



## Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

### REQUEST FOR QUALIFICATIONS (RFQ) PROCEDURES

Arkansas Code Annotated § 19-11-204(10)(B) defines Request for Qualifications (RFQ), which is a procurement method used, with prior written approval from the Director of the Office of State Procurement (OSP), when price competition is irrelevant and/or the qualifications or specialized expertise of the vendor is the most important factor in selection.

R1:19-11-203 further explains that legal, financial advisory, architectural, engineering, construction management, and land surveying services must be procured by RFQ. (Construction related procurement requests should be directed to the Department of Transformation and Shared Services, Division of Building Authority.) Absent authority from the Director of the Office of State Procurement, the RFQ may not be used to procure any other professional services unless the Director of the Office of State Procurement determines in writing that the RFQ process is warranted.

An agency should give public notice of an RFQ opportunity but may also send notice directly to those vendors the agency considers to be best-qualified and capable of performing the scope of work or services required.

Agencies requesting an RFQ will:

1. Determine why only the RFQ is the most suitable method of procurement, why cost should not be considered in the procurement, and how the cost of the contract will be controlled if cost is not a factor in the procurement.
2. Complete the [Request for Qualifications Request Form](#) located on the Laws, Rules and Guidelines page of the OSP website.
3. Save the completed form as *RFQ Request—Department/Agency Name*.
4. Submit an email with the subject line: *RFQ 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 RFQ, AASIS-using agencies will:
  - a. Name the signed approval document *RFQ 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 code the purchasing document *RFQ* in the *Our Reference* field to route the purchase to OSP for

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release.

- 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. RFQ is merely a procurement method and does not excuse non-compliance with any other applicable laws subjecting particular types of contracts to prior review.