



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

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MEMORANDUM

To: Arkansas Vendors
From: Robin Rogers
Date: March 25, 2008
Subject: Electronic Bid Notification

The Office of State Procurement web site at http://www.arkansas.gov/dfa/procurement/pro_index.html is our primary means of posting information and providing vendor's access to bid documents. Effective July 1, 2003 we no longer mail hard-copy of bid documents via the United States Postal Service. If your business does not have an email address on file with the Office of State Procurement please provide one as soon as possible through the OSP web site. If you need assistance please email OSP-Vendor@dfa.state.ar.us.

Vendors are notified of pending bids via email based on each vendor's registration information, commodity selection(s) and email address. I strongly encourage each vendor to register through the vendor registration screens on the OSP web site. If you have already registered you may check your information, including your email address, through the vendor "tools" in the registration screens.

We will not mail or fax copies of bid documents to vendors. If you do not have access to the world-wide web we have installed a "vendor" terminal in the reception area of the Office of State Procurement. We have assistance available during normal business hours, Monday through Friday, to help vendors navigate through our web site. Vendors may also access the OSP web site from any terminal in any library using the address above.

Quote bids for commodities over \$5,000 up to and including \$25,000 and all printing quote bids may be sent electronically provided vendors have an email address on file with OSP. We will continue to fax these documents; however we strongly encourage vendors to provide an email address. As a reminder, quote bids are not posted on the OSP web site. Vendors may come by the OSP and request a copy from the receptionist.

If you have questions please contact (buyer's name) at (email address) or (phone number).

To register with the state click on <https://www.ark.org/vendor/>, this is a short-cut link for our on-line registration. There is a \$25.00 fee that has to be paid on-line and is renewed annually. The system will not forward your application if you do not pay the \$25.00 fee on-line when you

register. To pay the registration fee you have the option of paying by Visa, MasterCard, or E-check. The E-check is an automatic withdrawal from your checking account.

If you have any questions or need any assistance with registering, please email osp-vendor@dfa.state.ar.us or call 501-324-9316.

Thank you,
Shelia Kinslow
Support Services Manager
Arkansas Office of State Procurement