

# Guidelines for Reporting and Processing PCS Contracts \$10,000 to \$49,999.99

Act 557 of 2015 applied for PCS effective August 1, 2015.

## **REPORT ONLY**

- All PCS contracts which are greater than or equal to \$10,000 but less than \$50,000 **must** be reported on the PCS Website at: [www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx](http://www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx) under: [Links/Title/PCS \\$10,000-\\$49,999.99 Monthly Reporting Form](#).
- This applies when the total projected amount including any amendments or possible extensions places the contract in this value range.
- All fields must be entered before clicking the Submit Contract icon.

## **PCS-1 FORM SUBMISSION**

- If the Total Amount of the PCS contract is PROJECTED to be greater than or equal to \$50,000.00 AT ANY TIME DURING THE CONTRACT DURATION (7 years max), the agency should **ALSO** submit the PCS-1 Form under: [Links/Title/PCSContract/Amendment Submission](#). This will allow Legislative Council or the Joint Budget Committee to review the documentation as necessary.
- Select the Enter New Contract/Amendment option to proceed. Required fields include \* indicating the information must be entered.
- Supporting documents must be included in a *single* PDF file. The information must be reviewed before submission. Note: A remove option will populate once an attachment is listed. Selecting this option will clear all fields in addition to the attachment.
- OSP will check PCS-1 and PCS-1A forms along with supporting documentation for accuracy. Agencies will be notified in the event that changes are required.
- Once the documentation is reviewed, OSP will forward all contract information to the appropriate office for final approval.
- OSP will be notified upon contract approvals and change the status in the online PCS Portal accordingly.

## **STATUS OF SUBMISSION**

- Agencies may go to the online PCS Portal to view the status of a contract  
Website at: [www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx](http://www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx)  
Under: Links/Title/Contract/Amendment Submission  
Select the “Reports” option to proceed. Enter applicable search fields then click the submit icon. Results should populate based on search criteria. Note: Contracts will be noted as “Executed” in the status column upon final approval.

## **PROCUREMENT CODING IN THE AASIS SYSTEM for PCS:**

- When entered in AASIS:
  - The Outline Agreement Type for PCS must be “**PV**”.
  - For SS justifications, in the Header Data, the Reference Data/Our Reference must be “**SS**” for contracts \$10,000 - \$49,999.99. If greater than or equal to \$50,000, this code must be **PSC** (Professional Service Contract).

## **SERVICE BUREAU AGENCIES**

- Send all information including PCS-1 forms, contract, and all supporting documentation to [sb-osp@dfa.arkansas.gov](mailto:sb-osp@dfa.arkansas.gov). The OSP service bureau representative will respond with an assigned “46” number for the PCS contract. The agency must include the assigned number on all PCS-1 form pages then proceed to the PCS reporting and submission instructions.

Note: When entering a new contract or an amendment into the online PCS Portal, ALWAYS list [sb-osp@dfa.arkansas.gov](mailto:sb-osp@dfa.arkansas.gov) as the secondary email address located in the agency contact information section.