Click here to enter text.

Start Date of Resulting Contract: Click to enter date.

Expiration Date of Resulting Contract: Click to enter date.

**Provide the rationale and basis for the multiple award contract.**

Click here to enter text.

**Indicate the number of contractors required to fulfill the need.**

Click here to enter text.

**To Be Completed by the Office of State Procurement**

[ ]  Approved: The requestor has submitted an acceptable rationale to justify the request.

[ ]  Denied: The requestor has not submitted an acceptable rationale to justify the request and should utilize the appropriate method of procurement required by law.

**Comments**

Click here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approver’s Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**