



ARRA Procurement Instructions



Design Professionals for Construction Projects

A list of qualified Design Professionals will be located on the Office of State Procurement website. When needed, each state agency will select qualified firms from the list to conduct interviews to determine the awarded design professional. There shall be no less than three (3) and no more than five (5) finalists selected for interviews.

To ensure that the appropriate type of design professional is selected for each project, agencies subject to ABA review shall submit a brief description of the project scope and type of design services desired to the ABA State Architect and State Engineer for review prior to selecting firms for interview. If an agency chooses not to use this list, they may follow existing procedures. Both offices are working to condense the process to meet the ARRA timelines. Legislative changes are being requested to further compress the timelines for review, etc. As those changes progress, they will be communicated to the agencies.

Information and lists may be found at http://www.arkansas.gov/dfa/procurement/pro_contracts.html , the statewide contract page.

Existing Contracts

Governmental entities may procure commodities or services from an existing statewide contract from the Office of Procurement's website:

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

Formal Solicitations

Agencies whose formal solicitations (>\$25,000) are processed by the Office of State Procurement must identify the solicitation as one funded by the American Recovery & Reinvestment Act. These solicitations will be expedited to ensure timelines are met.

Sole Source

Agencies that are required to have the Office of State Procurement's approval on a sole source purchase should identify it as one funded by the American Recovery & Reinvestment Act. Proper documentation must be submitted with purchase order for review. Follow the guidelines provided at:

<http://www.arkansas.gov/dfa/procurement/documents/policysolesourcepurchases0806.pdf>

Minority Participation

The State of Arkansas supports equal opportunity as well as economic development in every sector. We encourage agencies to support to the fullest all possible participation of firms owned and controlled by minority persons in the purchase of goods and services for the State.