



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

OFFICE OF STATE PROCUREMENT
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DELEGATION ORDER

I, Edward Armstrong, as Administrator of the Office of State Procurement (OSP), do hereby authorize the Department of Human Services (DHS) to contract for the procurement of commodities and services in accordance with the provisions of the Arkansas Procurement Law delegation and procedures stated herein.

COMMODITIES, EQUIPMENT AND NON-PROFESSIONAL SERVICES:

- A. Requisitions for purchases greater than fifty thousand dollars (\$50,000) and requiring the use of a Request for Proposal (RFP) method of procurement will be coded C00 in AASIS to route to OSP where an OSP Buyer will be assigned. The OSP Buyer will develop the solicitation by engaging the DHS Buyer and requestor. Proposal openings will be held at the OSP offices as specified in the solicitation. OSP will conduct the evaluation committee training, act as an advisor during the evaluations, and subsequently award a contract. OSP will administer the contract. The RFP file will be maintained by OSP for record retention purposes.

If purchased previously by DHS, a copy of the solicitation or purchase order, etc., should be attached electronically to the purchase requisition. OSP's initial response to DHS will be within three (3) days from receipt of the requisition. Time to develop the solicitation will depend on the quality and completeness of specifications attached to the submission and the complexity of the request.

- B. Requisitions for purchases where the cumulative total is greater than one million dollars (\$1,000,000) and requiring the use of an Invitation for Bid (IFB) method of procurement will be coded C00 in AASIS to route to OSP where an OSP Buyer will be assigned. The OSP Buyer will develop the solicitation by engaging the DHS Buyer and requestor. Bid openings will be held at the OSP offices specified in the solicitation. OSP Buyer will subsequently award a contract, and OSP will administer the contract. The bid file will be maintained by OSP for record retention purposes.

If purchased previously by DHS, a copy of the solicitation or purchase order, etc. should be attached electronically to the purchase requisition. OSP's initial response to DHS will be within 3 days from receipt of the requisition. Time to develop the solicitation will depend on the quality and completeness of specifications attached to the submission and the complexity of the request.

- C. Purchases less than one million dollars (\$1,000,000) and requiring the use of an Invitation for Bid (IFB) method of procurement may be processed by a DHS Buyer in Contract Management Services. The DHS Buyer will prepare bid solicitations using agency developed specifications and OSP approved standard terms and conditions. The final draft of the solicitation will be submitted to the OSP Mailbox for review. Depending on the item or service to be purchased, the suitable OSP Buyer will review the IFB prior to issuance of the solicitation. The draft, along with any questions or recommendations will be conveyed to DHS with the returned document.

A unique sequential numbering system will be used to identify IFB's processed by DHS. Reviewed and approved solicitations will be forwarded for posting on the OSP website to comply with the

public-notice requirement. DHS will include the appropriate material group number with each bid document to insure that all OSP registered vendors receive notification from INA. It will be DHS's responsibility to notify any suggested vendors when DHS processes the solicitation.

Bid openings for solicitations for purchases less than \$1,000,000 will be held at the DHS location specified in the solicitation document.

DHS buying staff will be responsible for evaluating all bid responses and for developing all documentation regarding contract awards and any disqualified bids. OSP will assist, when requested, by providing general oversight, guidance and commodity information.

Contract award documents will be prepared by the DHS Buyer and sent to the OSP Buyer for a review of the entire solicitation process before being listed on the Anticipation to Award website. Notice will be sent to the DHS Buyer to award the contract with the Contract Management Services Director's signature. DHS will administer the contract.

The bid file will be maintained at DHS for record retention purposes.

Amendments to solicitation will follow the same review and approval process as the original solicitation document.

PROFESSIONAL AND CONSULTANT SERVICES CONTRACTS:

- A. Public notice for all solicitations greater than \$50,000 will be posted on the OSP website under "Bid Opportunities" to increase visibility and encourage competition.

GENERAL:

- A. All processes and procedures performed under the authority of this delegation order shall be in full compliance with the State Procurement Laws, Rules and Regulations.
- B. Standard terms and conditions required by DHS will be developed jointly with OSP. Any revisions shall also be developed jointly.
- C. Protests of bids, debarment or suspension of vendors, resolution of contract and breach of contract controversies and remedies for unlawful solicitation or award will be handled by OSP in accordance with applicable statutes.
- D. All Vendor Performance Reports (VPR) must be sent to the vendor for response, scanned and emailed to the OSP Mailbox to be routed to the appropriate OSP Buyer. OSP will work with appropriate DHS employees and buyer(s) to reach a solution and respond.
- E. The purchase of printing as defined by Amendment 54 to the Arkansas Constitution is addressed under a separate "Printing Delegation" order.
- F. THINK Training, up to and including appropriate certification, of DHS employees who will execute the procurement process, is mandatory and subsequent employees must receive basic procurement training prior to assuming the duties of this Delegation order for the order to remain in effect. Basic procurement training consists of, at a minimum, the successful completion of the Basic Procurement and Ethics Laws classes offered by OSP.

Nothing herein is intended to prohibit DHS from requesting the assistance of OSP. This delegation order will be in effect through June 30, 2017, unless otherwise modified or rescinded.

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

A handwritten signature in blue ink that reads "Edward R. Armstrong". The signature is written in a cursive style with a large initial "E".

Edward Armstrong, ADMINISTRATOR