

**ALC - Review Subcommittee Report for
Emergency Action
July 15, 2025**

A1

On July 15th, 2025, Senator Ben Gilmore and Representative Les Eaves, Co-Chairs of the Arkansas Legislative Council, and Senator Blake Johnson and Representative Frances Cavanaugh, Co-Chairs of the Review Subcommittee, received written notification from James Hudson, the Chief Fiscal Officer of the State requesting emergency review of four (4) methods of finance, and Leslie Fiskien, the Secretary of the Department of Shared Administrative Services, requesting emergency review of six (6) agency contracts.

Under Rule 16 of the Rules of the Arkansas Legislative Council, on July 15, 2025 the Co-Chairs of the Arkansas Legislative Council and Review Subcommittee unanimously determined that emergency review was necessary to enable agency to perform essential services. As such, the Co-Chairs of the Arkansas Legislative Council and the Co-Chairs of the Review Subcommittee may act on behalf of the Arkansas Legislative Council regarding the request, and state herein that the request shall be filed as reviewed and reported to the Arkansas Legislative Council at its next regularly scheduled meeting in accordance with Rule 16.

Below is a summary of the requests given emergency review.

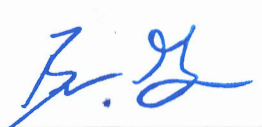
A. Methods of Finance

- 1) Arkansas State University - Jonesboro - Loop Trail E-Phones - \$487,338.65
- 2) Arkansas State University - Jonesboro - Chick-fil-A Renovation - \$779,274.74
- 3) Henderson State University - General Campus-Wide Improvements - \$275,000.00
- 4) Henderson State University - Insurance Claim Repairs - \$825,000.00

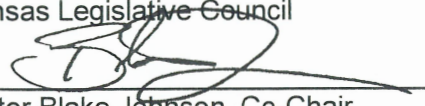
B. Professional/Consultant Services Contracts

- 1) Construction Related Contracts
 - #4600052640 - Department of Agriculture - Arkansas Natural Resources Commission with Hawkins-Weir Engineering
 - #4600056520 - Department of Human Services with Lockeby & Associates Inc.
- 2) Out-of-State Contracts
 - #4600044012 - Department of Finance and Administration - Revenue Services Division with Intellectual Technology Inc.
 - #4600056367 - Department of Human Services - Division of Developmental Disabilities Services with EGA Associates
 - #DAG00124 University of Arkansas with The Hanover Research Council LLC.
- 3) In-State Contract
 - #4600045204 - Department of Human Services - Division of Aging, Adults, and Behavioral Health Services with Family Service Agency Inc.

Respectfully Submitted,



Senator Ben Gilmore, Co-Chair
Arkansas Legislative Council



Senator Blake Johnson, Co-Chair
Review Subcommittee



Representative Les Eaves, Co-Chair
Arkansas Legislative Council



Representative Frances Cavanaugh, Co-Chair
Review Subcommittee



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

OFFICE OF THE SECRETARY
1509 West Seventh Street, Suite 401
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-2242
Fax: (501) 682-1029
www.arkansas.gov/dfa

July 14, 2025

Senator Blake Johnson, Co-Chair
Representative Fran Cavanaugh, Co-Chair
Arkansas Legislative Council – Review Subcommittee
State Capitol Building
501 Woodlane Street
Little Rock, AR 72201

Re: Request for Methods of Finance Review by Chairs

Dear Co-Chairs Johnson and Cavanaugh:

Attached are four Methods of Finance forms from ASU system entities that have received my approval as Chief Fiscal Officer of the State. The accompanying cover letter from the ASU system indicates that, because of the time sensitive nature of the projects, ALC review is needed before the next regularly scheduled meeting of the Review Subcommittee in August. Accordingly, your immediate review of these items as chairs under your delegated authority is respectfully requested.

Thank you for your consideration of this request, and please reach out if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to be 'JLH', is written over a faint, larger signature.

