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

<table>
<thead>
<tr>
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<th>SP-20-0119 August 1, 2020 thru July 31, 2021</th>
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</thead>
<tbody>
<tr>
<td><strong>Potential Final Expiration Date</strong></td>
<td>June 14, 2027 and July 31, 2027</td>
</tr>
</tbody>
</table>
| 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: aandlprocessserving@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     
<p>|                                               | OA: 4600046855        |</p>
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contact Name</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>OA: 4600046857</th>
</tr>
</thead>
<tbody>
<tr>
<td>C's Background, Inc.</td>
<td>Jeff Everetts</td>
<td>870-834-6774</td>
<td><a href="mailto:jeffe53@gmail.com">jeffe53@gmail.com</a></td>
<td>4600046857</td>
</tr>
<tr>
<td>Mid-South Investigations, Inc.</td>
<td>Steve Speir</td>
<td>870-261-8080</td>
<td><a href="mailto:msinvestinc@yahoo.com">msinvestinc@yahoo.com</a></td>
<td>4600046847</td>
</tr>
<tr>
<td>Ray Anthony Petty</td>
<td>Ray Anthony Petty</td>
<td>870-930-4480</td>
<td><a href="mailto:approcessservices@gmail.com">approcessservices@gmail.com</a></td>
<td>4600046858</td>
</tr>
<tr>
<td>GHall Process Service</td>
<td>Geoff Hall</td>
<td>479-462-1531</td>
<td><a href="mailto:ghallsales@gmail.com">ghallsales@gmail.com</a></td>
<td>4600046845</td>
</tr>
<tr>
<td>Rodney Wilson</td>
<td>Rodney Wilson</td>
<td>870-338-2835 or 479-400-2011</td>
<td><a href="mailto:rwilsonps@gmail.com">rwilsonps@gmail.com</a></td>
<td>4600046853</td>
</tr>
<tr>
<td>Dewayne Hall Process Service</td>
<td>Dewayne Hall</td>
<td>501-733-9966 or 501-796-8474</td>
<td><a href="mailto:dhall5@windstream.net">dhall5@windstream.net</a></td>
<td>4600046859</td>
</tr>
<tr>
<td>Veteran Process and Field Services, LLC</td>
<td>Timothy Porchia</td>
<td>870-413-8306 or 870-413-9024</td>
<td><a href="mailto:Veteranfieldservices06@gmail.com">Veteranfieldservices06@gmail.com</a></td>
<td>4600046860</td>
</tr>
<tr>
<td>Four Season’s Civil Process</td>
<td>John H. Huff, Jr.</td>
<td>870-753-8826</td>
<td><a href="mailto:Jhhuff64@yahoo.com">Jhhuff64@yahoo.com</a></td>
<td>4600046843</td>
</tr>
</tbody>
</table>
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  
kimsilloyd@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.
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.

<table>
<thead>
<tr>
<th>TGS/PCS Portal</th>
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<tbody>
<tr>
<td>&gt; $25,000 to &lt; $50,000</td>
<td>Reported</td>
</tr>
<tr>
<td>&gt; $50,000</td>
<td>Reviewed</td>
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</table>

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.
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