

There are two PCS forms. What are they used for?

- The Office of State Procurement created two PCS forms: PCS-1 and PCS-1A (formerly known as OSP-1 and OSP-1A). The PCS-1 form should be completed for original (new) contracts. The PCS-1A form is for amendments and/or extensions.

Are there instructions for using the new PCS forms and portal?

- Yes; there are instructions with corresponding numbers to assist in using the forms, which are located on the OSP website under PCS.
- The portal has hover text instructions for ease of use.

What is the preferred method of completing the PCS-1 and PCS-1A forms?

- The fillable form allows the user to complete, print, and save the form maintaining all formatting, alignment and aids in keeping data clear and concise.
- A second form, a static contract form, is available for those who find that the field restrictions for agency name, vendor name, etc., are insufficient due to the long name of the agency, vendor or other key information that require more space than the fillable form allows. The format of the form must remain in place. You may convert this to a word document or other software document to allow for the additional space; however, all information must be identical to the fillable form when submitted for review. You may use a smaller font size to fill in the critical information but the font must remain the same.
- Agency personnel should avoid completing the form by hand.

What is the threshold for PCS contracts to be submitted for ALC review?

- PCS contracts with a total projected cost greater than or equal to \$50,000 must be submitted for review by ALC.

What is the threshold for PCS small contracts to be reported?

- The reporting requirement for PCS contracts with a total projected cost between \$10,000 and \$49,999.99. These contracts must be reported in the PCS \$10,000 - \$49,999.99 Monthly Reporting Form link located on the Office of State Procurement website under PCS.

How do I calculate the total projected cost (amount) of a contract?

- The total projected cost (amount) of a contract is the initial (original) contract amount excluding taxes and including all possible amendments, renewals or extensions.

Will PCS contracts be reviewed by the Governor's Office prior to the ALC review?

- The Governor's Office will review service procurements at the pre-solicitation level if they meet the following criteria:
 - PCS contracts that include information technology with a total projected cost (amount) greater than \$100,000; and,
 - PCS contracts for the procurement of any services exceeding \$1,000,000.

Will PCS contracts (post-solicitation) be reviewed by the Governor's Office prior to the ALC Review?

- No. The Governor's Office will receive a monthly report of all contracts to be submitted to the ALC for review.

What is the threshold for PCS contracts to be reviewed by the Department of Information Systems (DIS).

- Contracts with a total projected cost (amount) greater than \$100,000 will be reviewed by DIS.
- Contract renewals (amendments) with a total projected cost (amount) greater than \$100,000 will be reviewed.

What happens if a PCS contract exceeds \$50,000 but was not previously reviewed by ALC?

- If a contract amendment causes a contract to meet or exceed the total projected cost of \$50,000, it is required that ALL information be submitted into the PCS online portal including the original contract and all subsequent amendments.

How many documents can be uploaded as an attachment into the PCS online portal?

- Only a single PDF file is acceptable in the portal. However, a single file may contain multiple documents.

What documents should be uploaded into the PCS online portal?

- Required documents vary depending on the method of procurement. Each method of procurement has specific documents outlined in a checklist that can be found on the Office of State Procurement website under PCS.

How does the agency know the status of a PCS contract?

- The PCS online portal is updated to indicate the status of each PCS contract in the system. To find the status of a particular contract, go to the PCS section of the Office of State Procurement website and select the contract/amendment submission link. Select the reports option then enter the contract number into the appropriate field. The results of the search will display the status of the PCS contract.

If I require assistance using the website or with the documents, who do I contact?

- Email questions to OSP.PCS@dfa.arkansas.gov