



OSP Approval Request Request for Qualifications (RFQ)

Complete all sections of this *OSP Approval Request—Request for Qualifications* form and follow the steps specified in the *Request for Qualifications Procedures*. Email the completed form to the Office of State Procurement review mailbox at osp.review@arkansas.gov to ensure timely review.

Pursuant to Arkansas Code Annotated § 19-65-201(e)(1), if approved by the Office of State Procurement, this RFQ request must be submitted to the Legislative Council for review **prior to** conducting the RFQ. Legislative Council review deadlines apply.

Procurement Unit Requesting the RFQ

Requesting Department: 9914 - Department of Shared Administrative Services

Requesting Division: Office of Property Risk Purchasing Contact: Randy Robinson

Phone Number: Click here to enter text. Email: randy.robinson@arkansas.gov

General Information

Description of Service/Commodity: Financial auditing services

Total Projected Cost: \$800,000

Start Date of Resulting Contract: 1/1/2026

Expiration Date of Resulting Contract: 12/31/2029

Why is an RFQ the most suitable method of procurement?

A qualifications-only evaluation method protects the integrity of the audit process. Financial audits rely on independence and technical competence, and all qualified firms must follow the same standards (GAAS, GAS, GAGAS, etc.), so evaluations should focus on certifications, credentials, experience, capacity, staffing, and other criteria. Choosing the most qualified firm prior to negotiating price ensures competence before cost.

Why should cost not be considered in the procurement?

Cost should not be a consideration in determining the best-qualified firm for auditing services because it can potentially compromise the integrity, independence, and quality of the audit. Choosing based on cost increases the risk of selecting a firm that may lack sufficient experience, staffing, or capabilities, and firms may feel incentivized to cut hours or resources to win the bid, avoid difficult findings to keep future contracts, or prioritize cost efficiency over audit rigor.

How will the cost of the contract be controlled?

We have an idea of what the cost should be based off our own market research. That information would be utilized to establish not-to-exceed contract pricing, regardless of whether the firm proposes costs based on hourly rates or deliverables.

Provide additional details as needed.

Click here to enter text.

If this request to conduct an RFQ also includes a request to award to multiple contractors, please note that a multiple award request must include a rationale and basis for the multiple award contract and the number of contractors required to fulfill the need (see Arkansas Code Annotated § 19-61-509).

If a multiple award is desired, provide the rationale and basis for the multiple award contract.

[Click here to enter text.](#)

For a multiple award request, indicate the number of contractors required to fulfill the need.

[Click here to enter text.](#)

To Be Completed by the Office of State Procurement

- ☒ Approved: The requestor has submitted an acceptable rationale to justify the request.
- ☐ Denied: The requestor has not submitted an acceptable rationale to justify the request and should utilize the appropriate method of procurement required by law.

Comments

[Click here to enter text.](#)



Approver's Signature

12/9/2025

Date