



STATE OF ARKANSAS
Department of Finance
and Administration

OFFICE OF STATE PROCUREMENT

1509 West Seventh Street, Suite 300

Little Rock, Arkansas 72201-4222

Phone: (501) 324-9316

Fax: (501) 324-9311

<http://www.arkansas.gov/dfa/procurement>

OSP Policies – PCS Contracts

CONTRACTS FOR LEGAL SERVICES

ACA § 25-16-702 (a) states that the Attorney General shall be the attorney for all state officials, departments, institutions, and agencies. Whenever any officer or department, institution, or agency of the state needs the services of an attorney, the matter shall be certified to the Attorney General for attention.

Procedure for Online Submission of PCS Contracts

The Attorney General's (AG) written approval must be included with the Professional and Consultant Services (PCS) contract documentation.

Note: If the agency does not receive AG approval for a legal services contract, a written explanation must be included with the PCS documentation. The written explanation should cite specific legislation that exempts the agency from ACA § 25-16-702. If specific legislation is not available, a letter of explanation signed by the agency director, deputy director, CFO or administrator must be addressed to the Office of State Procurement Director. The letter of explanation must be included with the PCS documentation.