DEPARTMENT OF FINANCE AND ADMINISTRATION

Office of State Procurement

Solicitation Update Posting Request

Allow 24 hours for processing.

Instructions

File names for attachments should always begin with the bid number and include the document name to be shown on the website posting. (Examples: HS16-0015 Addendum 1; HS16-0015 Revised Price Sheet)

The bid number is the unique identifier used by the submitting agency to identify this solicitation. The bid number field is limited to 15 characters.

All files will be converted to PDF unless requested otherwise. Do not include scanned documents unless no other option is available. Documents may be no more than 12 megabytes.

Submit the completed form and attachments to osp@dfa.arkansas.gov by clicking the eMail Form button below. An email notification will be sent to you once the documents have been posted.

Bid Number: _____

Type of Posting(s)

☐ Addendum Addendum Number _____ (Addendums **MUST** be posted on the website 72 hours prior to solicitation opening.)

☐ Questions & Answers

☐ Revised Price Sheet

☐ Attachment(s) Please provide a title for each file.

☐ Other Please provide a title for each file.

☐ **Opening date/time has changed.**

New Bid Opening Date: _____ **New Bid Opening Time:** _____

☐ **Buyer contact has changed.**

New Buyer Email: _____

Special Notes for DFA Web Services

If any files need to be removed, please specify in the Special Notes section above.

Reset Form | eMail Form | Print Form