



SPECIAL PROCUREMENT PROCEDURES

The procedure for initiating a contract using the "SPECIAL" method of procurement will be similar to that used for sole source ("SS") contracts. Rather than writing a justification letter which addresses the seven standard questions related to sole source procurements, a justification must be written which identifies:

- (a) the contract number (as applicable),
(for AASIS-using agencies the contract number will be represented by the AASIS outline agreement or purchase order number);
- (b) the amount to be spent, expressed as the total projected cost;
- (c) the unusual or unique situation that justifies special procurement;
- (d) why, under the situation presented, competitive procurement is contrary to the public interest;
- (e) the proposed start date and end date,
(for AASIS-using agencies the contract start and end dates are recorded in the *Validity Start* and *Validity End* date fields in the AASIS outline agreement or purchase order);
- (f) how long the unusual or unique situation that justifies special procurement as an alternative to competitive procurement is expected to last;
- (g) if it exceeds the anticipated duration of the unusual or unique situation used to justify a special procurement, what rationale justifies making the duration of the contract exceed the anticipated duration of the unusual or unique situation used to justify special procurement;
- (h) the contractor selected and the reasons for the selection of the contractor.

Special procurements used to avoid a shortage of a vital commodity or a service until such time as a competitive procurement process can be finalized must be limited to the documented additional time period needed to competitively procure the commodity or service. If the contract is a type and/or amount that requires it to be submitted for review prior to execution, such as those for professional consulting services for example, the processes will follow the same procedures as are currently in place.

The PCS and TGS web portal screens have been updated to include the new procurement method. The forms to be completed for professional consulting services (PCS) or technical/general services (TGS) include the SPECIAL procurement method and posted to the OSP website. The forms included are the:

- PCS-1 Contract Fillable Form
- PCS-1 Contract Form
- PCS-1A Contract Amendment Fillable Form
- PCS-1A Contract Amendment Form
- TGS-1 Contract Fillable Form
- TGS-1 Contract Form



Department of Transformation and Shared Services

Governor Asa Hutchinson
Secretary Amy Fecher
Director Edward Armstrong

- TGS-1A Contract Amendment Fillable Form
- TGS-1A Contract Amendment Form

The checklists for PCS Contract Submission and TGS Contract Submission, available on the OSP website, have been updated to include the "SPECIAL" procurement method.

The procedure for these special procurements will mimic that for sole source contracts with the exception of the procurement method and the justification letter mentioned above. The procurement method code SPECIAL should be entered into the *Our Reference* field on purchasing documents.

The signature of Ed Armstrong, director of the Office of State Procurement, will be required for any special procurement by any agency that is not a procurement agency as defined by law.