

This information is provided as a guide for Arkansas state agencies, colleges and universities in understanding the review and approval processes required for Professional Consultant Services (PCS) contracts. This guide reflects reviews and submissions after the procurement process has been completed (post-solicitation) and prior to the award of the contract. Keep in mind that the Total Projected Cost (Amount) is the key value in determining whether a contract is subject to being reviewed or reported. *Colleges and Universities are not subject to the Department of Information Systems (DIS) review process or the reporting process for the Governor’s Office.*

Service Category*	Initial Contract Amount (ICA)	Total Projected Cost (Amount) (TPC)	Enter Contract through Portal for ALC Report	Submit Contract through Portal for Review and Reporting				
				OSP Review	DIS Review	Governor’s Office Report	ALC Review	OSP Release / Executed
PCS - Any	< \$10,000	< \$10,000	No	No	No	No	No	No
PCS - Any	< \$50,000	≥ \$10,000 and < \$50,000	Yes	No	No	No	No	No
PCS – No IT	Any Amount	≥ \$50,000	No	Yes	No	Yes	Yes	Yes
PCS – with IT	Any Amount	≥ \$50,000 and ≤ \$100,000	No	Yes	No	Yes	Yes	Yes
PCS – with IT	Any Amount	> \$100,000	No	Yes	Yes	Yes	Yes	Yes

To identify what review or reporting process is required for a specific professional consultant services contract, follow these steps:

1. Identify the type of services being procured and whether there is an information technology component to the contract.
2. Determine the initial contract amount. This is the actual amount of the original contract excluding taxes and possible amendments or extensions.
3. Determine the total projected cost. This is the initial contract amount plus the potential amount of any possible amendments or extensions. If the contract is expected to be extended for the maximum allowed by law of six years (or less) after the initial contract year, you must estimate the future amendment amounts and include them in the calculation of the total projected cost.
4. Determine the appropriate service category the contract falls under on the chart. The following service categories are available:
 - PCS - Any = Professional consultant service contracts of any type including information technology and a TPC < \$50,000.
 - PCS – No IT = Professional consultant service contracts **excluding** information technology and a TPC ≥ \$50,000.
 - PCS – with IT = Professional consultant service contracts **including** information technology and a TPC ≥ \$50,000.
5. Identify the value or value ranges in the columns adjacent to the selected service category in which the specific contract value falls for the initial contract amount and the total projected cost.
6. Follow the line across the chart that matches the service category, initial contract amount and total projected cost of the contract to identify the reporting or review process that is required.

***The service category used in this guide is for descriptive purposes only. This is not a code for use in the AASIS or PCS applications.**

Example 1 - Original (Initial) Contract

Description of service = Legal (Attorney) services
 Original (initial) contract amount = \$ 200,000
 Total projected cost (amount) = \$ 1,400,000
 Service category = PCS – No IT

Service Category*	Initial Contract Amount (ICA)	Total Projected Cost (Amount) (TPC)	Enter Contract through Portal for ALC Report	Submit Contract through Portal for Review and Reporting				
				OSP Review	DIS Review	Governor’s Office Report	ALC Review	OSP Release / Executed
PCS - Any	< \$10,000	< \$10,000	No	No	No	No	No	No
PCS - Any	< \$50,000	≥ \$10,000 and < \$50,000	Yes	No	No	No	No	No
PCS – No IT	Any Amount	≥ \$50,000	No	Yes	No	Yes	Yes	Yes
PCS – with IT	Any Amount	≥ \$50,000 and ≤ \$100,000	No	Yes	No	Yes	Yes	Yes
PCS – with IT	Any Amount	> \$100,000	No	Yes	Yes	Yes	Yes	Yes

The row highlighted in yellow applies to this contract. This contract must be submitted through the portal for OSP Review and ALC Review (threshold for review is TPC ≥ \$50,000). All contracts meeting the threshold for ALC Review will be reported to the Governor’s Office. The Contract Review Form (Memo) **is not** required for this contract.

Link to the OSP-PCS page: <http://www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx>



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Example 2 – Original (Initial) Contract

Description of service = Information technology consultant services with software (\$3,000,000 1st year, \$1,000,000 per year for six subsequent years)
 Original (initial) contract amount = \$ 3,000,000
 Total projected cost (amount) = \$9,000,000
 Service category = PCS – with IT

Service Category*	Initial Contract Amount (ICA)	Total Projected Cost (Amount) (TPC)	Enter Contract through Portal for ALC Report	Submit Contract through Portal for Review and Reporting				
				OSP Review	DIS Review	Governor’s Office Report	ALC Review	OSP Release / Executed
PCS - Any	< \$10,000	< \$10,000	No	No	No	No	No	No
PCS - Any	< \$50,000	≥ \$10,000 and < \$50,000	Yes	No	No	No	No	No
PCS – No IT	Any Amount	≥ \$50,000	No	Yes	No	Yes	Yes	Yes
PCS – with IT	Any Amount	≥ \$50,000 and ≤ \$100,000	No	Yes	No	Yes	Yes	Yes
PCS – with IT	Any Amount	> \$100,000	No	Yes	Yes	Yes	Yes	Yes

The row highlighted in yellow applies to this contract. This contract must be submitted through the portal for OSP Review, DIS Review (IT threshold for review is TPC > \$100,000) and ALC Review (threshold for review is TPC ≥ \$50,000). All contracts meeting the threshold for ALC Review will be reported to the Governor’s Office. The Contract Review Form (Memo) is required for this contract.

Link to the OSP-PCS page: <http://www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx>



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Example 3 – Original (Initial) Contract

Description of service = Architectural services
Original (initial) contract amount = \$ 5,000
Total projected cost (amount) = \$ 35,000
Service category = PCS – Any

Service Category*	Initial Contract Amount (ICA)	Total Projected Cost (Amount) (TPC)	Enter Contract through Portal for ALC Report	Submit Contract through Portal for Review and Reporting				
				OSP Review	DIS Review	Governor’s Office Report	ALC Review	OSP Release / Executed
PCS - Any	< \$10,000	< \$10,000	No	No	No	No	No	No
PCS - Any	< \$50,000	≥ \$10,000 and < \$50,000	Yes	No	No	No	No	No
PCS – No IT	Any Amount	≥ \$50,000	No	Yes	No	Yes	Yes	Yes
PCS – with IT	Any Amount	≥ \$50,000 and ≤ \$100,000	No	Yes	No	Yes	Yes	Yes
PCS – with IT	Any Amount	> \$100,000	No	Yes	Yes	Yes	Yes	Yes

The row highlighted in yellow applies to this contract. This contract meets the requirements to be reported to the ALC by OSP. The TPC of \$35,000 falls within the TPC parameters of ≥ \$10,000 and < \$50,000. This contract will not be reported to the Governor’s Office by OSP because the TPC does not meet the threshold of ≥ \$50,000 for ALC Review. The Contract Review Form (Memo) **is not** required for this contract.

Link to the OSP-PCS page: <http://www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx>

Professional Consultant Services

Links

Title

[Contract/Amendment Submission](#)

[PCS \\$10,000.00 - \\$49,999.99 Monthly Contract Reporting](#)

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