

The Office of State Procurement

www.arkansas.gov/dfa/procurement

501-324-9316

Types of Contracts

- State Contracts
- Cooperative Contracts



State Contracts

- Those contracts awarded through a solicitation process in the Office of State Procurement.
- Contract number starts with “SP”
- The contract prices published are the maximum prices. If you are buying multiple or bulk, ask for a vendor’s ‘best price’ based on your specific order. They may be able to give you a better price than stated.

Contracts of particular interest to K-12 already on OSP's website

- Automated external defibrillators
- Automotive repair parts
- Computers
- Drug testing kits
- Enterprise Rent A Car
- Furniture
- Laboratory supplies
- Lawn Equipment
- Lodging Facilities in AR
- MRO Supplies (Grainger, Home Depot)
- Office Supplies
- Playground equipment
- Software LAR (Microsoft, Adobe, etc.)
- Vehicles
- Wide area networking

Future OSP contract possibilities

Appliances

Electrical supplies

Green janitorial supplies

Paint

Plumbing supplies

School buses

What other contracts would the K-12 Community be interested in? Email osp@dfa.arkansas.gov with your ideas.

Cooperative Purchasing

ACA §19-11-249

Any public procurement unit may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the acquisition of any commodities or services with one (1) or more public procurement units or external procurement activities in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multiparty contracts between public procurement units and open-ended state public procurement unit contracts which are made available to local public procurement units.

What does this mean?

That Arkansas governmental entities may utilize a purchasing agreement established by another governmental entity or established cooperative that has issued, reviewed and awarded a contract to a supplier where all the procurement laws of Arkansas were followed.

How do I know if a particular contract meets these requirements?

If a cooperative agreement is on the Office of State Procurement Contract Website, it has been through a review.

If it is not on the OSP website, the buying entity (school) must review the solicitation documentation used by the originating entity/cooperative to ensure compliance with Arkansas laws.

Benefits of using a cooperative contract

- Convenience
- Established pricing
- Obtain advantages of volume purchases
- Combines qualities so that each entity will obtain the best value and drive standardization
- Reduces administrative costs of purchasing

State Buying Authority

- OSP has authority over the procurement practices of State Agencies only.
- Public Schools are allowed by law to purchase off these Statewide contracts, but are not mandated to do so.

School District Buying Authority

- School districts function under separate laws, ACA §6-21-301 thru §6-21-306, which gives authority to the respective school board.
- What a school can do in the procurement arena depends on these laws and the guidelines and authority formulated by their school board.

Schools & Cooperatives

- If a school is approached by a vendor who has a contract with a Cooperative Entity (such as US Communities, TIPS/TAPS, NJPA, NIPA, etc.) their administration should review the contract to see if it meets their school district's procurement requirements and is a good value purchase.

To use a cooperative or not?

- Cooperative agreements should not be used just for 'convenience' without determining if a purchase from a particular contract will be advantageous to the buying entity.
- Most cooperatives require a resolution by the school district's board authorizing participation in the contract before purchases can be made.

Special Note:

- OSP may approve a specific contract from a cooperative entity. Unless it is reflected on the OSP website under ‘State Contracts’, it was a onetime approval. Also note that if OSP approves a contract from a Cooperative Entity and places it on their website under “State Contracts’ it is only for that particular contract, not ANY contract that is offered by that particular Cooperative Entity.

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