# DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES

# OFFICE OF STATE PROCUREMENT

OSP Director Approval Request

Multiple Award and Request for Proposals (RFP)

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).

An RFP request must include justification as to why using the invitation for bids (IFB) method is not practicable and advantageous; why evaluating the vendor’s ability to perform and their degree of experience is necessary; and why the types of commodities or services being procured require comparative, judgmental evaluation; or a combination of those reasons (see Arkansas Code Annotated § 19-11-230).

Complete all sections of this *OSP* *Director Approval Request—Multiple Award and Request for Proposals (RFP)* form and follow the steps specified in the *Multiple Award Procedures* or the *RFP Procedures*, as applicable. 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 or RFP

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.

# Requested Method of Procurement – choose one

Multiple Award

# 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.

Request for Proposals (RFP)

# Explain why using the invitation for bids (IFB) method of procurement is not practicable and advantageous.

Click here to enter text.

# Explain why evaluating the vendor’s capabilities and experience is necessary.

Click here to enter text.

# Explain why the procurement requires comparative, judgmental evaluation.

Click here to enter text.

# To Be Completed by Office of State Procurement Director

Approved as to Form: 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.

Click here to enter text.

# Director Signature

Click to enter date.

# Date