



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

**OFFICE OF STATE PROCUREMENT**  
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<http://www.arkansas.gov/dfa/procurement>

June 24, 2015

Agency Purchasing Officials

Dear APOs,

The Office of State Procurement needs your assistance to comply with requirements of Act 557 of 2015. This legislation requires that the Director of the Office of State Procurement present a quarterly report to the Legislature of all purchases made under cooperative purchasing agreements. These agreements include the multi-agency contracts produced by OSP and any agreements or contracts originated by other agencies or institutions of higher education in which other public procurement units may participate.

What is needed from your agency or institution is spending data related to these agreements. This will include any purchases your organization makes using OSP contracts or agreements from other public procurement entities.

The OSP contracts include those which were originated as solicitations for bids by OSP as well as cooperative agreements created by outside entities with which the State has entered into participating agreements. These cooperative agreements are listed on the OSP website at <http://www.dfa.arkansas.gov/offices/procurement/contracts>.

Reporting for agencies which use AASIS as their financial system of record will be accomplished through that system. Entities which do not use AASIS, such as institutions of higher education, will need to report cooperative spending by means of data files which will be combined with AASIS-reported data to create comprehensive reports.

Two types of data files have been identified for this purpose. First, a master data file containing descriptive information about any cooperative agreement not originated in the AASIS system will be needed. This file will contain information that won't change often including data elements such as the name of the contract and vendor information. Secondly, a spending data file will provide the periodic spending information for those contracts. The specifications for these files have been provided in the attached spreadsheets.

We need to engage with staff from your organization to build the reporting system required for this information. Contact information, including names, phone numbers and e-mail addresses are needed for the following staff members:

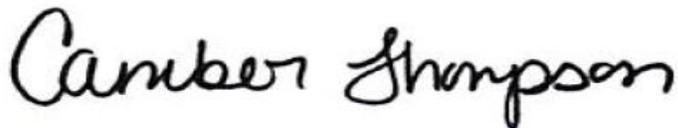
- Central point of contact – the person within your organization with overall responsibility to ensure all cooperative spending information is being reported.
- Technical development contact – the person responsible for the technical development of the data files.
- Operational technical contact – the person responsible for resolving any issues with regular transmission of the files.

Please send your contact information to Paul Ford at the Office of State Procurement. He will also be able to assist with any questions about this project. Contact information is provided below:

Phone: (501) 682-3885  
E-mail: [paul.ford@dfa.arkansas.gov](mailto:paul.ford@dfa.arkansas.gov)

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads "Camber Thompson". The signature is written in a cursive, flowing style.

Camber Thompson  
Administrator  
Office of State Procurement

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