



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

Subject: Revised Delegated General Procurement Authority

The Arkansas Office of State Procurement (OSP) is pleased to announce revisions to the Delegated General Procurement Authority, effective **July 1, 2025**, through **June 30, 2026**.

Under the revised Delegated General Procurement Authority designated procurement officials (DPOs) may apply to obtain authority to perform procurement activities and solicitations up to an initial contract amount of \$2,000,000. OSP will consider departments' requests to independently perform solicitations over an initial contract amount of \$2,000,000 on a case-by-case basis.

Delegation Request Process

Beginning **July 1, 2025**, to obtain general delegated authority to perform procurement activities below \$2,000,000 departments must submit a **Delegation Order Request Form** along with the appropriate **training certificates** to osp.review@arkansas.gov. Forms will be available at: [Delegation Orders - Arkansas Department of Transformation and Shared Services](#)

Required Certificates by Authority Type

To obtain delegation authority for specific procurement activities with an initial contract amount below \$2,000,000, each DPO must attach the corresponding training completion certificates with their Delegation Order Request Form submissions:

- Small Orders – Module 1.5 Executing a Small Order Procurement
- Competitive Bids – Module 1.6 Executing a Competitive Bid Procurement
- Negotiations – Module 1.7 Negotiation
- Competitive Sealed Bids and Proposals – Modules 1.4 Basic Concepts for Buyers and 1.8 State and Cooperative Contracts

Training modules can be accessed via the OSP Training page and by logging into your [MyARLearning](#) account.

Additional Requirements for High-Value Solicitations

For delegated authority to independently perform a solicitation exceeding an initial contract amount of \$2,000,000, departments may submit a **Delegation Justification Form**. These requests will be considered on a case-by-case basis. This form will also be available at: [Delegation Orders - Arkansas Department of Transformation and Shared Services](#)

Solicitations over the \$2,000,000 initial contract amount that have received Purchase Requisition Approval from the Governor's Office may continue under the Fiscal Year 2025 Delegated General Procurement Authority and do not need delegation approval.

Advance Notification Requirement

Per **Act 782 of 2025**, any state agency (excluding institutions of higher education) must notify OSP **at least seven (7) calendar days** prior to issuing an Invitation for Bids (IFB) or Request for Proposals (RFP), regardless of the amount. Notifications should be sent to: osp.review@arkansas.gov

Additional Notes

Delegation authority does not prevent DPOs from requesting support from the Office of State Procurement.

We are here to support agencies and streamline the procurement process. Please request a meeting with OSP to discuss your agencies' Fiscal Year 2026 procurement needs at osp.review@arkansas.gov.

In addition, OSP will host **quarterly meetings** for designated procurement officials. These sessions will focus on agency questions, bid collaboration opportunities, and sharing of best practices to improve procurement outcomes across the state. Those listed on department Delegation Request Forms will be sent a link to access these meetings.