



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
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DELEGATION ORDER
UNIVERSITY OF ARKANSAS PRESS

I, Edward Armstrong, as Director of the Office of State Procurement, do hereby authorize the Agency Purchasing Official at the University of Arkansas at Fayetteville to make and enter into contracts on behalf of the University of Arkansas Press for the procurement of printing subject to Amendment 54 of the Arkansas Constitution in accordance with the procedures stated herein:

1. Bid specifications, standard terms and conditions, FOB point and delivery time must be stated in the invitation for bid or bid specifications. Bidders who take material exception to terms cannot be awarded a contract as provided in current regulations. Specification cannot be changed from bidder to bidder.
2. Award will be made to the lowest, responsible and responsive bidder as set forth in the regulations.
3. Printing specifications must be clear, precise and consistent with industry standards.
4. All procurements will be made in compliance with Arkansas Code Annotated § 19-11-260 regarding the preference for recycled paper and Arkansas Code Annotated § 19-11-102 regarding the use of soybean ink.

Further, the University of Arkansas Fayetteville, will assume full responsibility for conformance to all existing constitutional and statute law for all purchases made under this delegation order. Failure to comply with these procedures will result in cancellation of this delegation order.

Nothing herein is intended to prohibit the agency from requesting the assistance of the Office of State Procurement in the procurement of printing.

This delegation order will be in effect until June 30, 2017.

STATE OF ARKANSAS, DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF STATE PROCUREMENT

A handwritten signature in blue ink that reads "Edward R. Armstrong".

Edward Armstrong, ADMINISTRATOR