



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Edward Armstrong

**DELEGATION ORDER
EMERGENCY PROCUREMENT AUTHORITY**

By this order, issued under the authority vested in me pursuant to § Ark. Code Ann. 19-11-218(3) and § Ark. Code Ann. 19-11-233, I hereby designate Jenna Castleberry, the Chief Procurement Agent (CPA) of Arkansas Department of Public Safety to make, or authorize others within the Arkansas Department of Public Safety procurement office to make, emergency procurements, as defined in Ark. Code Ann. § 19-11- 204(4) and in accordance with the rules that have been promulgated in connection with Ark. Code Ann. § 19-11- 233. All procurement authority delegated hereunder is subject to and shall be exercised in conformity with Arkansas Procurement Law.

The procurement authority delegated hereunder includes the authority to procure commodities and services using the emergency procurement source selection set forth in Ark. Code Ann. 19-11-233 (emergency procurements) and does not include the authority to procure commodities or services through the source selection methods set forth in Ark. Code Ann. 19-11-232 (proprietary or sole source procurements); Ark. Code Ann. 19-11-263 (special procurement); or to enter cooperative purchasing agreements without prior written approval from the State Procurement Director or from the supreme executive authority vested in the Governor of the State of Arkansas.

The procurement authority delegated hereunder is subject to the requirement that the CPA first be certified by the Department of Transformation and Shared Services Office of State Procurement (OSP) as having successfully completed training with respect to any source selection method that he or she is expected to use in his or her role as CPA.

Departments, divisions, agencies, and instrumentalities of the State with employees exercising authority hereunder are responsible for seeing that their employees obtain at least the minimum level of procurement training that corresponds with the level of procurement authority they will be expected to exercise, which can be found on the OSP training website [here](#).

Nothing herein is intended to prohibit any person with delegated authority from requesting the services of OSP. This delegation order shall be effective as of August 16, 2023, and shall remain so through June 30, 2024, unless sooner rescinded or superseded.

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


EDWARD R. ARMSTRONG, STATE PROCUREMENT DIRECTOR