ARKANSAS STATE UNIVERSITY - BEEBE
PRINTING DELEGATION ORDER

The purpose of this Delegation Order is to streamline the procurement process in the area of printing and make that process as responsive to the end user as possible while ensuring compliance with the Arkansas Procurement Law and regulations. The intent is to provide the maximum flexibility for agencies consistent with their abilities. This Delegation Order authorizes the Agency Procurement Official/Manager to make and enter into contracts for the procurement of printing and stationary subject to Amendment 54. It is understood that the training of the individuals who will execute the procurement process is mandatory and only employees listed below may assume the duties of this Delegation Order.

I, Edward Armstrong, Director of Office of State Procurement, do hereby authorize the below named Agency Personnel to contract for the procurement of printing and stationary subject to Amendment 54 to the Arkansas Constitution, and in accordance with the provisions of the Arkansas Procurement Law and procedures stated herein in the amount stated below.

Approved Agency Personnel: **Robin Lancaster**; **Mark Adams**
Amount Not to Exceed: **$ 100,000.00**

In order for this Delegation Order to remain in effect:

1. Written bids must be obtained for all printing regardless of dollar amount. At minimum, bid documents must include:
    a. Specifications which are clear, concise, and consistent with industry standards.
    b. Delivery requirements and FOB delivery point.
    c. Soy ink requirement, if applicable (ACA §19-11-102).
    d. Standard terms and conditions.
2. Repeated small quantity procurement (split bids) to circumvent the bidding process will not be allowed. (ACA §19-11-234).
3. Award shall be made to the lowest, responsible and responsive bidder meeting specifications as set forth in the procurement regulations (ACA §19-11-234).
4. Agencies are NOT required to submit an online monthly report of the activity under their respective Delegation Order.
5. The following documents MUST be maintained for all printing bids for a minimum of five (5) years per the record retention schedule:
    a. Copy of bid document.
    b. All bid submissions by vendor.
    c. Bid Tab (must indicate recycled preference, if applicable).
    d. Justification for virgin stock requirement (if applicable).
    e. Justification for "no substitution" on paper stock (if applicable).

Further, the above-named delegate(s) will assume full responsibility for conformance to all existing constitutional and statute law for all purchases made under this delegation order. Failure to comply with these procedures may result in cancellation of this delegation order.

Nothing herein is intended to prohibit any agency from requesting the assistance of the Office of State Procurement in the procurement of printing and stationery.

This Delegation Order will be in effect from **(June 30, 2021 through June 30, 2023)** unless otherwise modified or rescinded.

STATE OF ARKANSAS, DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT

Edward R. Armstrong

EDWARD ARMSTRONG, DIRECTOR