DFA/OSP

Supplying Arkansas

PROCURING EXCELLENCE IN STATE GOVERNMENT

FY09 Volume 1

*Today's procurement staff is constantly being challenged to find faster and better methods of procurement, creating opportunities for socioeconomic entities and locating environmentally friendly, energy efficient commodities. They don't just deal with paper and accounts, but people and things! They strive to *get out the right materials, *at the right time, * in the right place, *with the right quantity, *at the right price. These five "R's" of purchasing assists state agencies and ensures that their needs are met by using the best solutions available.*

Support Services Staff

Front: Brenda Justice, Shelia Kinslow

Back: Conella Johnson, Sylvia House, Peggy Charo, Debra Wehagen, Loretta Weathers

Names to Faces

"Meet the OSP Staff"

In our first FY09 Newsletter we wanted to help you put faces to the people you work with and talk to in our office. Above and on the following pages you will 'meet' the OSP staff from the various areas. The OSP Buying staff covers a lot of ground with a staff of 32 full-time employees.

For a more in-depth staff directory with commodity assignments, you may always view the OSP website at http://www.arkansas.gov/dfa/procurement/pro_index.html.

IN THIS ISSUE

Page Number

- **Names to Faces 1-3**
  Departments at OSP
- **Website Update/Changes 2**
- **Contract Highlights.....3**
- **New Contracts 3**
- **User Survey.....4**

Compliance & Issues

Executive Order 98-04 Reporting:

All agencies, including Higher Education, are required to submit their disclosure information quarterly by going to the following links:

For Contracts and Grants:

https://www.ark.org/dfa/dfadisclosure/index.php?type=contract

For Employees and Relatives:

https://www.ark.org/dfa/dfadisclosure/index.php?tpe=employees

OSP compiles these reports and forwards to the Governor's Office as required by statute.

Administrative Staff

Front: Robin Rogers, Sherry Seiffert

Back: Sherry Lewis, Barbara Ausbrooks, Jane Benton

Printing & Miscellaneous Contract Staff

Front: Kelley Kelley, Janet Quattlebaum

Back: Judy Shirley, Woodrow McLeod, Beth Mullins

Not Pictured: Linda Rockwell

Friendly Reminder

There is no field in an AASIS purchase requisition to enter contact information such as contact name and telephone number. Remember this information can and should be entered in the "Buyer's Notes" space so that the Buyer knows who to contact when questions arise.

Website Updates/Changes

OSP is in the process of updating and changing the format to a more user friendly one! Please be patient while we make the changes and let us know if you have any problems locating something. All suggestions are welcome and may be sent to osp@dfa.state.ar.us. You may have already noticed we have changed the contract page layout.

Credit Card Staff

Front: Jeff Spears

Back: Norma Little, Judy Jones

New OSP Contracts

OSP Contracts Highlighted Each Month

Each month there will be a few contracts highlighted to help you know more about them. If you have specific ones you would like shown, please let us know at osp@dfa.state.ar.us.

First of mention are:

1) Drug Testing Kits
2) Defibrillators
3) IT Staff Augmentation
4) Mailing Equipment

Training, Groceries & Miscellaneous Contract Staff

Front: Jan Roberts, Amy Stoddard Back: Rick Smith

Technical & Equipment Contract Staff

Front:
Lee Costley,
Jenny DeSalvo
Back:
Julia Shackelford,
Curtis Gatewood,
Renee Gates,
Mary Jane Roberts
Not Pictured:
Camber Thompson

Professional Consultant Services Staff

Jackie Mosier and Kurtis Markish

Minority Business Enterprise Purchase Goals:

The State of Arkansas in support of equal opportunity and economic development requires at least an annual 10% participation of firms owned and controlled by minority persons in the purchase of goods and services for the state. Minority participation is encouraged in all procurements by state agencies. The Arkansas Department of Economic Development maintains a directory for locating potential suppliers.

http://www.arkansasedc.com/business-development.aspx