Department of Transformation and Shared Services
Governor Asa Hutchinson
Secretary Amy Fecher
Director Edward Armstrong

MEMORANDUM

To: All State Agencies, Boards and Commissions, Universities and Colleges

Attn: Purchasing Agents and Purchasing Officials

From: Camber Thompson, Director, Office of State Procurement

Date: September 24, 2015

Subject: Technical and General Services Contracts for Legislative Review

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Section § 19-11-265 of the Arkansas Code establishes the process for legislative review of technical and general services contracts entered into by the State of Arkansas. Effective August 1, 2015, all technical and general service contracts with a total projected contract cost of $100,000 or more must be reviewed by the Legislative Council prior to the execution date of the contract or amendment. Additionally, all technical and general service contracts with a total projected contract cost of $25,000 to $99,999.99 must be reported to the Legislative Council.

Submission Requirements

The request for review of technical and general services contracts must be submitted to the Joint Budget Committee if the General Assembly is in session and to the Legislative Council during the interim and shall be submitted in the same manner as all other contracts submitted to either the Joint Budget Committee or the Legislative Council.

All technical and general service contracts with a total projected contract cost of $100,000 or more submitted for the October 2015 review or after must be submitted on the new TGS-1 and TGS-1A forms. Agencies must fill out the appropriate form and submit it through the OSP portal.

TGS Forms Link: http://www.dfa.arkansas.gov/offices/procurement/Pages/tgs.aspx.

Contract Submission Portal Link: https://www.ark.org/dfa/tgs_contract_reporting/index.php

$25,000 - $99,999.99 Reporting Link: https://www.ark.org/dfa_tgs_contracts/index.php

The using agency will be responsible for ensuring representation at the Committee meeting to answer members' questions.