

**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@arkansas.gov](mailto:OSP.PCS@arkansas.gov) or [OSP.TGS@arkansas.gov](mailto:OSP.TGS@arkansas.gov)