STATE OF ARKANSAS
TECHNICAL AND GENERAL SERVICES CONTRACT

<table>
<thead>
<tr>
<th>CONTRACT #</th>
<th>FEDERAL I.D. #</th>
<th>VENDOR #</th>
<th>MINORITY VENDOR</th>
<th>YES □ NO □</th>
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1. PROCUREMENT:
Check ONE appropriate box below for the method of procurement for this contract:

- [ ] Competitive Bid
- [ ] Emergency
- [ ] Intergovernmental
- [ ] Request for Proposal
- [ ] Cooperative Contract
- [ ] Exempt by Law
- [ ] Invitation for Bid
- [ ] Request for Qualifications
- [ ] Sole Source by Justification *(Justification must be attached)*
- [ ] Small Order
- [ ] Special Procurement
- [ ] Sol Source by Law - Act # _______ or Statute #: _______

2. TERM DATES:
The term of this agreement shall begin on _______ and shall end on _______.

3. CONTRACTING PARTIES:
State of Arkansas is hereinafter referred to as the agency and contractor is herein after referred to as the Vendor.

<table>
<thead>
<tr>
<th>AGENCY NUMBER &amp; NAME</th>
<th>[□] Service Bureau</th>
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<tbody>
<tr>
<td>VENDOR NAME</td>
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<tr>
<td>VENDOR ADDRESS</td>
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<tr>
<td>TRACKING # 1</td>
<td>TRACKING # 2</td>
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4A. TOTAL PROJECTED CONTRACT COST:
Total Projected Cost of entire project if all available extensions of this contract are completed (up to the date anticipated and stated in Section 12) $ __________

4B. SERVICES AND COMMODITIES:
For work to be accomplished under this agreement, the Vendor agrees to provide the services and commodities at the rates as listed herein. If additional space is required, a continuation sheet may be used as an attachment.

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>QUANTITY</th>
<th>COST PER ITEM</th>
<th>TOTAL COST</th>
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TOTAL SERVICES $ __________

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<tr>
<th>COMMODITIES</th>
<th>QUANTITY</th>
<th>COST PER ITEM</th>
<th>TOTAL COST</th>
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TOTAL COMMODITIES $ __________

Total cost of services and commodities $ __________
5. SOURCE OF FUNDS:

Complete appropriate box(es) below to total 100% of the funding in this contract. You may use an attachment if needed.

<table>
<thead>
<tr>
<th>Fund Source</th>
<th>Identify Source of Funds*</th>
<th>Fund Center</th>
<th>Amount of Funding</th>
<th>% of Total Contract Cost</th>
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**MUST BE SPECIFIC** (i.e. fees, tuition, agricultural sales, bond proceeds, donations, etc.)

**“State Funds” is defined as and deemed State General Revenue Dollars. If other state funds are being used such as tobacco funds, general improvement funds, etc., these should be noted. Special revenue funds from taxes or fees generated for the agencies should be shown as “Other” and the actual source of the funds should be clarified in the “Identify Source of Funds.”**

6. OBJECTIVES AND SCOPE:

State description of services, objectives and scope to be provided. (DO NOT USE “SEE ATTACHED”)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7. PERFORMANCE STANDARDS AND COMPENSATION:

List performance standards for the term of the contract. (If necessary, use attachments)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

8. ATTACHMENTS:

List ALL attachments to this contract by attachment number:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
9. CERTIFICATION OF VENDOR

A. "I, ____________________________ ____________________________
   (Vendor) (Title)
   certify under penalty of perjury that, to the best of my knowledge and belief, no regular full-time or part-
   time employee of any State agency of the State of Arkansas will receive any personal, direct or indirect
   monetary benefits which would be in violation of the law as a result of the execution of this contract.
   Where the Vendor is a widely-held public corporation, the term ‘direct or indirect monetary benefits’ ‘shall
   not apply to any regular corporate dividends paid to a stockholder of said corporation who is also a State
   employee and who owns less than ten percent (10%) of the total outstanding stock of the contracting
   corporation."

