



Office of State Procurement

FY26 Written Delegation Order – General Procurement Authority

By this order, issued under the authority of Arkansas Code Annotated § 19-11-218(a)(3), I hereby delegate general procurement authority to designated procurement officials (DPOs) of cabinet departments of the State of Arkansas and their respective divisions subject to the below requirements and Arkansas Procurement Law. All procurement authority delegated is subject to and shall be exercised in conformity with Arkansas Procurement Law.

Delegated Authority

The general procurement delegation includes the authority to procure commodities and services using the following source selection methods:

- Small procurement (Arkansas Code Annotated § 19-11-231);
- Competitive bidding (Arkansas Code Annotated § 19-11-234);
- Request for qualifications up to an initial contract amount of \$2,000,000.00 (Arkansas Code Annotated § 19-11-802(e)(1));¹
- Competitive sealed bidding up to an initial contract amount of \$2,000,000.00 (Arkansas Code Ann. § 19-11-229); and
- Competitive sealed proposals up to an initial contract amount of \$2,000,000. (Arkansas Code Annotated § 19-11-230).²

In addition to the above general authority, departments, divisions, and agencies may utilize the Procurement Delegation Justification Form to request delegation authority to procure commodities and services by request for qualifications, competitive sealed bidding, or competitive sealed proposals exceeding the \$2,000,000 initial contract amount on a case-by-case basis. Solicitations over the \$2,000,000 initial contract amount that have already received Purchase Requisition Approval from the Governor's Office may continue under the Fiscal Year 2025 Delegated General Procurement Authority and do not need to apply for Delegation Authority.

¹ This does not include the authority to determine whether a request for qualifications is the most suitable method for procurements other than legal, architectural, engineering, construction management, land surveying, and interior design as required by Arkansas Code Annotated § 19-11-802(e).

² This does not include the authority to determine whether to use a competitive sealed proposal because the competitive sealed bidding process is not advantageous or practicable as set forth in Arkansas Code Annotated § 19-11-229(b)(1).

This general procurement delegation authority does not include the authority to approve:

- Cooperative purchasing agreements (Arkansas Code Annotated § 19-11-249);
- Emergency procurements (Arkansas Code Annotated § 19-11-233);
- Multiple award contracts (Arkansas Code Annotated § 19-11-262);
- Sole source procurements (Arkansas Code Annotated § 19-11-232); or
- Special procurements (Arkansas Code Annotated § 19-11-263).

Requirements

This delegated procurement authority is subject to the following requirements:

- DPOs must first be certified by the Department of Shared Administrative Services, Office of State Procurement, as having successfully completed training with respect to any source selection method that he or she is expected to use in his or her role as a procurement agent. This training may be located on the Office of State Procurement website at transform.ar.gov/procurement/procurement-resources/training/.
- Cabinet departments, divisions, and agencies with DPOs exercising general authority have submitted the Delegation Request Form and any applicable training certificates and have received approval from the Office of State Procurement. Forms and certificates may be emailed to the Office of State Procurement review mailbox at osp.review@arkansas.gov.
- Cabinet departments, divisions, and agencies with DPOs exercising authority to procure a contract over \$2,000,000 by a request for qualifications, competitive sealed bidding, or competitive sealed proposals have submitted a Delegation Justification Form and received approval from the Office of State Procurement.
- Regardless of the authority delegated, all departments, divisions, and agencies must notify the Office of State Procurement that it is going to issue an invitation for bids or a request for proposals for any amount at least seven (7) calendar days before issuing the solicitation as required by Act 782 of 2025.

Nothing herein is intended to prohibit any person with delegated authority from requesting the services of the Office of State Procurement. This delegation order shall be effective as of July 1, 2025, through June 30, 2026, for all solicitations not previously approved by the Office of the Governor unless sooner rescinded or superseded.



Jessica Patterson
State Procurement Director

6/9/20205

Date