STATE OF ARKANSAS
**Department of Finance and Administration**

**OFFICE OF STATE PROCUREMENT**
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## DELEGATION ORDER

Purpose: The purpose of this Delegation Order is to streamline the procurement process in the area of printing and make that process as responsive to the end user as possible while ensuring compliance with the Arkansas Procurement Law and regulations. The intent is to provide the maximum flexibility for agencies consistent with their abilities. This Delegation Order authorizes the Agency Procurement Official at the Institution to make and enter into contracts for the procurement of printing and stationary subject to Amendment 54. It is understood that the training of the individuals who will execute the procurement process is mandatory and subsequent employees must receive training prior to assuming the duties of this Delegation Order for the order to remain in effect.

I, Jane Benton, Administrator of the Office of State Procurement, do hereby authorize the Agency Procurement Official of the Department of Finance & Administration to contract for the procurement of printing and stationary subject to Amendment 54 to the Arkansas Constitution, and in accordance with the provisions of the Arkansas Procurement Law and procedures stated herein, in an amount not to exceed $10,000.00.

1. Bid specifications, standard terms and conditions, FOB point and delivery time must be included in the competitive bid. Bidders who take material exception to terms cannot be awarded a contract as provided in current regulations. Specifications cannot be changed from bidder to bidder.
2. Split purchasing will not be allowed. The Office of State Procurement will bid items in amounts exceeding the delegated authority.
3. Award will be made to the lowest, responsible and responsive bidder as set forth in the procurement regulations.
4. Agencies must forward to the Office of State Procurement copies of competitive bids, complete with specifications, tabulations and purchase order each month, ATTN: Barbara Ausbrooks. Information may be e-mailed to barbara.ausbrooks@dfa.state.ar.us. Reports indicating no activity are also required.
5. Printing specifications must be clear, concise and consistent with industry standards.
6. All procurements will be made in compliance with ACA of 1987 § 19-11-260 regarding the preference for recycled paper and ACA of 1987 § 19-11-102 regarding the use of soybean ink.

Further, the Department of Finance & Administration will assume full responsibility for conformance to all existing constitutional and statute law for all purchases made under this delegation order. Failure to comply with these procedures may result in cancellation of this delegation order.

Nothing herein is intended to prohibit any agency from requesting the assistance of the Office of State Procurement in the procurement of printing and stationery.

This Delegation Order will be in effect until June 30, 2009 unless otherwise modified or rescinded.

STATE OF ARKANSAS, DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF STATE PROCUREMENT

JANE BENTON, ADMINISTRATOR