James L. Hudson
Secretary



501 Woodlane, Suite 600 | Little Rock, AR 72201 | o: 501-660-1000 | f: 501-660-1010

July 11, 2025

Secretary Jim Hudson
Department of Finance and Administration
1900 West Seventh Street
Little Rock, AR 72201

Dear Secretary Hudson,

On behalf of the Arkansas State University System, I am writing to respectfully request your assistance in submitting the following Method of Finance (MOF) requests for early consideration by the ALC-Review Committee.

While we understand that the Committee is not scheduled to meet in July, these MOFs represent time-sensitive projects that cannot be delayed until the August meeting without significant operational consequences. Each project is essential to the readiness and functionality of our campuses ahead of the Fall 2025 semester, and several involve contractual obligations or critical infrastructure repairs that must be initiated immediately.

The projects are as follows:

Arkansas State University – Jonesboro

- **Loop Trail E-Phones – \$487,338.65**
This is an addition to a grant-funded safety and security project. The updated MOF was submitted to the Arkansas Division of Higher Education on June 18, 2025. The university is seeking to complete this work prior to the return of students for the Fall term.
- **Chick-Fil-A Renovation – \$779,274.74**
While this project has been delayed due to ongoing contract renewal discussions with the university's third-party food service provider, ASU-Jonesboro remains contractually obligated to Chick-Fil-A to perform this work. The renovations and expansion must be completed before the start of the semester to avoid service disruption and meet contractual terms.

Henderson State University

- **General Campus-Wide Improvements and Renovations – \$275,000**
This MOF supports ongoing renovation work that must align with the university's summer construction schedule. Early procurement of materials and contractor mobilization are needed now to ensure completion before students return and the operating environment becomes more restrictive in the Fall.



501 Woodlane, Suite 600 | Little Rock, AR 72201 | o: 501-660-1000 | f: 501-660-1010

- **Insurance Claim Repairs – \$825,000**

This project addresses storm-related damage across campus, including urgent repairs to Arkansas Hall—a key facility used during Welcome Week and student programming. Without immediate approval, the university may be forced to cancel or relocate essential events. Additionally, repairs to the Reynolds Science Center’s mechanical room must proceed without delay to maintain instructional readiness for the upcoming semester. These repairs involve complex coordination and must be initiated now to meet the timeline.

We appreciate your support in facilitating the review of these requests. If you need any further documentation or clarification, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Landen B. Crancer". The signature is fluid and cursive, with the first name "Landen" being the most prominent part.

Landen B. Crancer
Associate Vice President, Finance and Operations & Chief of Staff
Arkansas State University System

Cc: Brendan B. Kelly, Ph.D, President, ASU System
Shane Broadway, Vice President for University Relations, ASU System
Todd Shield, Ph.D, Chancellor, Arkansas State University
Trey Berry, Ph.D, Chancellor, Henderson State University
Andy Babbitt, Comptroller – State of Arkansas / Deputy Director, DFA
Lisa Wilkerson, Assistant Administrator, Office of Accounting, DFA



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

OFFICE OF THE STATE COMPTROLLER
1509 West Seventh Street, 2nd Floor
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1675
Fax: (501) 683-0823
www.dfa.arkansas.gov

July 14, 2025

Mr. Henry Rice
Legislative Council
One Capital Mall, 5th Floor
Little Rock, AR 72201

Dear Mr. Rice:

Please arrange for the following item(s) to be placed on the agenda for consideration at the July 2025 ALC PEER/Review Subcommittee meeting.

ASU-J	MOF #05462
ASU-J	MOF #05464
HSU	MOF #05465
HSU	MOF #05466

Thank you for your consideration.

