OSP Director Approval Request

Request for Proposals (RFP)

An RFP is only permitted after it has been determined in writing that soliciting the desired commodity and/or service through an invitation for bids (IFB) is not practicable and advantageous. (*See* Arkansas Code Annotated § 19-11-229(b)(1) and Arkansas Code Annotated § 19-11-230(b)).

If you are seeking a written determination from the State Procurement Director, please complete all sections of this *OSP* *Director Approval Request—Request for Proposals (RFP)* form and follow the steps specified in the *RFP 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 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.

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

Click here to enter text.

Click here to enter text.

If this request to conduct an RFP also includes a request to award to multiple contractors, please note that 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).

# If a multiple award is desired, please 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.

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# Director Signature

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# Date