



## Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

### SPECIAL PROCUREMENTS PROCEDURES

The State of Arkansas seeks to promote increased economy in state procurement by fostering fair and open competition. Arkansas favors competitive procurement where practicable; however, unusual or unique situations may exist that make the application of all requirements of competitive solicitations contrary to the public interest. In such instances, state agencies may effectuate a Special Procurement pursuant to Arkansas Code Annotated § 19-11-263.

To initiate a Special Procurement, the Director of the Office of State Procurement (OSP) or the head of a procurement agency (if the agency is effectuating the procurement) must first make a written determination that an unusual or unique situation exists that makes applying the requirements of competitive solicitations contrary to the public interest.

Special Procurement used to avoid a shortage of a vital commodity or a service until a competitive procurement process can be finalized should generally be limited to the period of additional time needed to competitively procure the commodity or service.

Agencies identifying a need for a Special Procurement will:

1. Complete the [Special Procurement Justification Form](#) located on the Laws, Rules and Guidelines page of the OSP website.
2. Save the completed form as *Special Procurement Request–Department/Agency Name*.
3. Submit an email with the subject line: *Special Procurement 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) or to the head of the procurement agency for determination.
4. Upon receiving approval for the Special Procurement, AASIS-using agencies will:
  - a. Name the signed approval document *Special Procurement Approval* and save to the contract file.
  - b. Create a purchase requisition for the procurement and process as normal.
    - i. If the purchase requisition 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 *SPECIAL* in the *Our Reference* field to route the purchase to the OSP for release.
5. 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. Special Procurement 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

501 Woodlane Street, Suite 220 \* Little Rock, AR 72201 \* 501.324.9316