



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

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Memorandum

To: AASIS Service Bureau Agencies

From: Joseph A. Giddis

Date: May 13, 2004

Subject: Professional Consultant Services Contracting Policy-Service Bureau Agencies

We have made changes in the processing of Professional Consultant Services contracts for Service Bureau agencies. Changes were made to improve the flow of work from the agencies, through OSP, to the Legislature and back to the agencies. If the work flow and agency responsibilities are not clear, or pose special problems for your agency please contact reba.sims@dfa.state.ar.us or kurtis.markish@dfa.state.ar.us

Service Bureau agencies will initiate the process by submission of the Professional Consultant Services (PCS) contract forms (including amendments) to the Office of State Procurement (OSP), attention Peggy Charo. OSP Administrative Services section will process the documents, creating the outline agreement and assigning the contract number. The PCS section will review the documents, enable the purchase order (PO) function, submit the documents to the Review Committee for their review (only contracts \$25K and over go to Review Committee) and approve the outline agreement. Upon review the contract documents will be returned to the Service Bureau agency for preparation of the goods receipt, including the proper general ledger coding. At that point POs may be issued against the contract.