



**DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT**

Solicitation Posting Request Form

Complete this form to have a solicitation posted on the OSP [Current Solicitations](#) webpage.

File names for submitted attachments should begin with the solicitation Bid Number entered below and include the document name to be shown on the website posting; the Bid Number is the unique identifier used by the submitting agency to identify this solicitation. For example: *SP-24-0001 Addendum 1* or *SP-24-0001 Revised Price Sheet, SP-24-0001 Attachment D: Service Locations*.

All files will be converted to PDF format unless requested otherwise. Due to their file size, do not include scanned documents unless no other option is available. Documents may be no more than twelve (12) megabytes.

Save this completed form as *Solicitation Posting Request* and submit it, along with the relevant attachments, to osp@arkansas.gov.

Bid Number (this field is limited to 15 characters): _____

Agency Name: _____

Bid Opening Date: _____ **Bid Opening Time:** _____

Buyer's Email: _____

Commodity/Service Description: _____

Material Group Number(s): _____

See [link](#) for list of Material Group Numbers.

Please allow 24 hours for processing of the posting request. If you have any questions about the process, please contact 501-324-9316. An email notification will be sent to you once the documents have been posted.