Sincerely,

Lisa Wilkerson by Melina Campbell

Lisa Wilkerson
Asst. Administrator
DFA-Office of Accounting

Methods of Finance for July 15th, 2025 ALC Review

AGENCY	PURPOSE/PROJECT	INITIAL TOTAL	ESTIMATED TOTAL	REVISED TOTAL	CURRENT REVISED TOTAL	TYPE OF FUNDING	EST. START
		Initial Cost	PROJECTED COST	Date of Revision			COMPLETION
1	Arkansas State University - MOF #05462	Loop Trail E-Phones. This project is for installation of e-phones on the Loop Trail.	\$487,338.65	\$487,338.65		University funds 100%	7/18/2025 6/30/2026
2	Arkansas State University - MOF #05464	Chick-fil-A Renovation. This project is for the renovation of the existing Chick-fil-A space in the Student Union.	\$779,274.74	\$779,274.74		University reserves 100%	6/19/2025 9/30/2025
3	Henderson State University - MOF #05465	General Campus-Wide Improvements and Renovations. This project is for minor renovations and repairs to campus buildings and grounds as necessary to meet ADA compliance and campus needs.	\$275,000.00	\$275,000.00		Tuition/fees plus auxiliary profits 100%	7/1/2025 6/30/2026
4	Henderson State University - MOF #05466	Insurance Claim Repairs. This project is for repair work to damaged buildings and grounds areas with active insurance claims to cover damages attributed to Spring 2025 storms.	\$825,000.00	\$825,000.00		Insurance claim funds 100%	7/1/2025 6/30/2026



Department of Shared Administrative Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

July 15, 2025

The Honorable Ben Gilmore, Co-Chairperson
The Honorable Les Eaves, Co-Chairperson
Arkansas Legislative Council
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Gilmore and Representative Eaves:

Pursuant to Arkansas Legislative Council (ALC) Rule 16 and on behalf of the following departments, I am requesting an emergency action for the review of the following six contracts:

- Arkansas Natural Resources Commission (ANRC) has presented one contract, 4600052640 – Hawkinsweir Engineers, Inc. This contract is necessary to ensure the successful and timely revision of the State Water Plan and to immediately address urgent water and wastewater infrastructure challenges.
- The University of Arkansas at Fayetteville (U of A Fayetteville) has presented one contract, DAG00124 – The Hanover Research Council LLC. This renewal is necessary to add additional funding to avoid any service interruptions or payment delays.
- The Department of Human Services (DHS) has presented three contracts:
 - 4600045204 – Family Service Agency Inc.; This contract is to add funding for continuation of the Drug and Alcohol Safety Educational Program.
 - 4600056367 – EGA Associates; This contract is necessary to provide a psychological examiner for the Conway Human Development Center.
 - 4600056520 – Lockeby & Associates, Inc.; This contract is to initiate project specific plans, specifications, and oversight, to complete the storm and water damage remediation of Units #3 and #4 of the Arkansas State Hospital.
- The Department of Finance and Administration (DFA) has presented one contract, 4600044012 – Intellectual Technology, Inc. This contract is essential for DFA Revenue Division to carry out their duties as required by Arkansas Code in the issuance and renewal of registrations of motor vehicles, trailers, motor homes, etc. for the citizens of the State of Arkansas.

With this letter the Department of Shared Administrative Services, Office of State Procurement, is presenting all imminent need contracts it has received this month. None of these contracts presented appear, on their face, to have been procured in violation of Arkansas Procurement Law. Therefore, on behalf of these departments, I ask that you grant ALC Rule 16 emergency action for the review of these contracts.

Sincerely,

Leslie Fiskien, Secretary
Arkansas Department of Shared Administrative Services



Department of Shared Administrative Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskens

July 15, 2025

The Honorable Blake Johnson, Co-Chairperson
The Honorable Frances Cavanaugh, Co-Chairperson
ALC-Review
State Capitol Building, Room 315
Little Rock, Arkansas 72201

Dear Senator Johnson and Representative Cavanaugh:

Pursuant to Arkansas Legislative Council (ALC) Rule 16 and on behalf of the following departments, I am requesting an emergency action for the review of the following six contracts:

