

# COMPONENTS OF A PROCUREMENT CONTRACT AND THE COMPREHENSIVE PROCUREMENT RECORD

## Components of a Procurement Contract

For most State agencies, the components of a procurement contract are stored electronically in the Arkansas Administrative Statewide Information System (AASIS), which is the State's system of record for many of the State's departments and divisions. AASIS houses these procurement records from the first step of initiating a purchase (creating a PR) to the last step of finalizing and awarding the purchase (executing a PO or OA).

The key components of a procurement contract are:

1. The solicitation document, and all its attachments, which provides the prospective contractors with:
  - Specifications and requirements detailing exactly what the State wants to purchase.
  - The State's terms and conditions for the purchase.
2. The successful contractor's response document, which provides the State with:
  - The signed Bid Signature page which confirms the contractor has agreed to the State's terms and conditions.
  - The bid or proposal which lets the State know what the prospective contractor offers in response to the solicitation.
  - The cost of their commodity or proposed service.
3. Other ancillary documents are also considered part of the contract, such as:
  - Any addenda to the solicitation.
  - The supplemental documentation required from the contractor.
  - Any negotiation documents.
  - The signed legislative review forms, if applicable.

*The contract documents that are not created in AASIS, such as the Contractor's proposal or price sheet, must be scanned and electronically attached to the AASIS contract (PO or OA).*

## The Comprehensive Procurement Record

After a contract is awarded, it is critical to compile all documentation relative to the procurement into one procurement record.

The comprehensive procurement record should be organized into a single electronic and/or hard copy file that can be referenced by an identifier such as a solicitation number or

contract number. See your supervisor to find out your agency's directive for saving and storing a comprehensive procurement record.

The comprehensive procurement record documentation includes the resulting contractual documents, but also includes:

- The purchase requisition.
- All approvals obtained throughout the procurement process.
- The awarded and non-awarded prospective contractors' responses and pricing.
- All electronic and written correspondence related to the procurement.
- Any additional documents generated as part of the procurement process, such as solicitation and question and answer documents.
- Any subsequent contract renewal documents.

Printed copies (either hard copies or scanned electronic copies) of the AASIS documents, PRs, POs, and/or OAs should be included in the hard copy and/or electronic copy of the procurement record.

See your supervisor with any questions about which documents must be included in the complete contract file.