November 21, 2019

DELEGATION ORDER

I, Edward R. Armstrong, acting in my official capacity as the State Procurement Director, do hereby delegate authority to the Department of Human Services ("DHS") Office of Procurement on behalf of the Division of Finance ("Finance") to seek select a responsible bidder to consolidate financial services currently provided under two (2) separate agreements into a single contract, by means of an invitation for bids.

DHS may take all necessary steps and actions to contact for this service, subject to the following conditions:

1. DHS solicits using an invitation for bids ("IBB"), otherwise known as competitive sealed bidding;
2. DHS shall clearly articulate reasonable and objective criteria to distinguish between bidders that qualify as responsible bidders and those who do not;
3. DHS shall, at a minimum, post notice of the solicitations on the Office of State Procurement ("OSP") webpage;
4. DHS shall designate the State Procurement Director to decide any protest under Ark. Code Annotated § 19-11-244 related to the IFB; and
5. DHS shall conform to all applicable law and rules in the administration and award of the contract.

Nothing herein is intended to prohibit the agency from requesting assistance of the Office of State Procurement ("OSP") during the procurement. Subject to the State Procurement Director's right to extend this authority as needed, the authority extended under this delegation order will expire on August 26, 2021, unless sooner rescinded or revoked.

It is so ordered.

Edward R. Armstrong
State Procurement Director