



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

OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Suite 300
Post Office Box 2940
Little Rock, Arkansas 72203-2940
Phone: (501) 324-9316
Fax: (501) 324-9311
<http://www.state.ar.us/dfa>

MEMORANDUM

To: All State Agencies, Boards and Commissions, Institutions of Higher Education, Constitutional and Legislative Offices

From: Joseph A. Giddis

Date: February 7, 2006

Subject: **Reporting Requirements Executive Order 98-04 and Act 34 of 1999**

Please provide this information to those staff members responsible for reporting Executive Order 98-04 information.

The purpose of this memorandum is to remind agencies of the reporting provisions of Executive Order (EO) 98-04, and of the method of reporting the "contract" and "employee disclosure" information.

On the Office of State Procurement web site;

http://www.arkansas.gov/dfa/procurement/pro_index.html is located background information on Executive Order 98-04 and Act 34 of 1999, the revised Rules and Regulations which were effective December 2005, the reporting screens that each agency is required to use to transmit the required information on a quarterly basis, and a listing of the agencies and agency points of contact.

Those contracts that the Office of State Procurement executes on behalf of agencies that have EO 98-04 reportable information will be reported by OSP on behalf of the agency. In the instances of emergency and sole source procurements in excess of \$25K, each agency is required to comply with the provisions of EO 98-04 and will have 10 business days after the close of each quarter to enter their agency information via the OSP web site.

http://www.arkansas.gov/dfa/procurement/pro_index.html

All agencies are required to report either: that they have EO 98-04 information to report, or that they do not have EO 98-04 information to report. The report provided to the Governor's office will list those agencies that had information to report and a listing of that information, those agencies that reported negative information and those agencies that failed to report. It is a requirement that all agencies report, including reporting that the agency has no reportable information to report.

Cc:
Richard Weiss
Tim Leathers
DF&A Administrators