Purpose

Use this procedure to submit a Professional Consulting Services form for review as required by State procurement law.

Prerequisites

- A PCS outline agreement or purchase order contract must be created.

Menu Path

Enter the following URL address in the web browser of your computer, laptop or mobile device:

- [http://www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx](http://www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx)

Tips and Tricks

- An AASIS ID and password with proper authorization are required to log on for submission.
- Values used in this transaction are for example only. Accurate data entry relies on a particular agency's business processes.
Procedure

2. Click the Create PCS Form link.
3. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID</td>
<td>Required</td>
<td>User ID required to logon to the system.</td>
</tr>
</tbody>
</table>
|          |       | **Example:**  
|          |       | bajones                                                                    |
| Password | Required | A password is a string of figures, letters or characters that the user must enter (along with the User ID) to be able to log on to the system. For security reasons, the system does not display a password as it is typed. To maintain this security, keep all passwords confidential and change them regularly.  
|          |       | **Example:**  
|          |       | learn                                                                     |

4. Click the **Sign In** button.
5. Select the total projected cost category.

Example: "Amount 50K and over".

Users can select either PCS threshold for reporting as required by law. This example demonstrates one category.
6. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
<td>Required</td>
<td>The unique number assigned to a document upon saving.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> 4600040165</td>
</tr>
</tbody>
</table>
7. Select the agency from the list.

Example: "0610 /Department of Finance and Administration"

Click the scroll down arrow to view the list.

**Time Saving Tip:** Type the agency business area to move to the applicable agency instead of clicking the scroll bar.
8. Click the **Create Form** button.

   - If this is an amendment to an original submission of the same PCS document, select **Yes**.
   - Click the **Reset** button to clear the data from the fields and start a new submission.
   - AASIS users will receive an error message if the reporting category and/or dollar threshold does not meet the PCS reporting requirements.
PCS Form

9. Click the **Method of Procurement drop down** arrow.

- **AASIS users** will see auto field population which generates from the original purchase order or outline agreement created in AASIS.

  Auto populated fields are display only on this form. Revisions to pre-populated data **must be updated in AASIS** on the original purchasing document before the approval process begins.

- **Non-AASIS users** will not see auto field population for an original submission. Amendments will auto populate from the previously submitted data.
10. Select the applicable method from the list.

Example: "Request for Qualifications"

Visit the Office of State Procurement website (www.dfa.arkansas.gov/offices/procurement) for method of procurement guidelines for use.
11. Click the **Maximum Extension Date Calendar** button.
PCS Form

Professional Consultant Services

Report only professional consultant service contracts with a Total Projected Cost greater than or equal to $50,000

12. Click the Next year arrows.
13. Select the date.

Example: "8" (06/08/2020)
14. Click the **scroll down** arrow.
15. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Summary</td>
<td>Required</td>
<td>A high level description of the purpose for the contract.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> Short explanation of contract is required</td>
</tr>
</tbody>
</table>

16. Select the applicable **funding** check box.
Users can select multiple funding sources.

A percentage totaling 100% is required. Decimal values are allowed.

The source funding identification text fields become active for editing depending on the checkboxes selected above.

17. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select % of Fund</td>
<td>Required</td>
<td>Percentage representing the amount of funding from a particular source or sources.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example:</strong> 100</td>
</tr>
</tbody>
</table>

18. Click in the corresponding funds text field.

Example: "State Funds"

The source or sources of funds must be described for review.

19. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required</td>
<td><strong>Example:</strong> general revenue</td>
</tr>
</tbody>
</table>

20. Click the **scroll down** arrow.
21. Click the **drop down** arrow.

22. Select the appropriate minority category.

Example: "**Not Applicable**".

If the vendor is a minority vendor, users must select the applicable description in this field.
23. Click the **Scroll Down** arrow.

The agency contact information generates from the **Purchasing Group** assignment on the original purchasing document.

These fields are open for editing on this form.

A PDF attachment is required for submission. Attachments auto populate from the original purchasing document in AASIS.

Only PDFs with the proper naming convention will display on this form. Refer to the OSP website (www.dfa.arkansas.gov/offices/procurement) for PCS PDF naming convention rules.
24. Click the Check button.
25. Click the OK button.

A “Document has errors” message will display when applicable.

Users can click OK and scroll to the top of the form for a list of fields in error and the corresponding fields in error will be highlighted red for data entry.
26. Click the **OK** button.
27. Click the **Save** button.

The **Update** button will display, instead of save, for amended submissions.

If changes are necessary before saving, click the **Back** button to open revisable fields again for change.

Remember, AASIS users must use AASIS to revise pre-populated data.
28. **Click the Scroll Down arrow.**

A system message is generated upon successful submission.
29. Click the Back to New Form button.

- If all PCS submissions are complete, close the web browser to log off.
- All users can use the TGS/PCS report to display submissions and monitor the status of the review. Refer to the PCS/TGS Report Job Aid for more instructions.
- AASIS users can also display the purchasing document in AASIS to monitor the status, which is known as a release strategy.
Summary

You have successfully submitted a PCS form for review.
Next Steps

Monitor the approval status using the PCS/TGS report from the OSP website or review document release strategies in AASIS.