

**Draft Policy for Emergency Review of Technical and General Service Contracts  
As Adopted by the Joint Budget Committee**

(a) Whenever a technical and general services contract that meets the requirements of the attached letter, which is incorporated herein, is filed with the Joint Budget Committee for consideration at the next regular meeting of the PEER/Review Subcommittee of the Joint Budget Committee, and the Chief Fiscal Officer of the State states, in writing, that the matter requires immediate action, the Co-Chairs of the Joint Budget Committee may institute "Emergency Action Procedures" for the consideration of the contract, if they determine that it is in the best interest of the agency, or that immediate action is essential to enable the agency to perform essential services.

(b) "Emergency Action Procedures" shall consist of:

(1) The Co-Chairs of the Joint Budget Committee determining that there is sufficient justification to consider the matter by Emergency Action Procedures;

(2) Consideration of the matter by the Co-Chairs of the Joint Budget Committee and the co-chairs of the PEER/Review Subcommittee of the Joint Budget Committee to which the contracts are normally submitted for review; and

(3) The co-chairs of the PEER/Review Subcommittee and the Co-Chairs of the Joint Budget Committee are unanimous in their evaluation that emergency review or advice is advisable, then the Co-Chairs of the Joint Budget Committee may act on behalf of the Joint Budget Committee in regard thereto.

(c) All matters considered under the emergency action procedures shall be reported in writing to the Joint Budget Committee at its next regular meeting.

# ARKANSAS LEGISLATIVE COUNCIL

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**Room 315, State Capitol Building**  
**Little Rock, AR 72201**

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Executive Secretary

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January 5, 2015

Mr. Shane Broadway, Director  
Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201

Dear Mr. Broadway:

Arkansas Code § 19-11-265 establishes the process for the review of technical and general services contracts entered into by the State of Arkansas. Currently, only those technical and general services contracts in the areas of information technology, the actual delivery of health care or human care services or educational review which exceed \$100,000 are subject to review by either the Legislative Council or the Joint Budget Committee. However, subsection (b) of this section provides that the Legislative Council or the Joint Budget Committee may review any contract or group of contracts contemplated by the section.

This letter is to advise you that effective immediately the Legislative Council, acting through ourselves as co-chairs of Legislative Council, will require review of all technical and general services contracts before the execution date of the contract for those technical and general services contracts which exceed \$100,000. The request for review of all technical and general services contracts, regardless of the purpose of the contract, shall be submitted to the Joint Budget Committee if the General Assembly is in session and to the Legislative Council during the interim and shall be submitted in the same manner as all other contracts submitted to either the Joint Budget Committee or the Legislative Council.

Should you have any questions, please do not hesitate to contact Marty Garrity at 501-537-9114.

Respectfully,

Handwritten signature of Senator Bill Sample.

Senator Bill Sample  
Senate Co-Chair

Handwritten signature of Representative John Charles Edwards.

Representative John Charles Edwards  
House Co-Chair

BS/JCE/MG:vjf

cc: Mr. Kevin Anderson, Assistant Director, Division of Fiscal Services  
Ms. Kathy Schmidt, Legislative Analyst, Division of Fiscal Services