



OSP Procedures Multiple Award

Arkansas Code Annotated § 19-11-262 provides the legal basis for multiple award contracts. Multiple award contracts may be made only if the Director of the Office of State Procurement (OSP), an agency procurement official, or a designee determines in writing that a single award is not advantageous to the State of Arkansas.

The solicitation for the multiple award contract must include notification of the right of the initiating agency to make multiple awards, along with the criteria upon which award(s) will be based. Multiple award contracts must be limited to the least number of suppliers necessary to meet the requirements of the using agencies.

Agencies requesting a multiple award contract will:

1. Determine why a single award contract would not be advantageous to the State.
2. Complete the *Multiple Award Request Form* located on the Forms and Reporting page of the OSP website.
3. Save the completed form as *Multiple Award Request—Department/Agency Name*.
4. Submit an email with the subject line: *Multiple Award Request—Department/Agency Name*, with the completed form as an attachment, to the OSP review mailbox at osp.review@arkansas.gov for determination.
5. Upon receiving approval for the multiple award contract, AASIS-using agencies will:
 - a. Name the signed approval document *Multi Award Approval* and save to the contract file.
 - b. Create a purchase requisition for the procurement and process as normal.
 - i. If the purchase requisition will be routed to OSP, requires Department of Information System Review or Governor's Office review, attach the signed approval document to the purchase requisition.
 - c. Attach the signed approval document to the purchasing document and process as normal.
 - d. If a contract is a type, amount, or both that requires to be submitted for review prior to execution, then it is still subject to such review prior to execution.