

The image shows the Arkansas state flag, which is a diamond-shaped emblem. It features a white center with the word "ARKANSAS" in bold, black, sans-serif capital letters. Above the text is a single black five-pointed star, and below it are three black five-pointed stars arranged in a triangular pattern. The white center is surrounded by a dark blue border containing 35 white five-pointed stars. The entire emblem is set against a solid red background.

ARKANSAS

Welcome to the Forum

- Sign up for E-News

DFA Arkansas Department of Finance and Administration

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Procurement

The mission of the Office of State Procurement is to serve the citizens of Arkansas by ethically, efficiently and transparently procuring quality commodities and services for the State of Arkansas.

The Office of State Procurement (OSP) has primary responsibility and oversight for the State wide procurement of commodities, technical and professional services for all state agencies, boards and commissions and colleges and universities. OSP provides training in the Procurement Law, regulations and policies. Marketing and Redistribution, part of OSP, is responsible for the disposal of state surplus property and equipment.

Note: When the Office of State Procurement is closed for any unforeseen reason (i.e. inclement weather, fire or other natural disaster), all bid openings shall be postponed until 3:00 p.m. the next fully open & operational work day. (7:30 a.m. – 4:30 p.m., M-F).

Announcements & News Releases

- Recyclable Computers/Electronics and Scrap Metal Bid Posted, 05/23/2016
- Procurement Laws and Rules Updated, 05/17/2016
- Special Procurement Policy and Procedures, 05/12/2016
- Commercial Washer and Dryer Vendor Meeting, 05/12/2016
- Public Hearing for Rule 2015-3, 04/06/2016

[All OSP News >](#)

Calendar of Events

- Veteran's Day, 11/11/2016
- Thanksgiving, 11/24/2016
- Christmas Eve, 12/24/2016

[All DFA Events >](#)

Office	Address	Phone	Fax
State Procurement	DFA Building 1509 W 7th St, Ste 300 Little Rock, AR 72201	501-324-9316	501-324-9311
Marketing & Redistribution	6620 Young Rd Little Rock, AR 72209	501-565-8645	501-565-5059

Vendor Registration

E-News Sign-up

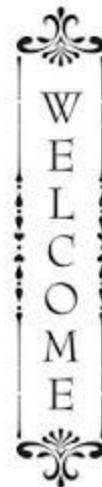
ABEL Arkansas's Business Emergency Listing

Welcome to the Forum

November - 2016

Topics for today:

- **Introducing State Procurement Director: Edward Armstrong**
- **Special Procurement vs. Sole Source**
- **ETHICS**
- **Cooperative procurement approval request checklist**
 - ❖ **What it is and why to use it (legal citation)**
 - ❖ **Form and process**
- **RFQ vs. RFP**
 - ❖ **Differences in purpose**
 - ❖ **Approval process for use of RFQ method**
- **PCS/TGS**
 - ❖ **Checklists**
 - ❖ **Common questions**
 - ❖ **Central mailbox**
- **Vendor Performance Reporting**
 - ❖ **Act 557 requirements**
 - ❖ **Auditors are checking, Legislators are asking**
 - ❖ **VPR portal / process**
- **Workflow: AASIS Approval Process**
 - ❖ **Review PR process**
 - ❖ **Fixes in process**
- **Future**
 - ❖ **Workflow**
- **Jane Benton**
 - ❖ **REMI Equipment Maintenance Cooperative Contract**



Introducing State Procurement Director: Edward Armstrong



- Edward R. Armstrong has served under three Arkansas Attorneys General. Before coming to the Office of State Procurement of the Department of Finance and Administration, he was working under Attorney General Leslie Rutledge as the Senior Assistant Attorney General over the State Agencies Division. In that capacity he worked with many State agencies, boards and commissions. Prior to his work in the public sector he practiced law at Wright, Lindsey & Jennings LLP, where he represented a diverse group of clients that included the Arkansas Development and Finance Authority, the Arkansas Science and Technology Authority, the Housing Authority of the City of Little Rock, Arkansas, the Central Arkansas Library System, American Airlines, Exxon Mobil Corporation, Central Arkansas Water, as well as private individuals.

Fostering Competition

One of the purposes and policies underlying Arkansas Procurement Law is to provide increased economy in state procurement by fostering effective competition.

See Ark. Code Ann. § 19-11-202(5).

Sole Source Procurement

Sole source procurement involves no competition. Because of this, it can 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, such as where there is a sole or mandatory supplier.

See Ark. Code Ann. § 19-11-232(b) (“Unless a written determination is made that there is only one (1) source for the required or designated commodity or service, efforts shall be made to obtain price competition.”).

Or, in the immortal words of Conner MacLeod: “There can be only one.”

a/k/a The Highlander Rule.

Special Procurement

Despite our State's policy of fostering competition where practicable, sometimes unusual or unique circumstances may arise that can make it contrary to the public interest to apply all of the requirements of competitive procurement.

Special procurement, can be used in those circumstances as an alternative to the regular competitive procurement process. In contrast with **Sole Source** procurement, it does not require a determination that there is only one source for the required or designated commodity. It can be initiated when the State Procurement Director or the head of a procurement agency determines in writing that an "unusual or unique situation exists that makes the application of all requirements of competitive bidding, competitive sealed bidding, or competitive sealed proposals contrary to the public interest."

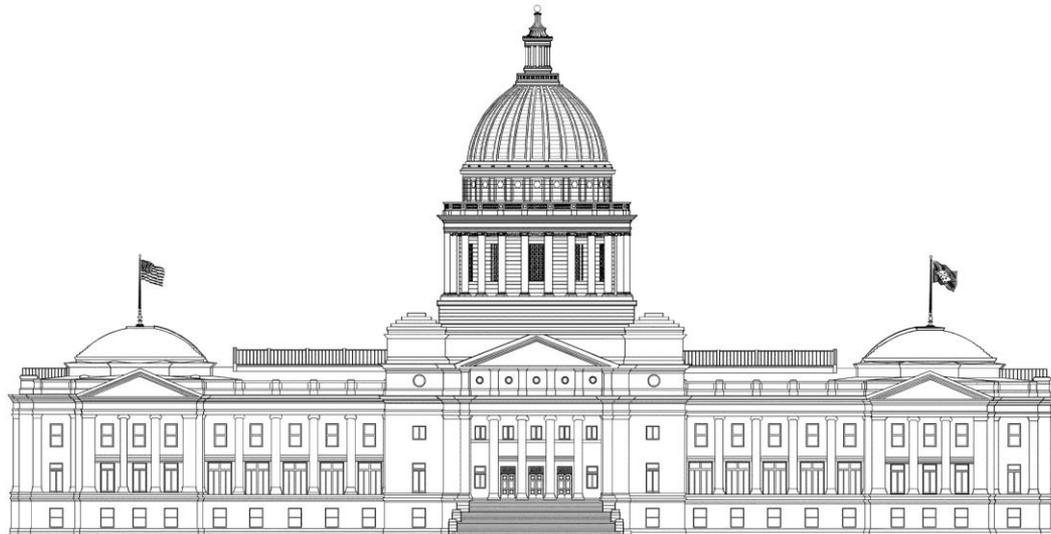
Ark. Code Ann. § 19-11-263(a).

Special Procurement

As a procedural safeguard against abuse, Special Procurement can only be used after the director or the head of a procurement agency prepares a written determination explaining the justification for the procurement and for the selection of the particular contractor. That determination must be included by the officer in the contract file. A monthly report describing all such determinations is provided to the Arkansas Legislative Council.

Ark. Code Ann. § 19-11-263(b).

Ethics



Ethics in Procurement

The lock that protects a procurement professional's integrity.