- Arkansas Natural Resources Commission (ANRC) has presented one contract, 4600052640 – Hawkinsweir Engineers, Inc. This contract is necessary to ensure the successful and timely revision of the State Water Plan and to immediately address urgent water and wastewater infrastructure challenges.
- The University of Arkansas at Fayetteville (U of A Fayetteville) has presented one contract, DAG00124 – The Hanover Research Council LLC. This renewal is necessary to add additional funding to avoid any service interruptions or payment delays.
- The Department of Human Services (DHS) has presented three contracts:
 - 4600045204 – Family Service Agency Inc. This contract is to add funding for continuation of the Drug and Alcohol Safety Educational Program.
 - 4600056367 – EGA Associates. This contract is necessary to provide a psychological examiner for the Conway Human Development Center.
 - 4600056520 – Lockeby & Associates, Inc. This contract is to initiate project specific plans, specifications, and oversight, to complete the storm and water damage remediation of Units #3 and #4 of the Arkansas State Hospital.
- The Department of Finance and Administration (DFA) has presented one contract, 4600044012 – Intellectual Technology, Inc. This contract is essential for DFA Revenue Division to carry out their duties as required by Arkansas Code in the issuance and renewal of registrations of motor vehicles, trailers, motor homes, etc. for the citizens of the State of Arkansas.

With this letter the Department of Shared Administrative Services, Office of State Procurement, is presenting all imminent need contracts it has received this month. None of these contracts presented appear, on their face, to have been procured in violation of Arkansas Procurement Law. Therefore, on behalf of these departments, I ask that you grant ALC Rule 16 emergency action for the review of these contracts.

Sincerely,

Leslie Fiskens, Secretary
Arkansas Department of Shared Administrative Services

SUMMARY SCHEDULE OF STATE AGENCY CONTRACTS FOR ARKANSAS LEGISLATIVE COUNCIL REVIEW

Construction-Related Contracts

1. Agency: Department of Agriculture - Arkansas Natural Resources Commission		Contractor: HAWKINS-WEIR ENGINEERING INC	
		Location: VAN BUREN	State: AR
Service Type: Professional Consultant Services (PCS)			
Total Authorized:	\$2,186,716.74	Org. Term: 07/24/2023 07/23/2027	Procurement: ABA
Total After Review:	\$4,186,716.74	Funding: Federal - 85% - [EPA WIIN]; State - 15%	
Total Projected:	\$1,292,650.00	MOF:	Contract Number: 4600052640
<u>Org/Amt:</u>	<u>Amount</u>	<u>Paid To Date</u>	<u>Objective:</u>
Amd. 2	2,000,000.00	759,556.37	The purpose of this amendment is to add wastewater studies to the scope of work which will part of the state-wide water studies approved by the Governor. We are also adding additional funding for the anticipated cost of this additional scope of work and increasing the Total Project Cost.
Amd. 1	1,863,554.24	293,492.12	To Study and analyze small disadvantage water systems. The consultant shall provide On-Call Professional Engineering Services.
	323,162.50		To Study and analyze small disadvantage water systems. The consultant shall provide On-Call Professional Engineering Services.
2. Agency: Department of Human Services		Contractor: LOCKEY & ASSOCIATES INC	
		Location: LITTLE ROCK	State: AR
Service Type: Professional Consultant Services (PCS)			
Total Authorized:	\$0.00	Org. Term: 08/01/2025 07/31/2026	Procurement: ABA
Total After Review:	\$375,000.00	Funding: Other - 100% - [Restricted Reserve ASH Storm Damage]	
Total Projected:	\$2,625,000.00	MOF:	Contract Number: 4600056520
<u>Org/Amt:</u>	<u>Amount</u>	<u>Paid To Date</u>	<u>Objective:</u>
	375,000.00		To initiate an agreement to provide Project Specific plans, specifications, and oversight, to complete the storm and water damage remediation of Units #3 and #4 of the Arkansas State Hospital. Service Area: Arkansas State Hospital

