

SPECIAL PROCUREMENTS (SPECIAL)

Occasionally, unusual or unique situations may exist that can make the application of the requirements of competitive bidding, competitive sealed bidding, or competitive sealed proposals contrary to the public interest. In such instances, state agencies may initiate a special procurement pursuant to Arkansas law (Ark. Code Ann. § 19-11-263).

To execute a Special Procurement, the head of a procurement agency must make a written determination that an unusual or unique situation exists that makes applying the requirements of competitive bidding contrary to the public interest. The request must explain the unique or unusual circumstances justifying special procurement and for the selection of the requested prospective contractor. Follow the ***Special Procurement Procedures*** provided on the TSS OSP website to execute this procurement method.

Note: Some purchases require Legislative reporting or review. If a service being procured meets the stipulations for Legislative Review, prior to the final AASIS release, a contract submission in the portal is required. Once reviewed, the contract will be executed by TSS OSP, and then the final AASIS releases can be made to begin the contract. Attach the executed Services form to the PO or OA. See the TSS OSP website for information regarding legislative review of services contracts.