



## Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

Director Edward Armstrong

### REQUEST FOR PROPOSALS (RFP) PROCEDURES

Arkansas Code Annotated § 19-11-230 provides the legal basis for using the Request for Proposals (RFP) as a procurement method. Arkansas Code Annotated § 19-11-229 requires that contracts exceeding \$75,000 be awarded by an Invitation for Bid (IFB) procurement method unless a determination is made in writing by the agency procurement official or the Director of the Office of State Procurement (OSP) that the IFB method would not be practicable and advantageous to the State of Arkansas.

Use of the RFP procurement method is appropriate when the price is not the only consideration, when evaluation of vendor responses involves the relative abilities of offerors to perform, when the types of commodities or services may require the use of comparative, judgmental evaluation, or a combination of the three scenarios, such is often the case with professional services.

Agencies requesting an RFP will:

1. Explain why an IFB is not practicable and advantageous for the State.
2. Complete the *Request for Proposals Request Form* located on the Laws, Rules, and Policies page of the OSP website.
3. Save the completed form as *RFP Request—Department/Agency Name*.
4. Submit an email with the subject line: *RFP Request—Department/Agency Name*, with the completed form as an attachment, to the OSP review mailbox at [osp.review@arkansas.gov](mailto:osp.review@arkansas.gov) for determination.
5. Upon receiving approval for the RFP, AASIS-using agencies will:
  - a. Name the signed approval document *RFP Director Approval* and save to the contract file.
  - b. Create a purchase requisition for the procurement and process as normal.
    - i. If the purchase requisition will be routed to OSP, requires Department of Information System Review or Governor's Office review, attach the signed approval document to the purchase requisition.
  - c. Attach the signed approval document to the purchasing document and process as normal.
  - d. If a contract is a type, amount, or both that requires to be submitted for review prior to execution, then it is still subject to such review prior to execution. RFP is merely a procurement method and does not excuse non-compliance with any other applicable laws subjecting particular types of contracts to prior review.

Office of State Procurement

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