Part 4-Ethics; Subchapter 7

A.C.A. § 19-11-701 through 19-11-717

- Penalties
- Policy
- Conflict of interest
- Gratuities & Kickback
- Contingency Fees



What **NOT** to do:



Participate in conflicts of interest;

Accept job offers or work favors from a vendor;

Accept gratuities or kickbacks;

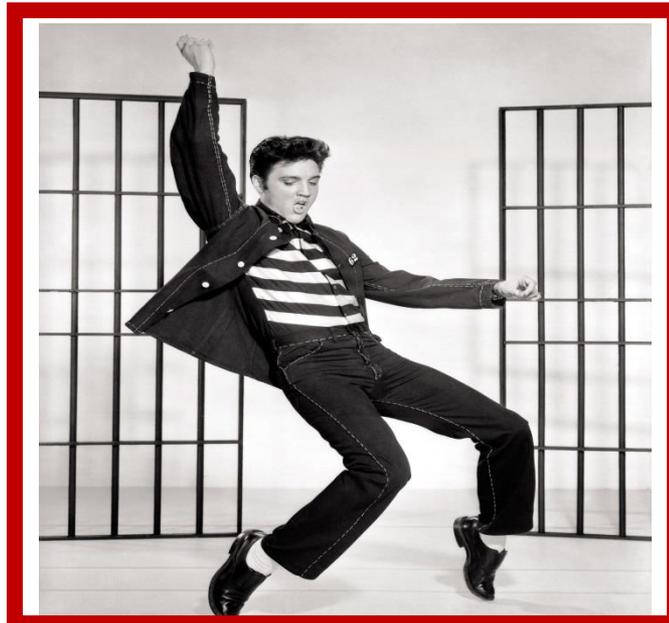
Accept tickets, gifts, calendars, or coffee mugs;

Receive contingency fees



A.C.A. § 19-11-702 Ethics Violation Penalties

- Felony conviction
- Fined up to \$10,000
- Imprisoned not less than 1 year not more than 5 years
- The vendor and the buyer can both be charged up to the full dollar amount of the contract



JAILHOUSE ROCK

Appearance of Impropriety

The perception of an improper act or an instance coming into public view.



Public Employment = Public Trust

A.C.A. § 19-11-703 Statement Policy



Public employment is a public trust.

The policy is implemented by prescribing essential restrictions against conflicts of interest.

Public employees must discharge their duties impartially so as to assure fair and competitive access to governmental procurement by responsible contractors.

Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the State and procurement organization.

Contract and Grant Disclosure Requirements

- Contracts with a TPC \$25,000 or greater
- Renewals/extensions
- Sole source requests with a TPC of \$25,000 or greater
- Hit or disclosure of relationship (how to proceed)



You Must Know

Know the AR Procurement Law and Rules;
Know Legislative Review and Reporting Requirements;
Know Your Agency Rules!

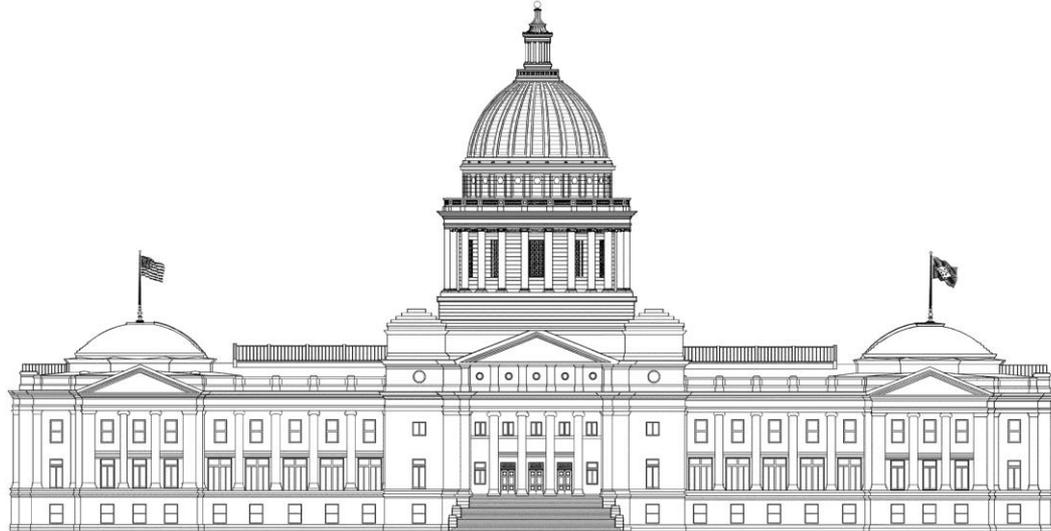
- AR Procurement Law and Rules
- AR Legislative Review and Reporting Requirements
- Each state agency has their own policies and procedures.
 - Understand your agency's policies & procedures;
 - They may be more strict, but not more permissive.
- This presentation is based on AR State Procurement Law and policies of the Office of State Procurement.

Split Purchasing

- Procurement requirements shall not be artificially and intentionally divided so as to constitute a small procurement or to avoid reporting or review requirements.
- It is a violation of the State Procurement law, for a state agency official to procure in an incremental or split purchase arrangement to avoid reporting or review requirements. See A.C.A. 19-11-231
- Abuse of purchasing dollar thresholds that are below reporting and legislative review requirements (split purchasing) will be revealed in the event of an agency audit.
- Split purchasing may result in withdrawal of the state agency's competitive bid privileges. The director of DFA will notify the agency chief executive officer of violations.

**CLASS D FELONY - SPLIT PURCHASING
(INTENTIONALLY DONE TO AVOID REVIEW OR REPORTING)**

Cooperative Contracts



CONTRACT LISTINGS

- All statewide cooperative contracts are listed on the OSP website:

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

- These contracts have been awarded by OSP for use by all state agencies.



Cooperative Purchasing

- Cooperative contracts have been competitively bid and awarded, and are verified by the Office of State Procurement as legal contracts.
- State agency purchases made from cooperative contracts require the same review and reporting processes as other purchases.
- There are two types of Statewide Cooperative contracts
 1. Mandatory
 - You must use when purchasing mandatory contract items.
 - OSP has exclusive jurisdiction over these commodities.
 2. Non-Mandatory
 - You can use these contracts or bid the commodity.
 - These contracts are in place for those who want to use them.

Examples of State Contracts

- Mandatory
 - Copier Rental Contract
 - Vehicles
 - Tires
- Non-Mandatory
 - Computer contract
 - Wireless contract
 - Energy management
- Cooperative
 - Medical supplies
 - Building supplies
 - Mail supplies



Statewide Cooperative contracts are available to state agencies as well as city, county municipalities and school districts.

Cooperative Checklist

- Located on the OSP Website:
 - <http://www.dfa.arkansas.gov/offices/procurement/Documents/CPMC.pdf>
- To be completed by the entity that procured the contract, as they will have the necessary information
- Submitted to OSP Review for review and approval by the OSP Director, as required under A.C.A. 19-11-256



RFP vs RFQ

- Differences
- Approval process for use of the RFQ method

Request for Proposals

Request for Proposals (RFP) means all of the documents used by a buyer in soliciting **competitive sealed proposals**. *See Ark. Code Ann. § 19-11-204(9).*

Competitive sealed proposals is a procurement method that involves:

- (1) Solicitation of proposals through an RFP;
- (2) Submission of cost or pricing data from the offeror where required;
- (3) Discussions with responsible offerors whose proposals have been determined to be reasonably susceptible to being selected for award; and
- (4) An award made to the responsible offeror whose proposal is determined in writing to be the most advantageous considering price and evaluation factors set forth in the RFP. *See Ark. Code Ann. § 19-11-230(a).*

Request for Qualifications

A **Request for Qualifications** (RFQ) is a solicitation document issued by a buyer of services to sellers of services, requesting documentation of their qualifications or specialized experience, to determine whether such sellers are qualified to provide the services required by the buyer. *See Ark. Code Ann. § 19-11-204(10)(A).*

It is also a procurement method that can be used in limited circumstances. Section 19-11-204(10)(B) of the Arkansas Code Annotated provides:

Other than as provided in [§ 19-11-801 et seq.](#), the request for qualifications process may only be used when, under rules promulgated by the State Procurement Director, the director determines in writing that the request for qualifications process is warranted.

