



Department of Transformation and Shared Services

Governor Asa Hutchinson
Secretary Amy Fecher
Director Edward Armstrong

MEMORANDUM

To: All State Agencies, Boards and Commissions
Attn: Department Directors, Purchasing Agents
From: Edward Armstrong, Administrator, Office of State Procurement
Date: August 1, 2017
Subject: Solicitations and IT Purchase Review/Approval

Solicitations/Purchases Requiring Review

In order to provide additional oversight, the Governor's Office and DIS will review and approve the following:

- **Governor's Office:** Solicitations/purchases which are anticipated to have an **initial contract amount of \$2,000,000 or more** made through the following procurement methods:
 - IFB, RFP, RFQ, Sole Source, Cooperative Contract, Intergovernmental, Exempt by Law
- **DIS and the Governor's Office:** All **IT solicitations/purchases** which are anticipated to have a **total projected cost of \$100,000 or more** made through the following procurement methods:
 - CB, IFB, RFP, RFQ, Sole Source, Cooperative Contract, Intergovernmental, Exempt by Law

DFA Intergovernmental Services will review and approve the following per A.C.A. §19-11-269:

- **DFA Intergovernmental Services:** All IT solicitations/purchases which are anticipated to have a **total projected cost of \$100,000 or more** made through the following procurement methods:
 - CB, IFB, RFP, RFQ, Sole Source, Cooperative Contract, Intergovernmental, Exempt by Law

"Initial Contract Amount" is the cost for the initial contract period. This period is one year or less.

"Total Projected Cost" is the anticipated cost of the contract including all possible extensions.

Contracts under the authority of ABA will be included in this review process.

Submission Requirements

- Agencies must enter a purchase requisition in AASIS for all purchases with a **total projected cost** of more than \$20,000.
 - A purchase requisition will not be required for a PO created when adopting from an approved agency-specific outline agreement.
 - A purchase requisition will be required for a PO when adopting from a cooperative contract.

Office of State Procurement

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- The following must be included with the purchase requisition:
 - Initial Contract Amount
 - Total Projected Cost
 - Standard Memo entitled "Solicitation Review Memo" for requisitions requiring review by DFA IGS, Governor's Office, and/or DIS.
 - The memo and instructions are available on OSP's website: <https://www.dfa.arkansas.gov/procurement/procurement-forms-and-reporting/>
 - Instructions are also available by scrolling your mouse over each heading on the form.
 - ***The procurement must be personally approved by the agency director if the anticipated total projected cost is \$1,000,000 or more.***
- The standard release process in AASIS will initiate routing for review.
- Requisitions routed to OSP for bidding should have the purchasing group changed to C00 ***only after*** review has been completed by the required parties (DFA IGS, Governor's Office, and/or DIS).

Review Process

- Purchase requisitions will be released by DFA IGS, DIS and the Governor's Office when the review is complete.
- Use the "ZMM8_EXTN" report in AASIS to review purchase requisition status. A job aid can be found here: https://rwdprd.dfa.arkansas.gov/qm/folder-1.11.15913?mode=EU&primaryCSH=ZMM8_EXTN