



SP-19-0050 & SP-20-0119 Process Server Services

Current Effective Dates: SP-19-0050 June 15, 2020 thru June 14, 2021 SP-20-0119 August 1, 2020 thru July 31, 2021	
Potential Final Expiration Date June 14, 2027 and July 31, 2027	
Contract Administrator	Office of State Procurement Heather Bailey Phone: 501-324-9320 Email: heather.bailey@dfa.arkansas.gov
Mandatory Status	Non-Mandatory
Certified Minority Vendor Status	Yes – 1 Contractor
AASIS Outline Agreement Number	Multiple Master Outline Agreement Numbers – See At-A-Glance document.
Vendor Information	
A & L Process Serving	Lora Carter Phone: 870-715-2561 Email: aandprocessserving@yahoo.com OA: 4600046854
Pronto Process Servers, LLC	Tammie Hester Phone: 870-897-6529 Email: prontoprocessservers@gmail.com OA: 4600046850 and 4600046859
Wright Investigations	Karen May Phone: 479-879-3642 Email: wrightinvestigations@yahoo.com OA: 4600046851
Bear Creek Security and Investigations, Inc.	Chris Patrick Phone: 870-919-3576 or 870-316-6056 Email: chris@bearcreeksecurity.com OA: 4600046855



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C's Background, Inc.	Jeff Everetts Phone: 870-834-6774 Email: jeffe53@gmail.com OA: 4600046857
Mid-South Investigations, Inc.	Steve Speir Phone: 870-261-8080 Email: msinvestinc@yahoo.com OA: 4600046847
Ray Anthony Petty	Ray Anthony Petty Phone: 870-930-4480 Email: aprocessservices@gmail.com OA: 4600046858
GHall Process Service	Geoff Hall Phone: 479-462-1531 Email: ghallsales@gmail.com OA: 4600046845
Rodney Wilson	Rodney Wilson Phone: 870-338-2835 or 479-400-2011 Email: rwilsonps@gmail.com OA: 4600046853
Dewayne Hall Process Service	Dewayne Hall Phone: 501-733-9966 or 501-796-8474 Email: dhall5@windstream.net OA: 4600046859
Veteran Process and Field Services, LLC *AEDC Certified Minority and/or Women-Owned Business Owner*	Timothy Porchia Phone: 870-413-8306 or 870-413-9024 Veteranfieldservices06@gmail.com OA: 4600046860
Four Season's Civil Process	John H. Huff, Jr. Phone: 870-753-8826 Jhhuff64@yahoo.com OA: 4600046843

Office of State Procurement

1509 West 7th Street, Suite 300 * Little Rock, AR 72201 * 501.324.9316



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ABC Process Serving, LLC	Audra C. Bennett Phone: 479-208-3644 abcprocessservingllc@gmail.com OA: 4600046842 and
Frazier and Associates, Inc.	Raymond Frazier Phone: 501-413-1173 Raymond.fraziercivilps@comcast.net OA: 4600046844 and 4600047209
Owens and Associates Investigations	Edward Joe Hotzel Phone: 903-556-4818 or 903-793-8857 Owenassoc1pi@aol.com OA: 4600046848
Martha Crane	Martha Crane Phone: 870-866-6273 or 870-737-4382 Macra0922@gmail.com OA: 4600046846
Attorney's Service	Stephanie Myers Phone: 501-376-2300 or 501-680-5720 myersas@myers1963.com OA: 4600047203
Gentry Process Service	Doug Gentry Phone: 501-288-0567 or 501-288-1680 gentryprocessservice@yahoo.com OA: 4600047214
Lloyd Process Service	Kim Lloyd Phone: 501-416-6580 or 501-416-9208 kimslloyd@sbcglobal.net OA: 4600047514

CONTRACT OVERVIEW

SP-19-0050 and SP-20-0119 Process Server Services has 19 Contractors available to provide Process Server Services throughout the State of Arkansas.

The contracts provide a variety of Primary Service options including Standard, Rush, Expedited, and Urgent service. There are Secondary Service types available as add-on options to the Primary Service Type including Standby Service, Substitute Service, and Multiple Address Service.

PERMISSIVE USERS

All eligible purchasers within the State of Arkansas including State agencies, educational institutions, local public procurement units, and political subdivisions are authorized to utilize the services offered under the terms and conditions of the contract.



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AGENCY INSTRUCTIONS

For all Master Outline Agreements, State Agencies **must** create an Outline Agreement in AASIS referencing the applicable Master Outline Agreement number and SP-19-0050 or SP-20-0119 if the purchases are expected to exceed the \$50,000 threshold required for legislative review.

State Agencies are responsible for reporting and obtaining the necessary reviews and approvals for all Outline Agreements, including but not limited to legislative review and for entry into the TGS/PCS Portal.

State Agencies are responsible for obtaining the necessary review and approval of Contractor disclosures required by Executive Order 98-04 as submitted on the Contract and Grant Disclosure Form.

Special Instructions: Although the entire State of Arkansas is covered under this State Contract, State Agencies may elect to utilize Contractors having Orders of Appointment to serve in counties, Regions, or judicial districts not awarded to that particular Contractor under this State Contract, or may elect to use Contractors not at all represented by this State Contract. In these instances, State Agencies must follow standard procurement procedures, must not reference this State Contract, and must issue a separate Purchase Order for these purchases. If the cost for using a Contractor outside of their awarded Region is expected to exceed the Small Procurement threshold of \$20,000 (\$40,000 for a Certified Minority Business), then depending on the anticipated spend, a Competitive Bid or Invitation for Bid must be completed.

TGS/PCS Portal	
≥ \$25,000 to < \$50,000	Reported
> \$50,000	Reviewed

State Agencies are expected to complete the Service Type Menu Form with each Referral for Service Packet issued to Contractors for service. The Service Type Menu Form is located under the Related Documents Heading on the State Contracts webpage.

State Agencies may reference the At-A-Glance document to search a Contractor by Region and by County, and to search pricing by Contractor and by Region.

AASIS INSTRUCTIONS

For regionally awarded Contracts, line items in AASIS represent the Contractor's awarded Region and service type (Standard, Rush, Expedited, etc.). As such, there are multiple lines for each Region. Please see the line item text in AASIS to determine the Region and service type the line represents.

Contract documents are attached to each Outline Agreement in AASIS.



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AWARDED COMMODITIES AND SERVICES

Process Server Services

CONTRACT DOCUMENTS

Invitation for Bid and associated Addenda

Master Outline Agreements (See At-A-Glance document for AASIS OA numbers)

At-A-Glance Document

Service Type Menu Form