Request for Qualifications

OSP Rule R1:19-11-802 governs use of the RFQ process when establishing Professional and Consultant Service (PCS) Contracts. It recommends the RFQ process when contracting for architectural, engineering, land surveying, legal, and interior design services.

The RFQ process may also be used, with prior approval from the Office of State Procurement, as the selection method for other PCS contracts when it is determined to be the “most suitable method of contracting.”

Request for Qualifications

The RFQ is sent to those vendors whose work résumé indicates they are best suited to perform the work specified. The initial selection is based upon the respondent's qualifications. Only after the most qualified respondent is identified does cost become a factor in determining the award.

See OSP Rule R1:19-11-802.

Notice of the RFQ also needs to be published at least one (1) time in at least one (1) newspaper having general circulation in the state or posting by electronic media. This notice must be published at least five (5) calendar days, but no more than thirty (30) calendar days, preceding the date for the opening of the offers.

The notice must include a general description of the professional and consultant services to be procured and identify where the RFQ may be obtained.

The notice must also state the date, time, and place where the responses will be opened.

- *See* Ark. Code Ann. § 19-11-229(d).

Questions

Professional and Consultant Services / Technical and General Services



PCS/TGS

- PCS- <http://www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx>

- AASIS Instructions
- Act 557 Updates
- Bid Opportunities
- Buy Wise Podcasts
- Cooperative Reporting
- Credit Cards
- Forms/Reporting
- Guidelines
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Vendor Registration 

E-News Sign-up

ABEL Arkansas's Business
Emergency Listing

Professional Consultant Services

ACA § 19-11-105 (a) (4)

The contract specifies the performance standards expected from the rendering of the services, rather than the manner in which the services shall be rendered. State agencies do not have direct managerial control over the day to day activities of the individual providing the services.

Links

Title

[Contract/Amendment Submission](#)

[PCS \\$10,000.00 - \\$49,999.99 Monthly Contract Reporting](#)

[PCS Class Enrollment and Schedule](#)

Forms

Title

[Contract Review Form \(used with a TGS or PCS contract\)](#)

[PCS-1 Contract Fillable Form](#)

[PCS-1 Contract Form](#)

[PCS-1 Contract Form Instructions and Number Form](#)

[PCS-1A Contract Amendment Fillable Form](#)

[PCS-1A Contract Amendment Form](#)

[PCS-1A Contract Amendment Instructions and Number Form](#)

Helpful Resources

Title

[Checklist for PCS Contract Submission \(PCS-1\)](#)

[Checklist for PCS Contract Submission Amendment \(PCS-1A\)](#)

[Contract Deadlines](#)

[PCS File Naming Convention](#)

[PCS October 2015 Forum Presentation](#)



- Guidelines
- Helpful Information
- PCS
- Purchasing Directory
- Service Bureau
- State Contracts
- State Surplus
- **TGS**
- Training
- Travel Portal
- Vendor Information
- VPR

LINKS

Title

[Contract/Amendment Submission](#)

[TGS \\$25,000.00 - \\$99,999.99 Monthly Reporting Form](#)

Forms

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[Contract Review Form \(used with a TGS or PCS contract\)](#)

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[TGS-1 Contract Form](#)

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[TGS-1A Contract Amendment Fillable Form](#)

[TGS-1A Contract Amendment Form](#)

[TGS-1A Contract Amendment Instructions and Number Form](#)

Helpful Resources

Title

[Checklist for TGS Contract Submission \(TGS-1\)](#)

[Checklist for TGS Contract Submission Amendment \(TGS-1A\)](#)

[Contract Deadlines](#)

[TGS File Naming Convention](#)

[TGS October 2015 Forum Presentation](#)



Checklist for TGS Contract Submission (TGS-1)

The list provided outlines the most common supporting documentation required to accompany the submission of TGS contracts and is intended for general guidance purposes only and is subject to change.

Please make sure all fields are complete on submitted documents.

Contract Number: _____

Competitive Bid §19-11-234

- Contract Review Form (IT related >\$100,000)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related=\$100,000-requires IGS review
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's Office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- TGS Contract Form (TGS-1)
- Contract and Grant Disclosure
- Illegal Immigrant Certification
- Equal Employment Opportunity Policy (EEO)
- Bid tabulation
- Other: _____

Cooperative Contract §19-11-249

- Contract Review Form (IT related >\$100,000)
- Screenshot of requisition review(s) attached in AASIS for requisitions created on or before June 30, 2016
 - IT related=\$100,000-requires IGS review
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's Office review
- Screenshot of the Purchasing Document Approval Status Report (T-code ZMM8_EXTN) for requisitions created on or after July 5, 2016
 - IT related = \$100,000-requires IGS
 - IT related > \$100,000-requires DIS, IGS, Governor's Office review
 - Solicitations/Purchases > \$1,000,000-requires Governor's office review
- TGS Contract Form (TGS-1)
- Other: _____

Checklist for PCS Contract Submission AMENDMENT (PCS-1A)

The list provided outlines the most common supporting documentation required to accompany the submission of PCS amendment contracts and is intended for general guidance purposes only and is subject to change.

Please make sure all fields are complete on submitted documents.

Contract Number: _____

ABA Criteria §19-11-801

- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- ABA Approval/Recommendation
- Terms and Conditions of Agreement
- Current Copy of Licenses & Certifications
- Other: _____

Competitive Bid §19-11-234

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- Other: _____

Cooperative Contract §19-11-249

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Other: _____

Emergency §19-11-233

- PCS Contract Amendment Form (PCS-1A)
- Written request for approval
- DFA Director Approval
- Quotation Abstract/Bid Tabulation
- Copy of at least three quotes
- Purchase Order
- Other: _____

Exempt By Law §19-11-203

- Contract Review Form (IT related >\$100,000)
- PCS Contract Amendment Form (PCS-1A)
- Contract and Grant Disclosure-Required for the initial contract and all extensions \$25,000 or greater
- Illegal Immigrant Certification-Required for the initial contract and all extensions \$25,000 or greater
- Equal Employment Opportunity Policy (EEO) (If vendor changes their EEO policy)
- Other: _____

HELPFUL INFORMATION

- PCS/TGS Forms are to be completed in its entirety
- Portal information must match the contract documentation
- See website for PCS/TGS instructions
- Contract Review Form (IT contracts only)
- DIS Review Status
 - Contact DIS- Steve Hulse

Contract Summary

- Must be completed (What is the purpose of the contract)

Purpose of Amendment / Contract
Summary: *

Funding: *

Federal State Cash Trust Other

Acronyms

- First use should be spelled out to avoid confusion

example

Department of Information Systems (DIS)

Helpful Information- File Naming Convention

- ✓ Business Area_Contract Number_Document Identifier
- ✓ Instructions on the PCS/TGS Website

Attachments

Acceptable File Type: PDF Only

Supporting Documents:

File Name

0610_4600012345_OR	Original
0610_4600012345_A1	Amendment 1
0610_4600012345_A2	Amendment 2
0610_4600012345_A3	Amendment 3
0610_4600012345_A4	Amendment 4
0610_4600012345_A5	Amendment 5
0610_4600012345_A6	Amendment 6

