



## OSP Policy Solicitation Review Memo

### Purchases Requiring Review

In order to provide additional oversight, the Governor's Office and the Office of State Technology (OST) will review and approve the following:

- **Governor's Office:** Purchases anticipated to have an **initial contract amount of at least \$2,000,000** made through the following procurement methods:
  - IFB, RFP, RFQ, Sole Source, Cooperative Contract, Intergovernmental, Exempt by Law
- **OST and the Governor's Office:** All **IT purchases** anticipated to have a **total projected cost of at least \$100,000** made through the following procurement methods:
  - CB, IFB, RFP, RFQ, Sole Source, Cooperative Contract, Intergovernmental, Exempt by Law

Department of Finance and Administration (DFA) Intergovernmental Services (IGS) will review and approve the following per Arkansas Code Annotated § 19-61-813:

- **DFA Intergovernmental Services:** All IT purchases anticipated to have a **total projected cost of at least \$100,000** made through the following procurement methods:
  - CB, IFB, RFP, RFQ, Sole Source, Cooperative Contract, Intergovernmental, Exempt by Law

*Initial contract amount* is the cost for the initial contract period of up to one year. *Total projected cost* is the anticipated cost of the contract including all possible extensions.

Contracts under the authority of the Division of Building Authority (DBA) will be included in this review process.

### Submission Requirements

Agencies must enter a purchase requisition in AASIS for all purchases with a **total projected cost** of more than \$20,000.

- A purchase requisition will not be required for a purchase order created when adopting from an approved agency-specific outline agreement.
- A purchase requisition will be required for a purchase order when adopting from a cooperative contract.

The following must be included with the purchase requisition:

- Initial contract amount
- Total projected cost

- Standard document entitled *Solicitation Review Memo* for requisitions requiring review by DFA IGS, Governor's Office, and/or OST.
  - The memo and instructions are available on OSP's [Forms and Reporting](#) webpage.
- ***The procurement must be personally approved by the agency director if the anticipated total projected cost is at least \$1,000,000.***
- The standard release process in AASIS will initiate routing for review.
- Requisitions routed to OSP for a solicitation should have the purchasing group changed to C00 ***only after*** review has been completed by the required parties (DFA IGS, Governor's Office, and/or OST).

### **Review Process**

- Purchase requisitions will be released by DFA IGS, OST and the Governor's Office when the review is complete.
- Use the "ZMM8\_EXTN" report in AASIS to review purchase requisition status. A job aid can be found [here](#).