

Office of State Procurement
Department of Finance and Administration

Subject: **Special Procurement Policy and Procedures**

May 12, 2016

It is the policy of the State of Arkansas to promote increased economy in state procurement by fostering fair and open competition. State agencies should strive for an open and competitive procurement process to help satisfy the public that the procurement process is fair and not influenced by political or other improper considerations.

Despite this State's strong policy of favoring competitive procurement where practicable, unusual or unique situations may exist that can make the application of all requirements of competitive bidding, competitive sealed bidding, or competitive sealed proposals contrary to the public interest. In such instances, state agencies may effectuate a special procurement ("Special Procurement") pursuant to Ark. Code Ann. § 19-11-263.

Sole source procurement, in contrast to Special Procurement, should only be used in those limited instances where it is determined that there is only one source for a required or designated commodity or service. Strict observance of this safeguard will help maximize the use of full and fair competition.

The policy and procedures for Special Procurement may be found at the following location:

<http://www.dfa.arkansas.gov/offices/procurement/guidelines/Pages/default.aspx>