# OSP Director Approval Request

# Multiple Award

A Multiple Award request must include a rationale and basis for the multiple award contract and the number of contractors required to fulfill the need (see Arkansas Code Annotated § 19-11-262).

Complete all sections of this *OSP* *Director Approval Request—Multiple Award* form and follow the steps specified in the *Multiple Award Procedures*. Email the completed form to the Office of State Procurement review mailbox at [osp.review@arkansas.gov](mailto:osp.review@arkansas.gov) to ensure timely review.

# Procurement Unit Requesting the Multiple Award

Requesting Department: Choose an item.

Requesting Division: Click here to enter text. Purchasing Contact: Click here to enter text.

Phone Number: Click here to enter text. Email: Click here to enter text.

# General Information

Description of Service/Commodity: Click here to enter text. Total Projected Cost: Click here to enter text.

Start Date of Resulting Contract: Click to enter date. Expiration Date of Resulting Contract: Click to enter date.

# Provide the rationale and basis for the multiple award contract.

Click here to enter text.

# Indicate the number of contractors required to fulfill the need.

Click here to enter text.

# To Be Completed by the Office of State Procurement Director

Approved: The requestor has submitted an acceptable rationale to justify the request.

Denied: The requestor has not submitted an acceptable rationale to justify the request and should utilize the appropriate method of procurement required by law.

# Comments

Click here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Director Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date