



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES OFFICE OF STATE PROCUREMENT

OSP Procedures Special Procurement

The State of Arkansas seeks to promote increased economy in state procurement by fostering fair and open competition. Arkansas favors competitive procurement where practicable; however, unusual or unique situations may exist that make the application of all requirements of competitive solicitations contrary to the public interest. In such instances, state agencies may effectuate a Special Procurement pursuant to Arkansas Code Annotated § 19-11-263.

To initiate a Special Procurement, the Director of the Office of State Procurement (OSP) or the head of a procurement agency (if the agency is effectuating the procurement) must first make a written determination that an unusual or unique situation exists that makes applying the requirements of competitive solicitations contrary to the public interest.

Special Procurement used to avoid a shortage of a vital commodity or a service until a competitive procurement process can be finalized should generally be limited to the period of additional time needed to competitively procure the commodity or service.

Agencies identifying a need for a Special Procurement will:

1. Complete the [Special Procurement Justification Form](#) located on the Forms and Reporting page of the OSP website.
2. Save the completed form as *Special Procurement Request–Department/Agency Name*.
3. Submit an email with the subject line: *Special Procurement Request–Department/Agency Name*, with the completed form as an attachment, to the OSP review mailbox at osp.review@arkansas.gov or to the head of the procurement agency for determination.
4. Upon receiving approval for the Special Procurement, AASIS-using agencies will:
 - a. Name the signed approval document *Special Procurement Approval* and save to the contract file.
 - b. Create a purchase requisition for the procurement and process as normal.
 - i. If the purchase requisition requires Department of Information System Review or Governor's Office review, attach the signed approval document to the purchase requisition.
 - c. Attach the signed approval document to the purchasing document, and code the purchasing document *SPECIAL* in the *Our Reference* field to route the purchase to the OSP for release.

If a contract is a type, amount, or both that requires to be submitted for review prior to execution, then it is still subject to such review prior to execution. Special Procurement is merely a procurement method and does not excuse non-compliance with any other applicable laws subjecting particular types of contracts to prior review.