Professional Consultant Services (PCS)

Phyllis Richey
DFA-OSP

October 2015
Professional Consultant Services

Links

- Contract/Amendment Submission
  - PCS Online Portal - TPC ≥ $50,000
  - Reporting form - TPC < $50,000

Documents

<table>
<thead>
<tr>
<th>Title</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist for PCS Contract Submission</td>
<td>08/24/2015</td>
</tr>
<tr>
<td>Contract Deadlines</td>
<td>09/09/2015</td>
</tr>
<tr>
<td>Contract Review and Submission Guide - Post Solicitation</td>
<td>09/15/2015</td>
</tr>
<tr>
<td>Contract Review Form</td>
<td>07/31/2015</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>09/16/2015</td>
</tr>
<tr>
<td>Guidelines Reporting Processing $10,000.00 to $49,999.99</td>
<td>07/31/2015</td>
</tr>
<tr>
<td>IT Procurement Process TPC &gt; $100,000</td>
<td>09/11/2015</td>
</tr>
<tr>
<td>PCS File Naming Convention</td>
<td>07/31/2015</td>
</tr>
<tr>
<td>PCS-1 Contract Fillable Form</td>
<td>08/07/2015</td>
</tr>
<tr>
<td>PCS-1 Contract Form</td>
<td>08/07/2015</td>
</tr>
<tr>
<td>PCS-1 Contract Form Instructions and Number Form</td>
<td>09/16/2015</td>
</tr>
<tr>
<td>PCS-1A Contract Amendment Fillable Form</td>
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</tr>
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<td>PCS-1A Contract Amendment Form</td>
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<td>PCS-1A Contract Amendment Instructions and Number Form</td>
<td>09/16/2015</td>
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Policy

<table>
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<tr>
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<tr>
<td>Updated Solicitation Review Requirements</td>
<td>08/25/2015</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Responsibilities</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Royce Brown</td>
<td>Buyer</td>
<td>PCS, Technical Services</td>
<td>501-371-6066</td>
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Review Status

Step 1: Select the Contract/amendment submission link

Step 2: Select the Reports option
Professional Consultant Services

Search

Agency: Choose

Contract/Amendment Number: 4600012345

Submit Date: mm/dd/yyyy

Initial Term Date Start: mm/dd/yyyy

Term Date End: mm/dd/yyyy

Status: Choose

Method of Procurement: Choose

Review Month: mm/yyyy

Submit
Professional Consultant Services

Showing 1 to 2 of 2 entries (filtered from 10188 total entries)

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Amendment #</th>
<th>Agency</th>
<th>Division</th>
<th>Contractor Name</th>
<th>Initial Contract Amount</th>
<th>Total Projected Amount</th>
<th>Review Month</th>
<th>Contact Person</th>
<th>Method of Procurement</th>
<th>Date Submitted</th>
<th>Status</th>
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<tbody>
<tr>
<td>4600012345</td>
<td></td>
<td>D610/</td>
<td>Department of Finance and Administration</td>
<td>Susie's Software</td>
<td>$350,000.00</td>
<td>$600,000.00</td>
<td>10-2015</td>
<td>karrie duncan</td>
<td>Request for Qualifications</td>
<td>09/09/2015</td>
<td>DIS Approved</td>
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<tr>
<td>4600012345</td>
<td>1</td>
<td>D610/</td>
<td>Department of Finance and Administration</td>
<td>Susie's Software</td>
<td>$52,000.00</td>
<td>$652,000.00</td>
<td>10-2015</td>
<td>Karrie Duncan</td>
<td>Request for Qualifications</td>
<td>09/21/2015</td>
<td>DIS Review</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries (filtered from 10188 total entries)

First | Previous | 1 | Next | Last
<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
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</thead>
<tbody>
<tr>
<td>ABA Review</td>
<td>ABA is currently reviewing “ABA Criteria” contract/amendment.</td>
</tr>
<tr>
<td>Agency Request Return</td>
<td>An agency decides to withdraw a contract/amendment, for whatever reason, from the OSP and/or ALC Review.</td>
</tr>
<tr>
<td>DFA Legal Review</td>
<td>A disclosure hit is being reviewed by the Legal Team.</td>
</tr>
<tr>
<td>DIS Approved</td>
<td>DIS has approved the contract/amendment.</td>
</tr>
<tr>
<td>DIS Review</td>
<td>DIS is currently reviewing the contract/amendment.</td>
</tr>
<tr>
<td>Executed</td>
<td>Contract has been through any necessary reviews and is now approved.</td>
</tr>
<tr>
<td>Governor’s Office Approved</td>
<td>Governor’s Office has approved the contract/amendment.</td>
</tr>
<tr>
<td>Governor’s Office Review</td>
<td>Governor’s Office is currently reviewing the contract/amendment.</td>
</tr>
<tr>
<td>Held</td>
<td>The ALC has decided to hold the contract until the next session in order to have questions, concerns, or addressed.</td>
</tr>
<tr>
<td>OSP Review</td>
<td>OSP PCS team is currently reviewing contract. Could also be referring to the review of a justification letter for a sole source or emergency.</td>
</tr>
<tr>
<td>Pending ALC Review</td>
<td>Contract is awaiting the ALC Review for a specified month.</td>
</tr>
<tr>
<td>Returned by OSP</td>
<td>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.</td>
</tr>
<tr>
<td>Submitted by Agency</td>
<td>Default setting after Agency has submitted contract/amendment.</td>
</tr>
</tbody>
</table>
PCS Contract Submission Checklist

