



**DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT
Cooperative Procurement Substantial Compliance Checklist**

Procurement Unit Requesting Permission to Use Cooperative Contract

Requesting Agency:

Phone Number:

Email:

Purchasing Contact:

STEP 1 – General Information

Cooperative Procurement Agency/Organization:

Address:

Contact Person:

Phone Number:

Email:

Contract Number:

Vendor Name:

Phone Number:

Email:

Procurement Type:

Is the service or commodity exempt?

Yes*

No

If yes explain the legal source of the exemption:

***If the service or commodity is exempt, you do not need to complete the rest of this form.**

Contract Term:

Purchase Description:

STEP 2 – General Submission Requirements

1. Was the solicitation advertised to the public preceding the date of bid or proposal opening for no less than 5 days and no more than 90 days? Yes No

If the solicitation was advertised to the public for less than 5 days or for longer than 90 days, please identify how long the notice period was:

2. Were sealed bids or proposals opened at a designated time and place? Yes No

3. Was there a witness to the opening? Yes No

4. If the solicitation was in the form of a Request for Proposals (RFP), skip to step 6 below. If the solicitation was in the form of an Invitation for Bids (IFB), please answer the following.

- Were the names of bidders and amount of their bids read aloud and recorded? Yes No

- If the names of the bidders and the amount of their bids were not read aloud, were the names of the bidders and the amount of their bids communicated or made available to the public in some other manner? If so, please explain how:

- Was the award made to the responsive and responsible bidder who has submitted the lowest bid that met the requirements and criteria set forth in the bid? Yes No

5. Skip to step 7 below.

6. If solicitation was done by RFP, were all proposals evaluated based on established Evaluation and Selection Criteria set forth in the solicitation? Yes No

7. Were protests allowed as part of the process? Yes No

8. If the solicitation was sealed, were all bids/proposals received kept secure and unopened until the date and time of bid/proposal opening? Yes No

STEP 3 – Economic Justification to Be Completed by State Agency

A cooperative review request from a state agency must include a verifiable economic justification as to why using the cooperative purchasing agreement is more cost effective or likely to realize savings than conducting a solicitation.

STEP 4 – To Be Completed by OSP Director

Approved: The cooperative procurement agreement referenced above has been determined to substantially meet the requirements of Arkansas procurement law.

Denied: The cooperative procurement agreement referenced above has been determined not to substantially meet the requirements of Arkansas procurement law.

Additional justification, if any:

Director, Office of State Procurement

Date