# DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES

# OFFICE OF STATE PROCUREMENT

OSP Director Approval Request

Request for Qualifications (RFQ)

Complete all sections of this *OSP* *Director Approval Request—Request for Qualifications* form and follow the steps specified in the *Request for Qualifications 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 RFQ

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.

Start Date of Resulting Contract: Click to enter date. Expiration Date of Resulting Contract: Click to enter date.

Total Projected Cost: Click here to enter text.

# Why is an RFQ the most suitable method of procurement?

Click here to enter text.

# Why should cost not be considered in the procurement?

Click here to enter text.

# How will the cost of the contract be controlled?

Click here to enter text.

# Provide additional details as needed.

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