Professional Consultant Services (PCS)
Contract Submission Check List

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

Contract Number: ______________________

ABA Criteria 519-11-601

☐ PCS Contract Form (PCS-1) or PCS Contract Amendment Form (PCS-1A)
☐ Contract and Grant Disclosure - Required for initial contracts and 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) - One time submission unless policy changes for contracts $25,000 or greater.
☐ Other: ________________________________

☐ ABA Approval/Recommendation
☐ Terms and Conditions of Agreement
☐ Current Copy of Licenses & Certifications
☐ Other: ________________________________

Competitive Bid 519-11-234

☐ Contract Review Form (if needed)
☐ Screenshot of requisition approval(s) attached in AASIS (if needed)
☐ PCS Contract Form (PCS-1) or PCS Contract Amendment Form (PCS-1A)
☐ Contract and Grant Disclosure - Required for initial contracts and 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) - One time submission unless policy changes for contracts $25,000 or greater.
☐ Bid Tabulation
☐ Other: ________________________________

Cooperative Contract 519-11-249

☐ Contract Review form (if needed)
☐ Screenshot of requisition approval(s) attached in AASIS (if needed)
☐ PCS Contract Form (PCS-1) or PCS Contract Amendment Form (PCS-1A)
☐ Other: ________________________________

Emergency 519-11-233

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

Exempt By Law 519-11-203

☐ Contract Review Form (if needed)
☐ Screenshot of requisition approval(s) attached in AASIS (if needed)
☐ PCS Contract Form (PCS-1) or PCS Contract Amendment Form (PCS-1A)
☐ Contract and Grant Disclosure - Required for initial contracts and 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) - One time submission unless policy changes for contracts $25,000 or greater.
☐ Other: ________________________________

Intergovernmental 519-11-251

☐ Contract Review Form (if needed)
☐ Screenshot of requisition approval(s) attached in AASIS (if needed)
☐ PCS Contract Form (PCS-1) or PCS Contract Amendment Form (PCS-1A)
☐ Agreement (must contain scope of work, amount of compensation, responsibilities/duties, terms/conditions, authorized signatures)
☐ Other: ________________________________

Invitation for Bid 519-11-279

☐ Contract Review Form (if needed)
☐ Screenshot of requisition approval(s) attached in AASIS (if needed)
☐ PCS Contract Form (PCS-1) or 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) - One time submission unless policy changes for contracts $25,000 or greater.
☐ Bid Tabulation
☐ Other: ________________________________

Request for Proposal 519-11-230

☐ Contract Review Form (if needed)
☐ Screenshot of requisition approval(s) attached in AASIS (if needed)
☐ PCS Contract Form (PCS-1) or PCS Contract Amendment Form (PCS-1A)
☐ Contract and Grant Disclosure - Required for initial contracts and 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) - One time submission unless policy changes for contracts $25,000 or greater.
☐ Other: ________________________________
Solicitation Review Memo (Required for the Requisition) VS. Contract Review Form (Required for the PO or OA)

MEMO

To:
From:
Date:

Re: Solicitation for Review

Overview:

Method of Procurement:

Length of Contract:
  Initial Contract Term:
  Optional Renewals:

Anticipated Total Projected Cost:

Funding:

Agency Contact Information:
  Name:
  Phone:
  Email:

Recommendation: Would appreciate approval or next steps on this procurement.
  Approve ☐  Deny ☐  Request More Information ☐  Discuss ☐

Note: A signature is only required for requests with a total projected cost greater than $1,000,000.

By signing this memo, I have reviewed and approve the bid solicitation request.

_________________________  __________________________
Signature (Agency Director)  Date

MEMO

To:
From:
Date:

Re: Contract for Review

Overview:

Performance Measurement:

Method of Procurement:

Length of Contract:

Contract Cost:

Vendor:

Agency Contact Information:
  Name:
  Phone:
  Email:

Recommendation:
  Approve ☐  Deny ☐  Request More Information ☐  Discuss ☐
Screenshot of Requisition Approvals

ME53N- Display Purchase Requisition
Select the Services for Objects  icon
Attachment List

<table>
<thead>
<tr>
<th>Icon</th>
<th>Title</th>
<th>Creator Name</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>📁</td>
<td>Governor's Office review is complete</td>
<td>DAVID L BELL</td>
<td>09/10/2015</td>
</tr>
<tr>
<td>📁</td>
<td>IGS Review</td>
<td>STEPHEN D. HULSEY</td>
<td>08/31/2015</td>
</tr>
<tr>
<td>📁</td>
<td>DIS Review</td>
<td>SCOTT UTLEY</td>
<td>08/21/2015</td>
</tr>
</tbody>
</table>
Contract Review & Submission Guide - Post Solicitation

Professional Consultant Services (PCS) Contract Review and Submission Guide – Post Solicitation

This information is provided as a guide for Arkansas state agencies, colleges and universities in understanding the review and approval processes required for Professional Consultant Services (PCS) contracts. This guide reflects reviews and submissions after the procurement process has been completed (post-solicitation) and prior to the award of the contract. Keep in mind that the Total Projected Cost (Amount) is the key value in determining whether a contract is subject to being reviewed or reported.

