The Procurement Process in Arkansas

Procurement touches almost every commodity or service that State government provides. State procurement professionals have the opportunity to help ensure that the State is making economically sound procurement decisions.

All procurements follow a general procurement process, which is outlined in the following flowchart.

**General Procurement Process**

1. Organization staff member alerts the requisitioner of a need to purchase a commodity or service.
2. The requisitioner creates a purchase requisition (PR) and forwards it to the buyer.
3. The buyer selects the procurement method and executes the purchase according to the selected method.
4. The contractor is selected (a) according to the procedures established for the procurement method and (b) based on the best value to the State.
5. Selection of the contractor is reviewed and approved by appropriate State personnel.
6. The buyer finalizes the purchase according to the procurement method procedures.
7. The contractor delivers the commodity or provides the service and invoices the State.
8. Payment is made to the contractor.