Contract Status in portal

Step 1: Select the contract/amendment submission link

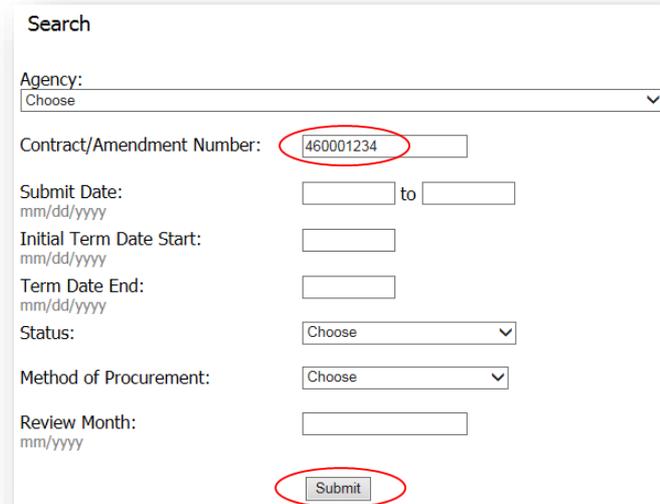
Links
Title
Contract/Amendment Submission
TGS \$25,000.00 - \$99,999.99 Monthly Reporting Form

Step 2: Select the reports option

- Technical and General Services**
Technical and General Services
Select an option to begin the process
- [Enter New Contract/Amendment](#)
 - [Reports](#)

Contract Status in portal

Step 3: Enter the contract number or you may use any other available search criteria



The image shows a search form titled "Search" with the following fields and options:

- Agency: Choose (dropdown menu)
- Contract/Amendment Number: 460001234 (text input field, circled in red)
- Submit Date: mm/dd/yyyy (two text input fields separated by "to")
- Initial Term Date Start: mm/dd/yyyy (text input field)
- Term Date End: mm/dd/yyyy (text input field)
- Status: Choose (dropdown menu)
- Method of Procurement: Choose (dropdown menu)
- Review Month: mm/yyyy (text input field)
- Submit (button, circled in red)

Step 4: Select the Submit button

Search results screen appears including the current status

Contract #	Amendment #	Agency	Division	Contractor Name	Initial Contract Amount	Total Projected Cost	Review Month	Contact Person	Method of Procurement	Date Submitted	Status
	4				\$1,157,600.00	\$8,103,200.00			Competitive Bid		Returned by OSP
	4				\$38,400.00	\$268,800.00	05-2016		Exempt by Law		Executed
	4				\$0.00	\$2,845,564.59			Exempt by Law		Returned by OSP
	4				\$1,408,008.00	\$5,684,182.00	06-2016		Competitive Bid		Executed

Status

Status	Explanation
ABA Review	ABA is currently reviewing “ABA Criteria” contract/amendment.
Agency Request Return	An agency decides to withdraw a contract/amendment, for whatever reason, from the OSP and/or ALC Review.
DFA Legal Review	A disclosure hit is being reviewed by the Legal Team.
DIS Approved	DIS has approved the contract/amendment.
DIS Review	DIS is currently reviewing the contract/amendment.
Executed	Contract has been through any necessary reviews and is now approved.
Held	The ALC has decided to hold the contract until the next session in order to have questions, concerns, or addressed.
OSP Review	OSP PCS team is currently reviewing contract. Could also be referring to the review of a justification letter for a sole source or emergency.
Pending ALC Review	Contract is awaiting the ALC Review for a specified month.
Returned by OSP	The OSP PCS team rejects contract/amendment due to incompleteness, wrong information, or etc. If rejected, the agency will have to resubmit with the added or corrected information.
Submitted by Agency	Default setting after Agency has submitted contract/amendment.

DEADLINES-CONTRACTS DUE TO OSP

OSP PCS/TGS WEBSITE

Helpful Resources

Title

[Checklist for TGS Contract Submission \(TGS-1\)](#)

[Checklist for TGS Contract Submission Amendment \(TGS-1A\)](#)

[Contract Deadlines](#)

[TGS File Naming Convention](#)

[TGS October 2015 Forum Presentation](#)

Process and Procedures

TENATIVE SCHEDULE FOR 2016 PROFESSIONAL/CONSULTANT SERVICES CONTRACTS & TECHNICAL/GENERAL SERVICES-- 2016 Deadlines (Updated: 04/2016)						
Review Month	Due to OSP			ALC - PEER AM* Subcommittee Meeting	ALC - Review PM* Subcommittee Meeting	ALC Meeting*
	Regular Contracts	DFA-Division of Building Authority	IT related or Sole Source Contracts			
January	Dec. 15, 2015	Dec. 10, 2015	Dec. 8, 2015	Jan. 12, 2016 *	Jan. 12, 2016	Jan. 15, 2016 *
February	Jan. 29, 2016	Jan. 22, 2016	Jan. 15, 2016	Feb. 16, 2016	Feb. 16, 2016	Feb. 19, 2016
March	Feb. 29, 2016	Feb. 22, 2016	Feb. 15, 2016	Mar. 15, 2016	Mar. 15, 2016	Mar. 18, 2016
April	Mar. 28, 2016	Mar. 21, 2016	Mar. 14, 2016	To Be Determined	To Be Determined	To Be Determined
May	Apr. 29, 2016	Apr. 22, 2016	Apr. 15, 2016	May 17, 2016	May 17, 2016	May 20, 2016 *
June	May 31, 2016	May 24, 2016	May 17, 2016	June 14, 2016	June 14, 2016	June 17, 2016 *
July	June 27, 2016	June 20, 2016	June 13, 2016	July 12, 2016	July 12, 2016	July 15, 2016 *
August	July 29, 2016	July 22, 2016	July 15, 2016	Aug. 16, 2016	Aug. 16, 2016	Aug. 19, 2016 *
September	Aug. 29, 2016	Aug. 22, 2016	Aug. 15, 2016	Sept. 20, 2016	Sept. 20, 2016	Sept. 23, 2016 *
October	Sept. 30, 2016	Sept. 23, 2016	Sept. 16, 2016	Oct. 18, 2016	Oct. 18, 2016	Oct. 21, 2016 *
November	Oct. 31, 2016	Oct. 24, 2016	Oct. 17, 2016	Nov. 15, 2016	Nov. 15, 2016	Nov. 18, 2016 *
December	Nov. 28, 2016	Nov. 21, 2016	Nov. 14, 2016	Dec. 13, 2016	Dec. 13, 2016	Dec. 16, 2016 *
January 2017	Dec. 30, 2016	Dec. 23, 2016	Dec. 16, 2016	Jan. 17, 2017	Jan. 17, 2017	Jan. 20, 2017

NOTES: (*) By the above dates are on the 90th General Assembly Calendar now – All dates are subject to change by BLR. There may be some months where meetings may not be held. These are marked "To Be Determined".

- All meeting dates given are based on standard procedures. All dates are subject to change for the 2016 Calendar.
- OSP will send an eNews notification as changes occur with the dates for the meetings.
- You may check the OSP website or the Arkansas State Legislature website: www.arkleg.state.ar.us for any changes or cancellations.

