Guidelines for Reporting and Processing PCS Contracts $10,000 to $49,999.99

Act 557 of 2015 applied for PCS effective August 1, 2015.

REPORT ONLY
- All PCS contracts which are greater than or equal to $10,000 but less than $50,000 must be reported on the PCS Website at: www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx under: Links/Title/PCS $10,000-$49,999.99 Monthly Reporting Form.

- This applies when the total projected amount including any amendments or possible extensions places the contract in this value range.

- All fields must be entered before clicking the Submit Contract icon.

PCS-1 FORM SUBMISSION
- If the Total Amount of the PCS contract is PROJECTED to be greater than or equal to $50,000.00 AT ANY TIME DURING THE CONTRACT DURATION (7 years max), the agency should ALSO submit the PCS-1 Form under: Links/Title/PCSContract/Amendment Submission. This will allow Legislative Council or the Joint Budget Committee to review the documentation as necessary.

- Select the Enter New Contract/Amendment option to proceed. Required fields include * indicating the information must be entered.

- Supporting documents must be included in a single PDF file. The information must be reviewed before submission. Note: A remove option will populate once an attachment is listed. Selecting this option will clear all fields in addition to the attachment.

- OSP will check PCS-1 and PCS-1A forms along with supporting documentation for accuracy. Agencies will be notified in the event that changes are required.

- Once the documentation is reviewed, OSP will forward all contract information to the appropriate office for final approval.

- OSP will be notified upon contract approvals and change the status in the online PCS Portal accordingly.
STATUS OF SUBMISSION

- Agencies may go to the online PCS Portal to view the status of a contract
  Website at: www.dfa.arkansas.gov/offices/procurement/Pages/pcs.aspx
  Under: Links/Title/Contract/Amendment Submission
  Select the “Reports” option to proceed. Enter applicable search fields then click the submit icon. Results should populate based on search criteria. Note: Contracts will be noted as “Executed” in the status column upon final approval.

PROCUREMENT CODING IN THE AASIS SYSTEM for PCS:

- When entered in AASIS:
  - The Outline Agreement Type for PCS must be “PV”.
  - For SS justifications, in the Header Data, the Reference Data/Our Reference must be “SS” for contracts $10,000 - $49,999.99. If greater than or equal to $50,000, this code must be PSC (Professional Service Contract).

SERVICE BUREAU AGENCIES

- Send all information including PCS-1 forms, contract, and all supporting documentation to sb-osp@dfa.arkansas.gov. The OSP service bureau representative will respond with an assigned “46” number for the PCS contract. The agency must include the assigned number on all PCS-1 form pages then proceed to the PCS reporting and submission instructions.

Note: When entering a new contract or an amendment into the online PCS Portal, ALWAYS list sb-osp@dfa.arkansas.gov as the secondary email address located in the agency contact information section.