



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Edward Armstrong

SP-19-0050 & SP-20-0119 Process Server Services

Current Effective Dates: SP-19-0050 June 15, 2023 thru June 14, 2024
SP-20-0119 August 1, 2023 thru July 31, 2024

Potential Final Expiration Date June 14, 2027 and July 31, 2027

Contract Administrator	Office of State Procurement Julie Robnolt Phone: (501) 371-6070 Email: julie.robholt@arkansas.gov
Mandatory Status	Non-Mandatory
Certified Minority Vendor Status	No
AASIS Outline Agreement Number	Multiple Master Outline Agreement Numbers – See At-A-Glance document.
Vendor Information	
Forever Free, dba A & L Process Serving	Lora Carter Phone: (870) 715-2561 Email: aandlprocessserving@yahoo.com OA: 4600046854 Vendor # : 100240857
Pronto Process Servers, LLC	Tammie Hester Phone: (870) 897-6529 Email: prontoprocessservers@gmail.com OA: 4600046850 and 4600047211 Vendor #: 100223334
Wright Investigations	Karen May Phone: (479) 879-3642 Email: wrightinvestigations@yahoo.com OA: 4600046851 Vendor #: 100157509
Mid-South Investigations, Inc.	Steve Speir Phone: (870) 261-8080 Email: msinvestinc@yahoo.com OA: 4600046847 Vendor #: 10078783

Office of State Procurement

501 Woodlane Street, Suite 220 * Little Rock, AR 72201 * 501.324.9316

Rags 'N Calico	Terry Shoeppe Phone: (479) 650-4365 Email: ragsncal@yahoo.com OA: 4600048632 Vendor #: 100244097
Rodney Wilson	Rodney Wilson Phone: (870) 338-2835 or (479) 400-2011 Email: rwilsonps@gmail.com OA: 4600046853 Vendor #: 100207244
Dewayne Hall Process Service	Dewayne Hall Phone: (501) 733-9966 or (501) 796-8474 Email: dhall5@windstream.net OA: 4600046859 Vendor #: 100122624
Four Season's Civil Process	John H. Huff, Jr. Phone: (870) 753-8826 Email: Jhhuff64@yahoo.com OA: 4600046843 Vendor #: 100108046
Frazier and Associates, Inc.	Raymond Frazier Phone: (501) 413-1173 Email: Raymond.fraziercivilps@comcast.net OA: 4600046844 and 4600047209 Vendor #: 100221546
Owens and Associates Investigations	Edward Joe Hotzel Phone: (903) 556-4818 or (903) 793-8857 Email: Owenassoc1pi@aol.com OA: 4600046848 Vendor #: 100239794
Martha Crane	Martha Crane Phone: (870) 866-6273 or (870) 737-4382 Email: Macra0922@gmail.com OA: 4600046846 Vendor #: 100228979
Attorney's Service	Stephanie Myers Phone: (501) 376-2300 or (501) 680-5720 Email: myersas@myers1963.com OA: 4600047203 Vendor #: 100143035

Gentry Process Service	Doug Gentry Phone: (501) 288-0567 or (501) 288-1680 Email: gentryprocessservice@yahoo.com OA: 4600047214 Vendor #: 100204224
------------------------	--

CONTRACT OVERVIEW

SP-19-0050 and SP-20-0119 Process Server Services has 13 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.

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 or SP-20-0119 if the purchases are expected to exceed the \$50,000 threshold required for legislative review.

State Agencies are responsible for reporting and 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.

State Agencies are responsible for obtaining the necessary review and approval of Contractor disclosures required by Executive Order 98-04 as submitted on the Contract and Grant Disclosure Form.

Special Instructions: Although the entire State of Arkansas is covered under this State Contract, State Agencies may elect to utilize Contractors having Orders of Appointment to serve in counties, Regions, or judicial districts not awarded to that particular Contractor under this State Contract or may elect to use Contractors not at all represented by this State Contract. In these instances, State Agencies must follow standard procurement procedures, must not reference this State Contract, and must issue a separate Purchase Order for these purchases. If the cost for using a Contractor outside of their awarded Region is expected to exceed the Small Procurement threshold of \$20,000 (\$40,000 for a Certified Minority Business), then depending on the anticipated spend, a Competitive Bid or Invitation for Bid must be completed.

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.

AASIS INSTRUCTIONS

For regionally awarded Contracts, line items in AASIS represent the Contractor's awarded Region and service type (Standard, Rush, Expedited, etc.). As such, there are multiple lines for each Region. Please see the line item text in AASIS to determine the Region and service type the line represents.

Contract documents are attached to each Outline Agreement in AASIS.

Please attach the 98-04 with the disclosures to AASIS. Any agency using the OA must request review from OSP for amounts up to \$50,000 and must submit the 98-04 with the OA created from the Master Agreement into the OSP portal if ALC review is required.

AWARDED COMMODITIES AND SERVICES

Process Server Services

CONTRACT DOCUMENTS

At-A-Glance Document

Service Type Menu Form

Contract Information and Agency Instructions