<p>Professional/Consultant Services (PCS)</p> <p>PCS contracts valued at \$10,000.00 - \$49,999.99 must be reported.</p> <p>PCS contracts Projected Total Cost at or greater than \$50,000 must be reviewed.</p> <ul style="list-style-type: none"> Assistance and questions regarding PCS contact: Royce Brown at OSP.PCS@dfa.arkansas.gov or (501) 371-6066. 	<p>Technical/General Services (TGS)</p> <p>TGS contracts valued at \$25,000.00 - \$99,999.99 must be reported.</p> <p>TGS contracts valued at \$100,000.00 or greater must be reviewed.</p> <ul style="list-style-type: none"> Assistance and questions regarding TGS contact: Skochu Fields at OSP-TGS@dfa.arkansas.gov or (501) 683-0084.
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ALC REVIEW DATES

ARKANSAS STATE LEGISLATURE WEBSITE

<http://www.arkleg.state.ar.us>

Time	Room	Topic	Notes
Monday, November 14, 2016			
12:00 PM	ROOM 130	TOASTMASTERS	
7:00 AM	130,138,171,207,272	* STUDENT CONGRESS	
8:00 AM	Hot Springs	* SENATE ORIENTATION	
10:00 AM	OSC	* REP. DOTSON	
Meeting Cancelled	Room A, MAC	ALC-ADMINISTRATIVE RULES & REGULATIONS	
Meeting Cancelled	Room B, MAC	ALC-PEER	
Meeting Cancelled	Room A, MAC	ALC-REVIEW	
Tuesday, November 15, 2016			
7:00 AM	130,138,171,207,272,OSC	* STUDENT CONGRESS	
8:00 AM	Hot Springs	* SENATE ORIENTATION	
Meeting Cancelled		ALC-JBC BUDGET HEARINGS	
1:30 PM	Room A, MAC	ALC-JBC BUDGET HEARINGS	Agenda
Wednesday, November 16, 2016			
7:30 AM	Room B, MAC	ALC-JBC PERSONNEL	
9:00 AM	Room A, MAC	ALC-JBC BUDGET HEARINGS	Agenda
Meeting Cancelled		ALC-JBC BUDGET HEARINGS	
1:00 PM	Senate Chamber	91ST GENERAL ASSEMBLY SENATE ORIENTATION	
Thursday, November 17, 2016			

EMAILS IN PORTAL-Contact Information

Names listed here will get information on contract returned by OSP, contract questions and any updates or changes to deadlines or ALC review meetings

Agency Contact Information

Contact Name: *

Contact Phone Number: *
xxx-xxx-xxxx

Primary Email Address: *

Primary Email Address Verification: *

Secondary Email Address:

Secondary Email Address Verification:

Sign up for E-NEWS!

Contract Reporting

- PCS: Contracts \$10K to \$49,999.99
- TGS: Contracts \$25K to \$99,999.99
- Sole Source (SS) & Special Procurement (SP):

SS or SP justification and approval letters required

PCS/TGS Updates

- Coming soon Portal Training PCS & TGS
- Please sign up for E-NEWS



HOW TO CONTACT US?

- PCS-Denise Harris (501)682-0247 OSP.PCS@dfa.arkansas.gov
 - TGS-Skochu Fields (501) 683-0084 OSP-TGS@dfa.arkansas.gov
- ✓ Portal Questions
- ✓ Form & Checklist Questions



QUESTIONS?



Vendor Performance Reports (VPR)

November 2016

Presented by: Denise Harris

19-11-268. Vendor Performance Reporting

- Legislators are asking questions



- Auditors are checking



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Is your agency in compliance with the law?

19-11-268. Vendor performance reporting.

(a)(1) A state agency shall report a vendor's performance under a contract executed under this subchapter that has a total initial contract amount or total projected contract amount, including any amendments to or possible extensions of the contract, of at least twenty-five thousand dollars (\$25,000).

(2) A state agency shall use the form prescribed by the State Procurement Director and approved by the Legislative Council or, if the General Assembly is in session, the Joint Budget Committee, to report a vendor's performance under this section.

(b) The report required under this section shall be:

(1) Completed and submitted:

(A) At least one (1) time every three (3) months for the entire term of the contract; and

(B) At the end of the contract;

(2) Filed with the Office of State Procurement and maintained for a minimum of three (3) years from the termination of the relevant contract, including any extensions and amendments; and

(3) Signed by the director of the state agency or his or her designee.

A Vendor Performance Report must be completed by all state agencies for contracts **where the total projected cost is at least \$25,000, including any amendments and possible extensions.**

Term contracts: VPR submitted at least one (1) time every 3 months for the term of the contract AND at the end of the contract.

Firm contracts (Purchase Orders): VPR submitted after the final delivery is complete.

What is exempt from reporting?

- Property Leases
- Construction Projects

VPR form and instructions at:

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

DFA Arkansas Department of Finance and Administration

Home | Offices | Businesses | Citizens | Government | DFA Employees | News & Events

Go

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Vendor Performance Report (VPR)

Links

Title
Vendor Performance Report Submission

Documents

Title	Posted
Vendor Performance Report Form	07/31/2015
Vendor Performance Report Instructions	09/25/2015

Name	Title	Responsibilities	Phone
Reba Thomas	Project Manager	Project Management	501-371-6076

- Procurement Home
- AASIS Instructions
- Act 557 Updates
- Bid Opportunities
- Buy Wise Podcasts
- Credit Cards
- Forms/Reporting
- Guidelines
- Helpful Information
- PCS
- Purchasing Directory
- Service Bureau
- State Contracts
- State Surplus
- TGS
- Training
- Travel Portal
- Vendor Information
- VPR

Vendor Performance Report Form and Portal

- Tax ID
- Email Address
- Overall Rating
- Signature and the Date

VPR # _____

DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF STATE PROCUREMENT
VENDOR PERFORMANCE REPORT

A vendor performance report must be completed by all state agencies for contracts that have a total initial contract amount or a total projected contract amount, including any amendments and possible extensions, of \$25,000 or more. The report must be completed at least one (1) time every three (3) months for the entire term of the contract and at the end of the contract.

Agency Number/Name: _____

Bid Number: _____ Contract Document Number: _____
(OSP's SP# or Agency's bid number) (PO, OA, Other)

Contract Monitor Name: _____ Vendor Name: _____

Contract Monitor Email Address: _____ Vendor Tax ID: _____

Contract Monitor Phone Number: _____ Vendor Email Address: _____

Date of Rating: _____

Rating Categories	Below Standard	Standard	Above Standard
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pricing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating: _____

A below standard rating requires explanation and documentation.

Comments:

Signature: _____ Date _____
(Director or Authorized Designee)

Name of Director or Designee: _____

Agency Director or the Designee signature is Required

Rating

Rating Categories	Below Standard	Standard	Above Standard
Customer Service	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delivery	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Quality	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pricing	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



Overall Rating: *

Below Standard ▼

Information Only Request OSP to take further action



Name of Agency Director or
Designee: *

Attachments

Supporting Documents:

 Browse...

Attach the signed form

BELOW STANDARD

If you experience issues during the reporting period that results in a below standard performance, submit the VPR at the time of the occurrence

Track VPRs submitted



Vendor Performance Reporting

Vendor Performance Report > Search > Search Results

Download Results Comma (,) Delimited

Download Results Pipe (|) Delimited

Show entries

[First](#) [Previous](#) [1](#) [2](#) [3](#) [Next](#) [Last](#)

Showing 1 to 10 of 26 entries (filtered from 7127 total entries)

VPR #	Bid #	Contract #	Agency	Division	Vendor Name	Contract Monitor	Date Submitted
1700002246	SP-12-0276	4600027248	0470 / Department of Information Systems		COX ARKANSAS TELCOM LLC	BJ WYRICK	10/31/2016
1700002247	SP-12-0023	4600022944	0470 / Department of Information Systems		CENTURYLINK, INC.	BJ WYRICK	10/31/2016
1700002248	SP-11-0210	460002228	0470 / Department of Information Systems		MOUNTAIN VIEW TELEPHONE CO	BJ WYRICK	10/31/2016
1700002249	SP-14-0005	4600030433	0470 / Department of Information Systems		PRESIDIO CORP	BJ WYRICK	10/31/2016
1700002250	SP-13-0219	4600030058	0470 / Department of Information Systems		CAROUSEL INDUSTRIES	BJ WYRICK	10/31/2016

VPR UPDATES

- Coming Soon VPR Training
- Training material will be added to the website
- Adding reporting schedule



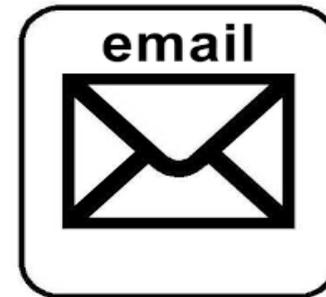
© Can Stock Photo



Vendor Performance Reports

Contact Information:

Submit questions to
VPR.OSP@dfa.arkansas.gov



Interim Contacts (until vacancy filled)

- Denise Harris (501) 682-0247
- Skochu Fields (501) 683-0084



Questions



Requisition Approvals



AASIS transaction ZMM8_EXTN

A report used to view the approval status of requisitions

The screenshot shows a software window titled "Purchasing Document Approval Status Report". The window has a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main content area is divided into three sections: "Purchasing Data", "Report Options", and "History Log".