B. List any other contracts or subcontracts you have with any other state government entities. (Not applicable
   to contracts between Arkansas state agencies) (If no contracts or subcontracts, please put “N/A” or
   “None”)

C. Are you currently engaged in any legal controversies with any state agencies or represent any clients
   engaged in any controversy with any Arkansas state agency? (If no controversies, please put “N/A” or
   “None”)

10. DISCLOSURE REQUIRED BY EXECUTIVE ORDER 98-04:

   Any contract or amendment to a contract executed by an agency which exceeds $25,000 shall require the Vendor
to disclose information as required under the terms of Executive Order 98-04 and the Regulations pursuant thereto. The
Vendor shall also require the subcontractor to disclose the same information. The Contract and Grant Disclosure
and Certification Form shall be used for this purpose.

Contracts with another government entity such as a state agency, public education institution, federal government
entity, or body of a local government are exempt from disclosure requirements.

The failure of any person or entity to disclose as required under any term of Executive Order 98-04, or the violation of
any rule, regulation or policy promulgated by the Department of Finance and Administration pursuant to this Order,
shall be considered a material breach of the terms of the contract, lease, purchase agreement, or grant and shall
subject the party failing to disclose, or in violation, to all legal remedies available to the Agency under the provisions
of existing law.

11. CANCELLATION CLAUSE

   In the event the State no longer needs the service or commodity specified in the contract or purchase order due to
program changes, changes in laws, rules or regulations, relocation of offices or lack of appropriated funding, the
State may cancel the contract or purchase order by giving the vendor written notice of such cancellation 30 days
prior to the date of cancellation.

12. TERMS:

   All official documents and correspondence related to this solicitation are included as part of this contract.

   The term of this agreement begins on the date in SECTION 2 and will end on the date in SECTION 2, and/or as agreed
to separately in writing by both parties.

   This contract may be extended until ________________ (mm/dd/yyyy), in accordance with the terms stated in
the Procurement, by written mutual agreement of both parties and subject to: approval of the Arkansas Department of Finance and Administration/Director of the Office of State Procurement, appropriation of necessary funding, and review by any necessary state or federal authority.

Contracts will require review by Legislative Council or Joint Budget Committee prior to the approval of the Department of Finance and Administration/Director of the Office of State Procurement and before the execution date if the total initial contract amount or the total projected amount is greater than or equal to $100,000, including any amendments or possible extensions.

Any amendment which increases the dollar amount or involves major changes in the objectives and scope of the contract will require review by Legislative Council or Joint Budget Committee.

13. **AUTHORITY:**

A. This contract shall be governed by the Laws of the State of Arkansas as interpreted by the Attorney General of the State of Arkansas.

B. Any legislation that may be enacted subsequent to the date of this agreement, which may cause all or any part of the agreement to be in conflict with the laws of the State of Arkansas, will be given proper consideration if and when this contract is renewed or extended; the contract will be altered to comply with the then applicable laws.
14. AGENCY CONTACTS FOR QUESTION(S) REGARDING THIS CONTRACT:

Contact #1 – Agency Representative submitting/tracking this contract

_________________________________________  ______________________________
(Name)                                                                 (Title)

_________________________________________  ______________________________
(Telephone #)                                                              (Email)

Contact #2 – Agency Representative with knowledge of this project (for general questions and responses)

_________________________________________  ______________________________
(Name)                                                                 (Title)

_________________________________________  ______________________________
(Telephone #)                                                              (Email)

Contact #3 – Agency Representative Director or Critical Contact (for time sensitive questions and responses)

_________________________________________  ______________________________
(Name)                                                                 (Title)

_________________________________________  ______________________________
(Telephone #)                                                              (Email)

15. AGENCY SIGNATURE CERTIFIES NO OBLIGATIONS WILL BE INCURRED BY A STATE AGENCY UNLESS SUFFICIENT FUNDS ARE AVAILABLE TO PAY THE OBLIGATIONS WHEN THEY BECOME DUE.

16. SIGNATURES:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>DATE</th>
<th>AGENCY DIRECTOR</th>
<th>DATE</th>
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<tbody>
<tr>
<td>TITLE</td>
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ADDRESS

ADDRESS

APPROVED:

_________________________________________  ______________________________
DEPARTMENT OF FINANCE AND ADMINISTRATION                                                                 DATE