



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

**OFFICE OF STATE PROCUREMENT**  
1509 West Seventh Street,  
Suite 300  
Little Rock, Arkansas 72201-4223  
Phone: (501) 324-9316  
Fax: (501) 324-9311  
<http://www.arkansas.gov>

## Memorandum

**To:** State Agencies, Boards and Commissions, Colleges and Universities  
Co-op Purchasing Program Participants

**ATTN:** Chief Fiscal Officers, Purchasing Agents and Agency Purchasing Officials

**From:** Joseph A. Giddis

**Date:** February 15, 2006

**Subject:** **Office Supplies Contract**

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Effective March 15, 2006 the Office Supply Contract will become mandatory for all state agencies, boards and commissions and colleges and universities. Public Schools districts that are part of the State Cooperative Purchasing program are encouraged to participate. Those State entities which have existing office supply contracts with other vendors will transition to the State Office supply contract as their current contracts expire. A specific exemption is granted for those State agencies which use minority vendors certified by the Arkansas Department of Economic Development for the purpose of meeting Executive Order goals for minority purchases. MBE certification may be verified at:

[http://www.1800arkansas.com/small\\_business/](http://www.1800arkansas.com/small_business/)

Changes to the state-wide office supply contract, terms and conditions will provide participating agencies, board and commissions and colleges and universities the opportunity to participate in an annual rebate program based on purchases and additional rebates based on "e-commerce" or "on-line" purchases. The new contract will also provide an expanded list of high use items and a overall increase in discounts from manufacturer's list prices, in addition to the rebate program.

Additional benefits are:

- 450 high use office supply items discounted up to 85% off list price

- Everyday Office Essentials Catalogue (over 4,000 items) discounted up to 70% off manufacturer's list price

- Remainder of the BSD Catalog up to 45% off manufacturer's list price

- Aggressive discounts for in-store reproduction, binding and laminating services

- Special classroom supplies and arts and crafts core list of 850 items for K-12 schools only

Applying the new pricing structure in the contract for sales Oct 2004 through Sep 2005, the State would have had total savings and rebates of \$596K. Rebates will be distributed back to the agency annually.

In accordance with Section 19-11-223 of the State Procurement Law, Colleges and Universities may request exemption from the contract by providing substantial economic justification to OSP.

The new office supply contract will be available March 15, 2006 on the Office of State Procurement website: [http://www.arkansas.gov/dfa/procurement/pro\\_contracts.html](http://www.arkansas.gov/dfa/procurement/pro_contracts.html)

The OSP point of contact is [Reba.Sims@dfa.state.ar.us](mailto:Reba.Sims@dfa.state.ar.us). The Office Depot point of contact is [michelle.oliver@officedepot.com](mailto:michelle.oliver@officedepot.com)