

## **BID SOLICITATION WEBSITE POSTING FOR OTHER PROCUREMENT UNITS**

State agencies, institutions of higher education or other public procurement units may request to have their bid solicitations advertised on the Office of State Procurement website. These bid solicitations are those which will be managed by the initiating agency and not those which are conducted by OSP.

These bid solicitations will not be administered by OSP. All bid responses and any questions regarding the solicitations must be directed to and managed by the originating agency. OSP will not be responsible for any of the content of these solicitations nor for answering questions from bidders or the public in regard to them.

E-mail alerts can be sent to prospective bidders if material group codes are provided with the solicitation posting. These are the codes vendors use to indicate the types of goods or services they can supply.

A link to the list of material group codes is provided on the request form.

If a material group code is not indicated on the solicitation posting request form, an email alert will not be sent to the registered vendors.

These solicitations will be posted to the Competitive Bid Proposals page on the OSP website at <http://www.arkansas.gov/dfa/procurement/bids/index.php>.

The following solicitation posting request forms are available on the Forms/Reporting page of the OSP website at <http://www.dfa.arkansas.gov/offices/procurement/Pages/forms.aspx>.

- [Solicitation Posting Request](#)
- [Solicitation Update Posting Request](#) - (i.e. addendums, questions and answers, revised price sheets, etc.)
- [Anticipation to Award Posting Request](#)

**Please allow 24 hours for processing of the posting request.**

If you have any questions about the process, please contact 501-324-9316.