Purchasing Data

Purchasing Organization		to		→
Purchasing Doc Creation Date		to		→
Purchasing Document Created by		to		→
Purchasing Document	1000752365	to		→
Purchasing Group		to		→
Release Code		to		→
Approver		to		→
Our Reference Code		to		→

Report Options

- Approved Document
- Document Needing Approval
- Approved & Unapproved Document

History Log

- History Log

ZMM8_EXTN Report

List Edit Goto Settings System Help
 Refresh

Purchasing Document Approval Status Report

Arkansas Administrative Statewide Information System
 Program: ZMMPR0022_APPROVAL_STATUS
 System: PRD Client: 100
 Date: 11/02/2016 Time: 12:03:15

Pur.Doc.Status	Doc Number	Actual Approver	Rel Code	RelCode Desc	Release Status	Assign Date	Assign Time	Approval Date	Approval Time	Approval Duration
Approved	1000718057									0 days, 00:26:20
		HRSTAFFORD	25	Agency 10K - 25K	APPROVED	08/04/2016	08:45:24	08/04/2016	08:45:24	0 days, 00:00:00
		MLBOWENEUBAN	R3	Agency Proc Manager	APPROVED	08/04/2016	08:45:25	08/08/2016	08:58:01	4 days, 00:12:36
		CDGILLESPIE	R4	Agency Director	APPROVED	08/08/2016	08:58:01	08/16/2016	17:12:29	8 days, 08:14:28
		SI-RNGARNER	R5	DFA Intergov Svcs	APPROVED	08/16/2016	17:12:30	08/17/2016	07:43:01	0 days, 14:30:31
		SI-SDHULSEY	R6	Dept of Info Systems	APPROVED	08/17/2016	07:42:57	08/19/2016	11:53:34	2 days, 04:10:37
		DLBELL	R7	Governor's Office	APPROVED	08/19/2016	11:53:34	08/29/2016	10:13:22	9 days, 22:19:48

ZMM8_EXTN Report

[List](#) [Edit](#) [Goto](#) [Settings](#) [System](#) [Help](#)

Purchasing Document Approval Status Report

Refresh

Purchasing Document Approval Status Report
 Arkansas Administrative Statewide Information System
 Program: ZMMPR0022_APPROVAL_STATUS
 System: PRD Client: 100
 Date: 11/02/2016 Time: 12:41:00

Pur.Doc.Status	Doc Number	Selected Approver	Actual Approver	Rel Code	RelCode Desc	Release Code Status	Assign Date	Assign Time	Approval Date	Approval Time	Approval Duration
Need Approval	1000765012										0 days, 00:00:18
		MAMOORE	MAMOORE	25	Agency 10K - 25K	APPROVED	11/01/2016	10:21:33	11/01/2016	10:22:17	0 days, 00:00:44
		SDMCKNIGHT	SDMCKNIGHT	R2	Agency > 100K	APPROVED	11/01/2016	10:22:18	11/02/2016	08:58:08	0 days, 22:35:50
		MLBOWENEUBAN		R3	Agency Proc Manager	NOT APPROVED	11/02/2016	08:58:08			0 days, 03:42:52
				R4	Agency Director	AWAITING ASSIGNMENT					
				R7	Governor's Office	AWAITING ASSIGNMENT					



**CHANGE
AHEAD**

Improvements in the Works

- **Exempt agencies will be excluded from the approval process by IGS, DIS and the Governor's Office**
- **A requisition for a Purchase Order released against an agency contract does not require approvals outside the agency**
 - Agency contract = Outline Agreement with purchasing organization not equal to 9999



Future Directions

We are currently evaluating the requirements for the following improvements.

Release strategy approvals and workflows in AASIS

- Purchase Orders
- Outline Agreements

Integration of external systems into AASIS

- Professional and Consultant Services
- Technical and General Services
- Vendor Performance Reporting

E-Procurement





ARKANSAS



REMI[®]

Equipment Maintenance Management Services

A proven alternative to OEM service contracts.

Equipment Maintenance

- AR Outline Agreement # 4600029735
- The REMI Group
- www.theremigroup.com

Brandon Childress

bchildress@theremigroup.com

704-602-0847 (o)

704-516-6214 (m)

Why???



Program Benefits



Cost Reduction

Reduces current maintenance contract cost by **27% (30% for IT Hardware)**.



Reduces Administrative Time

Reduces the time that you spend administrating multiple service contracts from various equipment manufacturers and service providers.



Life Cycle Management

Manages the maintenance of your equipment portfolio assuring decreased cost, increased equipment uptime, and extended useful life expectancy.



Visibility

Real-time, online reports enable you to more effectively analyze the quality of the repair service and the performance of the equipment and service provider.



Total Vendor Control

Delivers an unbiased vendor solution that allows you to use your preferred service vendor or REMI can supply the best qualified alternative vendor available.



Experienced

Since 1998 Remi has...

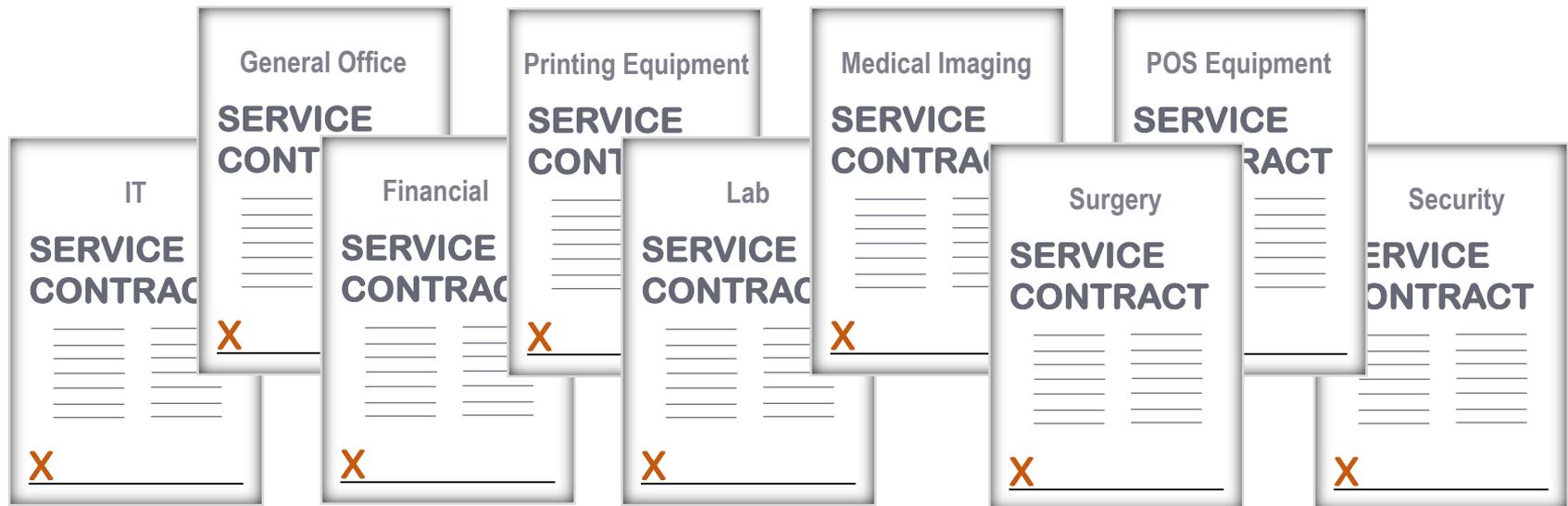
- Saved their clients **\$132 million** on equipment maintenance expenditures
- Analyzed **850,000+** service contracts valued at **\$1.9 billion**
- Covered **612,000+** pieces of equipment
- Consulted on **629,000+** maintenance events nationwide
- Works with **2,300+** service providers throughout the country



