

1. What are the two forms used for service contracts?

The Office of State Procurement created two forms: SRV-1 and SRV-1A (formerly known as PCS/TGS-1 and PCS/TGS-1A).

- A. The SRV-1 form should be completed for original (new) contracts.
- B. The SRV-1A form is for amendments and/or extensions.

2. Are there instructions for completing the forms?

Yes, there are instructions to assist in completing the forms which are located on the OSP website.

3. What is the portal and where is it located?

- A. The portal is a web-based tool used to transmit contracts to the Arkansas Legislative Council (ALC) for reporting or review.
- B. The portal is located on the OSP website. Agencies use the "Create Service Form" option to access the portal.

4. What documents need to be uploaded as an attachment in the web portal?

Required documents vary depending on the method of procurement. Use the Checklist for Contract Submission located on the OSP website as a guide.

5. How many documents can be uploaded as an attachment into the web portal?

A single PDF file is acceptable in the portal. One PDF file may contain multiple documents.

6. How does the agency know the status of a contract?

The web portal is updated to display the status of each contract in the system. AASIS users may also check the status of a contract by looking at the release strategy.

7. What is the threshold for service contracts to be reported to ALC?

Service contracts with an annual contract amount or a total projected cost of \$25,000 - \$49,999.99.

8. What is the threshold for service contracts to be submitted for review?

Service contracts with an annual contract amount of at least \$50,000 or if the total projected cost is \$350,000 or greater must be submitted for review by ALC.

9. How do I calculate the total projected cost (amount) of a contract?

If the annual contract amount remains the same, the total projected cost can be calculated by multiplying the annual contract amount times seven (7).

10. Do requisitions require Governor's Office approval?

A. The Governor's Office does review purchase requisitions if they meet the following criteria:

- Solicitations that include information technology with a total projected cost (amount) of \$100,000 or greater
- Solicitations that have an initial contract amount of \$2,000,000 or more

B. Governor's Office review does not apply to colleges and universities.

11. Will contracts (post-solicitation) be reviewed by the Governor's Office?

No. The Governor's Office will receive a monthly report.

12. What contracts are reviewed by the Department of Information Systems (DIS)?

DIS reviews contracts that include information technology that have a total projected cost of \$100,000 or more including renewals.

13. Who can I contact for additional information?

For assistance, you may contact OSP.PCS@dfa.arkansas.gov or OSP-TGS@dfa.arkansas.gov