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 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