Current (Typical) Service Scenario

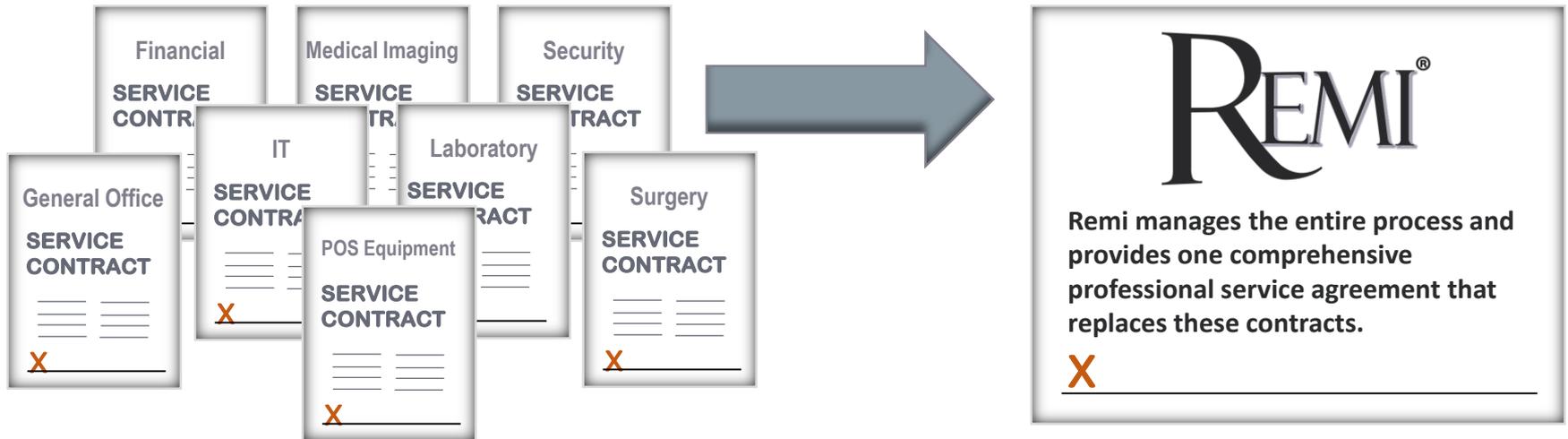
In order to avoid the risk of equipment failure, maintenance & repair after the warranty period, organizations often purchase individual maintenance contracts from the Manufacturer **OR** a Third-Party servicer.

- **Contracts are expensive**
- **Service options are limited (*often as equipment ages, the contract goes up*)**
- **Administrative burden can be excessive (*various renewal dates, numerous purchase orders, etc.*)**
- **Equipment may be deemed End of Life (EOL)/not serviceable by the OEM earlier than necessary**



The Alternative Service Scenario

Consolidates your existing multiple contracts into ONE comprehensive program.



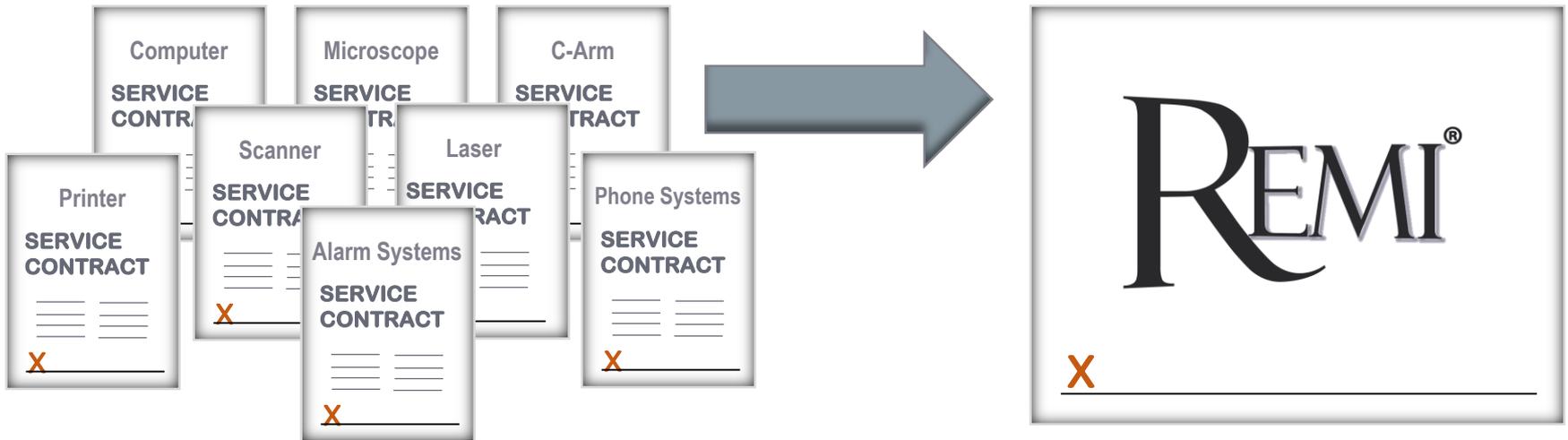
Ability to use your current vendors for service

Eliminates inefficiency of having to manage multiple service contracts from various manufacturers

Reduces your operating costs

Are the Coverages the Same?

YES.



Parts, Travel,
& Labor

Parts, Travel,
& Labor

Typical Equipment Covered

General Office

Automated Filing Systems
Collating Machines
Dictation Equipment
Endorsers
Fax Machines
Microfiche
Micrographic Cameras
Printers
Scanners
Shredders
Time_Clocks
Typewriters
Word Processing Equipment

Information Technology

Archiving Appliances
Laptops
Mainframes
Network Devices
Network Storage
PC's & Peripherals
Servers

Security

Alarm Systems
Card Access Systems
Video Surveillance Systems

Communication

Audio/Visual Systems
Intercoms
Pagers
Paging Systems
Radios
Telephone Switches
Telephone Systems
Voice Mail Systems

POS Equipment

Barcode Scanners
Cash Drawers
Check Readers
Keyboards
Monitors
Printers
Terminals

Financial

After Hour Depository
Calculators
Cash Dispenser
Check Encoders
Check Imprinters
Coin Counters/Sorters
Currency Counters
Safe Deposit Boxes

Printing Equipment

Binding Machines
Collators
Counters
Electronic Hole Punchers
Folding Machines
Image Scanners
Inserter Systems
Plotters
Saddle Stitchers
Scanning Densitometers
Scorers
Shrink Wrap Systems
Trimmers

Mail Room

Addressing Systems
Bar-coding Equipment
Binding Machines
Bursters/Cutters
Collators/Decollators
Inserter Systems
Mail Machines
Mail Peripherals
Sorters

