



OFFICE OF STATE PROCUREMENT

FY26 Written Delegation Order – Higher Education

By this order, issued under the authority of Arkansas Code Annotated § 19-11-218(a)(3), and subject to the conditions set forth below, I hereby delegate to each of the Arkansas institutions of higher education identified at Arkansas Code Annotated § 19-11-220(a)(2)-(37) the authority to make the written determinations required by Arkansas Code Annotated § 19-11-256(b) and Arkansas Code Annotated § 19-11-249(a)(2)(B)(i) for his or her respective higher education institution to use a cooperative purchasing agreement that is being administered by a public procurement unit or buying organization that is not subject to Arkansas Procurement Law.

More specifically, each Agency Procurement Official (APO) is authorized to determine, pursuant to the guidelines established by Arkansas Code Annotated § 19-11-249(a)(2)(B)(ii) and any rule promulgated thereunder, whether: (1) the procurement methods and remedies procedures of the public procurement unit or buying organization administering the cooperative purchasing agreement under consideration substantially meet the requirements of Arkansas Procurement Law; and (2) there is an "economic justification" for using the cooperative purchasing agreement under consideration. Upon making these determinations, the APO may approve or disapprove the use of such a cooperative purchasing agreement.

This delegated authority is subject to the following conditions:

- Each institution of higher education with an APO exercising this authority has submitted the FY26 Higher Education Delegation Request Form and received approval from the Office of State Procurement. The Form may be emailed to the Office of State Procurement review mailbox at osp.review@arkansas.gov.
- This delegated authority may be exercised only with respect to cooperative purchasing agreements that have been reviewed by the General Counsel's Office, or an attorney designated by the General Counsel's Office, or which are on standard contract forms developed or approved by the General Counsel's Office; and
- Each APO shall keep copies of any written determinations made using this delegated authority available for copying or inspection.

Nothing herein is intended to prohibit an APO of an institution of higher education from requesting assistance of the Office of State Procurement. This delegation order shall be effective as of July 1, 2025, and shall remain so through June 30, 2026, unless sooner rescinded or superseded.

A handwritten signature in black ink that reads "Jessica Patterson".

Jessica Patterson
State Procurement Director

6/27/25

Date