



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES OFFICE OF STATE PROCUREMENT

OSP Policy Solicitation Review Memo

Purchases Requiring Review

In order to provide additional oversight, the Governor's Office and the Division of Information Systems (DIS) will review and approve the following:

- **Governor's Office:** Purchases anticipated to have an **initial contract amount of at least \$2,000,000** made through the following procurement methods:
 - IFB, RFP, RFQ, Sole Source, Cooperative Contract, Intergovernmental, Exempt by Law
- **DIS and the Governor's Office:** All **IT purchases** anticipated to have a **total projected cost of at least \$100,000** made through the following procurement methods:
 - CB, IFB, RFP, RFQ, Sole Source, Cooperative Contract, Intergovernmental, Exempt by Law

Department of Finance and Administration (DFA) Intergovernmental Services (IGS) will review and approve the following per Arkansas Code Annotated § 19-11-269:

- **DFA Intergovernmental Services:** All IT purchases anticipated to have a **total projected cost of at least \$100,000** made through the following procurement methods:
 - CB, IFB, RFP, RFQ, Sole Source, Cooperative Contract, Intergovernmental, Exempt by Law

Initial contract amount is the cost for the initial contract period of up to one year. *Total projected cost* is the anticipated cost of the contract including all possible extensions.

Contracts under the authority of the Division of Building Authority (DBA) will be included in this review process.

Submission Requirements

Agencies must enter a purchase requisition in AASIS for all purchases with a **total projected cost** of more than \$20,000.

- A purchase requisition will not be required for a purchase order created when adopting from an approved agency-specific outline agreement.
- A purchase requisition will be required for a purchase order when adopting from a cooperative contract.

The following must be included with the purchase requisition:

- Initial contract amount
- Total projected cost
- Standard document entitled *Solicitation Review Memo* for requisitions requiring review by DFA IGS, Governor's Office, and/or DIS.
 - The [memo](#) and [instructions](#) are available on OSP's [Forms and Reporting](#) webpage.
- **The procurement must be personally approved by the agency director if the anticipated total projected cost is at least \$1,000,000.**

- The standard release process in AASIS will initiate routing for review.
- Requisitions routed to OSP for a solicitation should have the purchasing group changed to C00 **only after** review has been completed by the required parties (DFA IGS, Governor's Office, and/or DIS).

Review Process

- Purchase requisitions will be released by DFA IGS, DIS and the Governor's Office when the review is complete.
- Use the "ZMM8_EXTN" report in AASIS to review purchase requisition status. A job aid can be found [here](#).