**SUMMARY SCHEDULE OF STATE AGENCY CONTRACTS
FOR ARKANSAS LEGISLATIVE COUNCIL REVIEW
*Out-of-State Contracts***

1. Agency: Department of Finance and Administration - Revenue Services Division		Contractor: INTELLECTUAL TECHNOLOGY INC	
		Location: CARLSBAD	State: CA
Service Type: Technical & General Services (TGS)			
Total Authorized:	\$7,134,582.91	Org. Term: 08/01/2019 07/31/2020	Procurement: RFP
Total After Review:	\$8,651,582.91	Funding: State - 100%	
Total Projected:	\$7,177,275.00	MOF:	Contract Number: 4600044012
Org/Amt:	Amount	Paid To Date	Objective:
Amd. 6	1,517,000.00	6,746,288.30	To utilize the 6th and final renewal option with the DFA Turnkey Thermal Print on Demand (POD) solution for producing vehicle registration and validation stickers at each of the DFA Revenue Offices throughout the state of Arkansas.
Amd. 5	1,422,792.91	5,268,420.00	To utilize the 5th of six renewal options with the DFA Turnkey Thermal Print on Demand (POD) solution for producing vehicle registration forms and validation stickers at each of the DFA Revenue Offices throughout the state of Arkansas. (1 optional one-year renewal remaining)
Amd. 4	1,356,600.00	4,091,821.30	To utilize the 4th of six renewal options with the DFA Turnkey Thermal Print on Demand (POD) solution for producing vehicle registration forms and validation stickers at each of the DFA Revenue Offices throughout the state of Arkansas. (2 optional one-year renewals remaining)
Amd. 3	1,181,565.00	2,897,902.69	The DFA Turnkey Thermal Transfer Print on Demand system produces the vehicle registration forms and validation sticks at each of the state Revenue Offices. This contract pays for software maintenance of the printing system.
Amd. 2	1,074,150.00	1,710,948.48	The DFA Turnkey Thermal Transfer Print on Demand system produces the vehicle registration forms and validation sticks at each of the state Revenue Offices. This contract pays for software maintenance of the printing system.
Amd. 1	1,074,150.00	654,033.92	The DFA Turnkey Thermal Transfer Print on Demand system produces the vehicle registration forms and validation sticks at each of the state Revenue Offices. This contract pays for software maintenance of the printing system.
	1,025,325.00		The DFA Turnkey Thermal Transfer Print on Demand system produces the vehicle registration forms and validation sticks at each of the state Revenue Offices. This contract pays for software maintenance of the printing system.

2. Agency: Department of Human Services		Contractor: EGA ASSOCIATES	
Div/Prog: Division of Developmental Disabilities Services		Location: JEANNETTE	State: PA
Service Type: Professional Consultant Services (PCS)			
Total Authorized:	\$0.00	Org. Term: 08/01/2025 07/31/2026	Procurement: IB
Total After Review:	\$145,184.00	Funding: State - 28%; Other - 71% - [DHS-DDS Admin]	
Total Projected:	\$1,016,288.00	MOF:	Contract Number: 4600056367
<u>Org/Amt:</u>	<u>Amount</u>	<u>Paid To Date</u>	<u>Objective:</u> <u>New Exp Date</u>
	145,184.00		To establish a contract providing a psychological examiner for the Conway Human Development Center. Also see Attachment 4
3. Agency: University of Arkansas		Contractor: THE HANOVER RESEARCH COUNCIL LLC	
		Location: Arlington	State: VA
Service Type: Technical & General Services (TGS)			
Total Authorized:	\$150,000.00	Org. Term: 08/01/2023 07/31/2024	Procurement: RFP
Total After Review:	\$225,000.00	Funding: Other - 100% - [Recovery of Indirect Costs]	
Total Projected:	\$375,000.00	MOF:	Contract Number: DAG00124
<u>Org/Amt:</u>	<u>Amount</u>	<u>Paid To Date</u>	<u>Objective:</u> <u>New Exp Date</u>
Amd. 2	75,000.00	150,000.00	Renewal of grant writing and proposal revision service for U of A System Division of Agriculture (UADA) to add funding and extend expiration date by one year. 07/31/2026
Amd. 1	75,000.00	75,000.00	Renewal: adding funding and extending expiration date by one year, for grant writing and proposal revision services provided to U of A System Division of Agriculture 07/31/2025
	75,000.00		The contractor is to provide grant writing and proposal revision services for the U of A System Division of Agriculture (UADA). Services to include on-site and remote grantseeking capacity training and development, proposal development support, and proposal review and revision support. Service offering consists of project work queues, which correspond to the number of projects handled contemporaneously. UADA will engage one work queue for proposal development, and five queues for proposal revision services.

