



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, Commissions and Institutions of Higher Education
ATTEN: **APO, PA and Professional Consulting Services Contracting Staff**
FROM: Joseph A. Giddis
DATE: August 7, 2006
SUBJECT: Review Committee Meeting August 2006

Please pass this memorandum to your agency Director, Deputy Director, CFO, or Administrator and those responsible for Professional and Consultant Services contracts.

The Review Committee held their monthly meeting August 2, 2006. The Committee questioned a number of "on-call" architect and engineering contracts and held one contract pending further review and answers from the Agency to several questions. Agencies are reminded of the requirement to have a knowledgeable representative present at the Review Sub-Committee meeting to answer questions raised by committee members. The College or University, Agency Procurement Official, the State Agency Procurement Agent or the Board and Commission secretary many times do not have the information necessary to answer member's questions. Members do not necessarily restrict their questions to the specifics of the contract.

As a result of unanswered questions the Review Committee may decide to hold a contract until their questions are properly answered. Contracts held by the Committee are normally listed on the next month's agenda. Agencies may not execute contracts until after the Arkansas Legislative Council approves the Review Committee's report. The ALC meets the 3rd Friday of each month. Contracts that are held by the Review Committee pending answers to member questions will be delayed at least 30 days.

The Co-Chairs have indicated their interest in Performance Standards, ACA 19-11-1010 and Regulations R1: 19-11-1010, for Professional Consultant and Services contracts. Colleges and Universities, State Agencies and Board and Commission representatives may be asked to explain to Committee members the performance objectives of their contracts and demonstrate how vendors have met those objectives, especially for those contracts the agency is amending to extend the time and/or add additional funding.