Colleges and Universities are not subject to the Department of Information Systems (DIS) review process or the reporting process for the Governor’s Office.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PCS - Any</td>
<td>&lt;$10,000</td>
<td>&lt;$10,000</td>
<td>No</td>
<td>No, No, No, No, No, No</td>
</tr>
<tr>
<td>PCS - Any</td>
<td>&lt;$50,000</td>
<td>≥ $10,000 and &lt;$50,000</td>
<td>Yes</td>
<td>No, No, No, No, No, No</td>
</tr>
<tr>
<td>PCS - No IT</td>
<td>Any Amount</td>
<td>≥ $50,000</td>
<td>No</td>
<td>Yes, No, Yes, Yes, Yes, Yes</td>
</tr>
<tr>
<td>PCS - with IT</td>
<td>Any Amount</td>
<td>≥ $50,000 and ≤ $100,000</td>
<td>No</td>
<td>Yes, Yes, Yes, Yes, Yes, Yes</td>
</tr>
<tr>
<td>PCS - with IT</td>
<td>Any Amount</td>
<td>&gt; $100,000</td>
<td>No</td>
<td>Yes, Yes, Yes, Yes, Yes, Yes</td>
</tr>
</tbody>
</table>

To identify what review or reporting process is required for a specific professional consultant services contract, follow these steps:

1. Identify the type of services being procured and whether there is an information technology component to the contract.
2. Determine the initial contract amount. This is the actual amount of the original contract excluding taxes and possible amendments or extensions.
3. Determine the total projected cost. This is the initial contract amount plus the potential amount of any possible amendments or extensions. If the contract is expected to be extended for the maximum allowed by law of six years (or less) after the initial contract year, you must estimate the future amendment amounts and include them in the calculation of the total projected cost.
4. Determine the appropriate service category the contract falls under on the chart. The following service categories are available:
   - PCS - Any = Professional consultant service contracts of any type including Information technology and a TPC ≤ $50,000.
   - PCS – No IT = Professional consultant service contracts excluding Information technology and a TPC ≥ $50,000.
   - PCS – with IT = Professional consultant service contracts including Information technology and a TPC ≥ $50,000.
5. Identify the value or value ranges in the columns adjacent to the selected service category in which the specific contract value falls for the initial contract amount and the total projected cost.
6. Follow the line across the chart that matches the service category, initial contract amount and total projected cost of the contract to identify the reporting or review process that is required.

*The service category used in this guide is for descriptive purposes only. This is not a code for use in the AASIS or PCS applications.
Current Issues

- **Problem:** Missing attachments in the PCS online portal
  **Solution:** Follow the checklist for PCS Contract Submission

- **Problem:** Incorrect information
  **Solution:** Compare the information entered on the screen to the information included on the documentation attached

- **Problem:** Miscalculations
  **Solution:** Make sure the total projected cost includes any amendments and/or possible extensions
# Deadlines

**PROFESSIONAL/CONSULTANT SERVICES CONTRACTS & TECHNICAL/GENERAL SERVICES — 2015 Deadlines**  (Updated: 10/9/2015)

<table>
<thead>
<tr>
<th>Review Month</th>
<th>Due to OSP</th>
<th>PEER*</th>
<th>ALC Review Subcommittee Meeting*</th>
<th>ALC Meeting*</th>
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<tr>
<td>March</td>
<td>Feb. 4, 2016</td>
<td>Jan. 30, 2016</td>
<td>Jan. 28, 2016</td>
<td>JBC PEER/Review - March 9, 2015 - 10:00 AM Big Mac Room A</td>
</tr>
<tr>
<td>April</td>
<td>Mar. 4, 2015</td>
<td>Feb. 27, 2015</td>
<td>Feb. 25, 2015</td>
<td>JBC PEER/Review - March 23, 2015 - 10:00 AM Big Mac Room A</td>
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<tr>
<td>April</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

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

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**Professional/Consultant Services (PCS)**

- PCS contracts valued at $10,000.00 - $49,999.99 must be reported.
- PCS contracts valued at $50,000 or greater must be reviewed.
- Assistance and questions regarding PCS contact: Royce Brown at OSP.PCS@futa.arkansas.gov or (501) 371-6066.

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**Technical/General Services (TGS)**

- TGS contracts valued at $25,000.00 - $99,999.99 must be reported.
- TGS contracts valued at $100,000.00 or greater must be reviewed.
- Assistance and questions regarding PCS contact: Stochu Fields at OSP.TGS@futa.arkansas.gov or (501) 683-0084.
PCS Email:  OSP.PCS@dfa.arkansas.gov

PCS Training Class
http://www.dfa.arkansas.gov/offices/procurement/Pages/training.aspx

Sign up for E-News

Questions