Delegation of general procurement authority is permitted pursuant to Arkansas Code Annotated § 19-11-218(a)(3). Departments may request delegation authority to procure commodities and services using the source selection methods set forth in Arkansas Code Annotated § 19-11-231 (small procurements); Arkansas Code Annotated § 19-11-234 (competitive bidding); Arkansas Code Annotated § 19-11-229 (competitive sealed bidding up to an initial contract amount of $2,000,000.00); and Arkansas Code Annotated § 19-11-230 (competitive sealed proposals up to an initial contract amount of $2,000,000.00). In addition to the above cases, departments, divisions, and agencies, may utilize the Procurement Delegation Justification Form for requests exceeding a $2,000,000.00 initial contract amount on a case-by-case basis. Forms and all applicable certifications may be emailed to the Office of State Procurement review mailbox at osp.review@arkansas.gov.

**Procurement Unit Requesting Individual Procurement Delegation Authority:**

Requesting Department: Click or tap here to enter text.

Procurement Agent to be Authorized: Click or tap here to enter text.

Method to be Authorized: Choose an item.

Department Contact: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Email: Click or tap here to enter text. Certification(s) Attached: Choose an item.

**General Solicitation Information:**

Solicitation to be Delegated: Click or tap here to enter text.

Justification for Delegation: Click or tap here to enter text.

Duration of Delegation Sought: Click or tap here to enter text.

Contract Management Plan: Click or tap here to enter text.

[ ]  **Approved**: rational and/or certifications were sufficient to justify the request

[ ]  **Denied:** rational and/or certifications were not sufficient to justify the request

Approver Comments: Click or tap here to enter text.

OSP Engagement Requirements: Choose an item.

**Approver’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_