

SUPPLEMENTAL DOCUMENTATION FOR CONTRACTS

Four additional documents are commonly required for many procurement contracts. The requirement of these forms depends upon:

- The commodity or service being purchased.
- The dollar amount of the resultant contract.

If a resultant contract will require any of these documents, it should be so stated in the solicitation (or for purchases not requiring a solicitation, communicated to the prospective contractor by email), and the completed forms must be received by the State from the anticipated contractor prior to issuing an award.

Most contractors submit the documents with their bid submission.

Supplemental Documentation for Contracts

Document	Contract & Grant Disclosure	Israel Boycott Restriction	Illegal Immigrant Confirmation	Equal Employment Opportunity Policy
Explanation	A form completed by the prospective contractor for disclosure of any possible conflict of interest between any contractor personnel and any State personnel, including all branches of State government.	A form completed by the prospective contractor that states whether or not they currently engage in a boycott of Israel.	A certification that states that a contractor does not and will not employ illegal immigrants for the duration of the contract.	The contractor's Equal Employment Opportunity Policy.
Requirement	Prior to award for all contracts that exceed \$25,000.	Prior to award for all contracts with a TPC that exceeds \$1,000.	Prior to award for service contracts with a TPC that exceeds \$25,000.	Prior to award for service contracts that exceed \$25,000.
Typical Method(s) of Procurement Used	Some Small Orders (SO), Competitive Bid (CB), Invitation For Bid (IFB), Request For Proposal (RFP)	Some Small Orders (SO), Competitive Bid (CB), Invitation For Bid (IFB), Request For Proposal (RFP)	Some Small Orders (SO), Competitive Bid (CB), Invitation For Bid (IFB), Request For Proposal (RFP)	Some Small Orders (SO), Invitation For Bid (IFB), Request For Proposal (RFP)
Form Location	Procurement Forms and Reporting page on OSP website.	Included in solicitation templates. Also, Procurement Forms and Reporting page on OSP website.	Included in solicitation templates. Also, Procurement Forms and Reporting page on OSP website.	A copy of the company policy comes from the contractor.
Reference	Executive Order 98-04	A.C.A. § 25-1-503	A.C.A. § 19-11-105	A. C.A. § 19-11-104

For auditing purposes, a signed copy of the applicable documents must be retained in the comprehensive procurement record.

For a printable a copy of the above table, go to the job aid on the OSP website: **Required Supplemental Documentation for Contracts**.

When you use the solicitation templates, these required documents are addressed in the template language and the necessary forms are posted with the solicitation. When you make a purchase without using the templates, such as in a comparison-shopping purchase, you must take the extra step of providing the documents to the apparent successful contractor to complete and return to you.

The forms are on the OSP website. Go to the AGENCIES category, then to the **Forms and Reporting** page. The links are under the Solicitation Templates section.

REMINDER

The supplemental documents are required *only* for procurement *contracts*.

Executing a purchase by means of a PO constitutes a procurement contract, so the documentation is required.

Making a purchase with a P-card does *not* constitute a procurement contract; therefore, purchasing with a P-Card does *not* require the buyer to obtain the supplemental documents.