



**DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT
Request for authority to solicit for vehicle**

Section A: Requester Information

I acknowledge that the agency of which I am the representative has received prior Department of Finance and Administration (SAVA) approval to purchase a vehicle.

Name _____ Title _____ Date _____

Section B: Agency Information

Request Date	Agency Business Area/Name
SAVA Type/Vehicle Description	
Reason for Request	
The vehicle needed is not available on a current statewide contract.	
The vehicle needed is available on a current statewide contract, but an alternative source is desired. Note: According to procurement rule R2:19-11-223, the director may only approve an exemption from a mandatory state contract if the state agency demonstrates that substantial savings will likely be affected by purchasing outside of the mandatory state contract. Substantial savings are defined as the lesser of: (1) savings of five percent (5%) or more when compared against purchasing from the mandatory state contract; or (2) ten thousand dollars (\$10,000) or more when compared against purchasing from the mandatory state contract.	
Explanation (Required)	

Section C: OSP Team Lead's Response

Team Lead Comments

Approved by OSP Team Lead _____ Date_____

Section D: OSP Director's Response

The requesting agency is hereby delegated authority to solicit bids and issue a contract for the vehicle described above. The procurement process must conform to the rules for competitive bidding as specified in A.C.A. § 19-11-234 or competitive sealed bidding as specified in A.C.A. § 19-11-229.

Approved by OSP Director _____ Date_____

Submit completed form to osp.review@arkansas.gov.