Law Enforcement

Breathalyzers
Defibrillators
Fingerprint Systems
In-Car Video Systems

Laptops

Store Equipment

Bakery Ovens
Electronic Scale
Labeler
Labeler Thermal Indexer
Meat Saw
Meat Slicer
Meat Tenderizer
Mixer
Printer Label Maker
Printer Thermal
Proof Boxes
Refrigeration Systems
Sealer Food Package
Warmer Food
Wrapper Stretch

Dental Equipment

Amalgamator
CCTV Camera
Centrifuge
Chairs
Curing Lights
Endodontic Systems
Fiber-Optic Digital Imaging
Light Exam
Microscopes
Monitors
Oral Cameras
Power Carts
Root Apex Locators
Surgical Irrigation Systems
X-Ray Machines

Typical Equipment Covered (*cont.*)

Medical Imaging

Angiographic Systems
 Bone Densitometers
 C-Arms
 Chest Unit
 Cine Film Viewers, Projectors
 Computers
 CT Scanners
 Cystology Units
 Dental Units
 Dose Calibrators
 Fluoroscopic Rooms
 General Radiographic Rooms
 Laser Imagers
 Mammography Units
 Motorized/Film Viewers
 MRI Scanners
 Nuclear Medicine Cameras
 PACS
 Portable X-Ray Machines
 Radiation Therapy Simulators
 Special Procedure Rooms
 Tomography Rooms
 Treatment Planning
 Computers
 Ultrasound Units
 Uptake Probes

Research/Laboratory

Analyzers
 Angiographic Systems
 Autosamplers
 Balances
 C-Arms
 Cell Savers
 Cell Washers
 Centrifuges
 Chromatographs
 Cine Film Viewers
 Clinical Analyzers
 Co-Oximeters
 Densitometers
 DNA Extractors
 Electron Microscopes
 Flow Cytometers
 Fluorometers
 Fluoroscopic Rooms
 Gamma Counters
 Imaging Systems
 Incubators
 Lasers
 Mass Spectrometers
 Microplate readers
 Microscopes
 Monitors

Research/Laboratory (cont.)

MRI Scanners
 Optical Microscopes
 Particle Counters
 Physiological Monitoring
 Portable X-Ray Machines
 Projectors
 Refrigerator/Freezers
 Robotic Systems
 Scanners
 Sequencers
 Sleep Labs
 Special Procedure Rooms
 Spectrometers
 Spectrophotometers
 Synthesizers
 Thermocyclers
 Tomographic Rooms
Surgery
 Cell Savers
 Cell Washers
 Lasers
 Microscopes
 Phacoemulsifiers

Eye Care Equipment

Analyzers
 Autolensometers
 Autorefractors
 Autotonometers
 Blocker
 Corneal Topographers
 Cryosurgical Unit
 Electronic Scale
 Electronic Thermometer
 Electrosurgical Unit
 Exam Light
 Examination Chair/ Table
 Field Analyzers
 Finishing Lab
 Generator
 Groover
 IOL Master
 Laboratory Refrigerator
 Laser
 Layout Blocking System
 Monitors
 Patternless Edger
 Phacoemulsifier Aspirator

Eye Care Equipment (cont.)

Retinal Cameras
 Slit Lamp
 Surfacar
 Surfacing Lab
 Surgical Light
 Ultrasonic Cleaner
 UV Meter
Cardiology/Stress
Test/ICU/CCU/EKG
 Arrhythmia Computers
 Cardiac Cath Systems
 Cardiac Output Computers
 Intra Aortic Balloon Pump
 Patient Data Monitoring
 Stress Test Systems
 Telemetry Systems
Functional Labs/
Respiratory Therapy
 Blood Gas Analyzer
 Plethysmographs
 Pulmonary Function Systems
 Sleep Labs

And other equipment that is basically electronic in nature.

Example

- CISCO SmartNet Proposal
 - 1134 total items totaling \$603,830 (CISCO price)
 - 108 items were ineligible for coverage (can remain covered by CISCO)
 - 30% discount: \$181,149/year
 - \$543,447 *savings* for 3 years

Online Reporting (Remi Online)

Remi Online will give you the ability to assess, evaluate, control, and act upon information related to your equipment maintenance program.

Remi Online has been instrumental in helping their clients make informed, accountable and fact supported decisions for the directives ranging from vendor assessment, equipment life cycle review, equipment utilization, & new equipment purchases.

If you are interested in a more comprehensive look into Remi Online, you can schedule a demo by emailing demo@theremigroup.com

The image displays three overlapping screenshots of the Remi Online software interface. The top-left screenshot shows the 'Repair History' page for ABC Laboratory, listing various repair events with columns for Date, Location, Description, and Status. The top-right screenshot shows the 'Account Dashboard' with a bar chart and navigation links for Account, Current Agreement, and Account Service App. The bottom screenshot shows the 'Preventative Maintenance Summary' page, which includes a table with columns for Item Details, PM Events, and Asset Account PM Events. The table lists various equipment items and their associated maintenance events.

Item Details	PM Events	Asset Account PM Events
Item ID	Event ID	Event ID
100001	100001	100001
100002	100002	100002
100003	100003	100003
100004	100004	100004
100005	100005	100005
100006	100006	100006
100007	100007	100007
100008	100008	100008
100009	100009	100009
100010	100010	100010
100011	100011	100011
100012	100012	100012
100013	100013	100013
100014	100014	100014
100015	100015	100015
100016	100016	100016
100017	100017	100017
100018	100018	100018
100019	100019	100019
100020	100020	100020
100021	100021	100021
100022	100022	100022
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100093	100093	100093
100094	100094	100094
100095	100095	100095
100096	100096	100096
100097	100097	100097
100098	100098	100098
100099	100099	100099
100100	100100	100100

How to Get Started

Step 1

Provide copies of ACTUAL service contracts with CURRENT pricing and terms & conditions.

Step 2

Remi will develop a customized proposal under ONE comprehensive program.

Step 3

Proposal outlining the financial benefits is presented along with execution plan.

*Email: Brandon Childress
bchildress@theremigroup.com*

Questions



Thank You

- Sign up for E-News Today!



- Procurement Home
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- Buy Wise Podcasts
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- Credit Cards
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- Guidelines
- Helpful Information
- PCS
- Purchasing Directory
- Service Bureau
- State Contracts
- State Surplus
- TGS
- Training
- Travel Portal
- Vendor Information
- VPR

[Vendor Registration](#)

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Procurement

The mission of the Office of State Procurement is to serve the citizens of Arkansas by ethically, efficiently and transparently procuring quality commodities and services for the State of Arkansas.

The Office of State Procurement (OSP) has primary responsibility and oversight for the State wide procurement of commodities, technical and professional services for all state agencies, boards and commissions and colleges and universities. OSP provides training in the Procurement Law, regulations and policies.

Marketing and Redistribution, part of OSP, is responsible for the disposal of state surplus property and equipment.

Note: When the Office of State Procurement is closed for any unforeseen reason (i.e. inclement weather, fire or other natural disaster), all bid openings shall be postponed until 3:00 p.m. the next fully open & operational work day. (7:30 a.m. – 4:30 p.m., M-F).

Announcements & News Releases

Recyclable Computers/Electronics and Scrap Metal Bid Posted, 05/23/2016

Procurement Laws and Rules Updated, 05/17/2016

Special Procurement Policy and Procedures, 05/12/2016

Commercial Washer and Dryer Vendor Meeting, 05/12/2016

Public Hearing for Rule 2015-3, 04/06/2016

[All OSP News >](#)

Calendar of Events

Veteran's Day, 11/11/2016

Thanksgiving, 11/24/2016

Christmas Eve, 12/24/2016

[All DFA Events >](#)

Office	Address	Phone	Fax
State Procurement	DFA Building 1509 W 7th St, Ste 300 Little Rock, AR 72201	501-324-9316	501-324-9311
Marketing & Redistribution	6620 Young Rd Little Rock, AR 72209	501-565-8645	501-565-5059

