**SP-19-0050 Process Server Services**

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| **Current Effective Dates June 15, 2020 through June 14, 2021**  **Potential Final Expiration Date June 14, 2027** | |
| Contract Administrator | Office of State Procurement  Heather Bailey  Phone: 501-324-9320  Email: [heather.bailey@dfa.arkansas.gov](mailto: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](mailto:aandlprocessserving@yahoo.com)  OA: 4600046854 |
| Pronto Process Servers, LLC | Tammie Hester  Phone: 870-897-6529  Email: [prontoprocessservers@gmail.com](mailto:prontoprocessservers@gmail.com)  OA: 4600046850 |
| Wright Investigations | Karen May  Phone: 479-879-3642  Email: [wrightinvestigations@yahoo.com](mailto: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](mailto:chris@bearcreeksecurity.com)  OA: 4600046855 |
| C’s Background, Inc. | Jeff Everetts  Phone: 870-834-6774  Email: [jeffe53@gmail.com](mailto:jeffe53@gmail.com)  OA: 4600046857 |
| Mid-South Investigations, Inc. | Steve Speir  Phone: 870-261-8080  Email: [msinvestinc@yahoo.com](mailto:msinvestinc@yahoo.com)  OA: 4600046847 |
| Ray Anthony Petty | Ray Anthony Petty  Phone: 870-930-4480  Email: [approcessservices@gmail.com](mailto:approcessservices@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](mailto: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](mailto:Veteranfieldservices06@gmail.com)  OA: 4600046860 |
| Four Season’s Civil Process | John H. Huff, Jr.  Phone: 870-753-8826  [Jhhuff64@yahoo.com](mailto:Jhhuff64@yahoo.com)  OA: 4600046843 |
| ABC Process Serving, LLC | Audra C. Bennett  Phone: 479-208-3644  [abcprocessservingllc@gmail.com](mailto:abcprocessservingllc@gmail.com)  OA: 4600046842 |
| Frazier and Associates, Inc. | Raymond Frazier  Phone: 501-413-1173  [Raymond.fraziercivilps@comcast.net](mailto:Raymond.fraziercivilps@comcast.net)  OA: 4600046844 |
| Owens and Associates Investigations | Edward Joe Hotzel  Phone: 903-556-4818 or 903-793-8857  [Owenassoc1pi@aol.com](mailto:Owenassoc1pi@aol.com)  OA: 4600046848 |
| Martha Crane | Martha Crane  Phone: 870-866-6273 or 870-737-4382  [Macra0922@gmail.com](mailto:Macra0922@gmail.com)  OA: 4600046846 |

**CONTRACT OVERVIEW** SP-19-0050 Process Server Services has 16 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.

There are no Process Server Services available under the contracts for Region 12, which encompasses Judicial Districts 7, 18W, and 18E and Polk, Montgomery, Garland, Hot Spring, and Grant counties.

**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 if the purchases on the Master Outline Agreement are expected to exceed the $50,000 threshold required for legislative review.

State Agencies are responsible for 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.

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| **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.

**AWARDED COMMODITIES AND SERVICES**

Process Server Services

**CONTRACT DOCUMENTS**

Invitation for Bid

Master Outline Agreements

At-A-Glance Document

Service Type Menu Form