

## Supplemental Documentation for Contracts

|  | Contract & Grant Disclosure  | Israel Boycott Restriction  | Illegal Immigrant Confirmation  | Equal Employment Opportunity Policy                        |
|--|--|---|---|--|
| <b>Explanation</b>                           | A form completed by the prospective contractor for disclosure of any possible conflict of interest between any contractor personnel and any State personnel, including all branches of State government. | A form completed by the prospective contractor that states whether or not they currently engage in a Boycott of Israel. | A certification that states that a contractor does not and will not employ illegal immigrants for the duration of the contract. | The contractor's Equal Employment Opportunity Policy.      |
| <b>Requirements</b>                          | Prior to award for all contracts that exceed \$25,000.   | Prior to award for all contracts with a TPC that exceeds \$1,000.   | Prior to award for service contracts with a TPC that exceeds \$25,000.  | Prior to award for service contracts that exceed \$25,000. |
| <b>Typical Method(s) of Procurement Used</b> | Competitive Bid (CB), Invitation For Bid (IFB), Request For Proposal (RFP)   | Small Order (SO), Competitive Bid (CB), Invitation For Bid (IFB), Request For Proposal (RFP)                            | Competitive Bid (CB), Invitation For Bid (IFB), Request For Proposal (RFP)  | Invitation For Bid (IFB), Request For Proposal (RFP)       |
| <b>Form Location</b>                         | Procurement Forms and Reporting page on OSP website.   | Procurement Forms and Reporting page on OSP website.  | Procurement Forms and Reporting page on OSP website.  | A copy of the company policy comes from the contractor.    |
| <b>Reference</b>                             | Executive Order 98-04  | A.C.A. § 25-1-503   | A.C.A. § 19-11-105  | A. C.A. § 19-11-104  |

**Helpful Hint:**

*None of the above documentation is required for purchases made with a State credit card.*