**SUMMARY SCHEDULE OF STATE AGENCY CONTRACTS
FOR ARKANSAS LEGISLATIVE COUNCIL REVIEW
*In-State Contracts***

1.	Agency: Department of Human Services	Contractor: Family Services Agency, Inc.		
	Div/Prog: Division of Aging, Adults, and Behavioral Health Services	Location: North Little Rock		State: AR
Service Type: Professional Consultant Services (PCS)				
Total Authorized:	\$2,454,862.32	Org. Term: 07/01/2019 06/30/2020	Procurement: IB	
Total After Review:	\$2,454,862.32	Funding: Federal - 27% - [Drug and Alcohol Safety Educational Program (DASEP) SABG Supplemental Grant]; State - 10%; Other - 62% - [Drug and Alcohol Safety Educational Program (DASEP); Court Cost and Fees]		
Total Projected:	\$2,219,000.00	MOF:	Contract Number: 4600045204	
<u>Org/Amt:</u>	<u>Amount</u>	<u>Paid To Date</u>	<u>Objective:</u>	<u>New Exp Date</u>
Amd. 12	0.00	1,920,136.18	Amend to revise budget to continue this contract for Drug and Alcohol Safety Educational Program.	06/30/2026
Amd. 11	489,375.00	1,858,225.53	Amend to extend, add funding, revise budget, and increase Total Projected Cost to continue this contract for Drug and Alcohol Safety Educational Program.	06/30/2026
Amd. 10	0.00	1,709,657.71	Amend to revise budget, Scope of Work, and Performance Indicators to continue this contract for Drug and Alcohol Safety Educational Program.	06/30/2025
Amd. 9	254,987.32	1,687,096.54	Amend to add funding to continue this contract for Drug and Alcohol Safety Educational Program.	06/30/2025
Amd. 8	0.00	1,630,773.46	Amend to extend for time only to continue this contract for Drug and Alcohol Safety Educational Program.	06/30/2025
Amd. 7	317,100.00	1,159,636.88	Amend to extend and add funds at the current rate to continue this contract for Drug and Alcohol Safety Educational Program.	06/30/2024
Amd. 6	125,000.00	951,300.00	Amend to add funds and continue this contract for Drug and Alcohol Safety Educational Program.	06/30/2023
Amd. 5	317,100.00	811,541.19	Amend to extend and add funds at the current rate to continue this contract for Drug and Alcohol Safety Educational Program.	06/30/2023
Amd. 4	317,100.00	564,534.00	Amend to add funds and continue this contract for Drug and Alcohol Safety Educational Program.	06/30/2022
Amd. 3	0.00	537,457.78	Amend to extend for time only and continue this Drug and Alcohol Safety Educational Program contract.	06/30/2022
Amd. 2	317,100.00	156,091.54	Amend to extend and add annual funding amount to continue the Drug and Alcohol Safety Educational Program Services.	06/30/2021

Amd. 1	0.00	0.00 Correct an administrative error in AASIS to update the vendor number which will result in an updated outline agreement number for this contract that provides Drug and Alcohol Safety Educational Program Services.
	317,100.00	To initiate an agreement by funding this Drug and Alcohol Safety Educational Program (DASEP) contract. Coverage area is Lonoke, Prairie, Pulaski and Saline counties.