

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

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

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

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

What is the preferred method of completing the TGS-1 and TGS-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.

When submitting an amendment/renewal for a contract that was executed prior to August 1, 2015, am I required to submit the original contract as well as any previous amendments or just the current amendment?

- NO. Submission of the initial (original) contract and previously executed amendments are **NOT** required if they were executed prior **to August 1, 2015**.

How do I submit contracts that were “in progress” prior to August 1, 2015?

- Contracts or amendments to be submitted for the August and September ALC reviews will follow the process outlined in the Technical and General Services Contracts for Review memo issued by the OSP Director on July 24, 2015. This document is available on the Office of State Procurement (OSP) website under the Policy section at <http://www.dfa.arkansas.gov/offices/procurement/guidelines/Pages/default.aspx>.
- Contracts or amendments to be submitted for the October 2015 ALC review must be submitted through the TGS portal along with the TGS-1 Contract form or TGS-1A Contract Amendment form, whichever is applicable.

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

- TGS contracts with a total projected cost (amount) of at least \$100,000 must be submitted for review by the ALC prior to contract execution.

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

- TGS contracts with a total projected cost (amount) of at least \$25,000 and less than \$100,000 must be reported.

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 TGS 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:
 - TGS contracts that include information technology with a total projected cost (amount) greater than \$100,000; and,
 - TGS contracts for the procurement of any services exceeding \$1,000,000.

Will TGS 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 TGS 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.

How many documents can be uploaded as an attachment into the TGS 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 TGS 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 TGS.

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

- The TGS online portal is updated to indicate the status of each TGS contract in the system. To find the status of a particular contract, go to the TGS 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 TGS contract.

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

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