



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

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**Memorandum**

**To:** All State Agencies, Colleges and University, Boards and Commissions  
**Attn:** Purchasing Agents, Agency Procurement Officials and Chief Fiscal Officers  
**From:** Joseph A. Giddis  
**Date:** September, 19, 2007  
**Subject:** **Policy ACA 19-11-265 Submission of Contracts Required**

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ACA 19-11-265 requires review by Legislative Council or the Joint Budget Committee of technical and general services contracts that exceed \$100K in the areas of information technology, the actual delivery of health care or human services or educational services. This review must occur before the execution date of the contract.

The Office of State Procurement will send to committee those contracts for which OSP has responsibility. The OSP Buyer will notify the agency. The agency will be responsible for ensuring representation at the Review Committee meeting to answer member's questions. Contracts that fall under the provisions of the statute that agencies, colleges and universities have responsibility will be transmitted, in hardcopy, to OSP in the same manner as professional consultant service contracts. OSP will review the contract documents and forward them to the Review Sub-Committee of the Legislative Council for appropriate action. There are no standard technical or general services contract forms. Technical and general services contracts between State agencies, colleges and universities or other governmental entities under the provisions of ACA 19-11-251 will continue to be reviewed by the PEER Sub-committee of the ALC.

Examples of technical and general contracts that should be forwarded for review are:

Information technology—software procurements which are unique applications designed or modified specifically for use by a State agency, college or university

Actual delivery of health care or human services—nursing services, Medicaid non-emergency transportation, drug testing of direct service staff who deal with children and the elderly

Educational Services—testing of students, development and delivery of test materials and/or contracts awarded in compliance with the Federal NCLB or Arkansas Legislative Acts addressing school facilities, and/or student performance.

This listing should not be considered all inclusive. The Legislative Council or Joint Budget Committee may review or exempt from review any contract or group of contracts contemplated by this section.