



Asa Hutchinson
Governor

ARKANSAS DEPARTMENT OF AGRICULTURE

1 Natural Resources Drive, Little Rock, AR 72205
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Wes Ward
Secretary of Agriculture

June 12, 2020

Arkansas Department of Finance and Administration
Office of Administrative Services
CARES Act – Request for Approval
1515 W. 7th Street, Suite 700
Little Rock, AR 72201

Dear Sir/Madam:

To facilitate compliance with COVID-19-related public health measures, the Arkansas Department of Agriculture purchased or is in the process of purchasing approximately \$215,436.00 in computer equipment, communication equipment, and online payment systems. These measures facilitate telework capabilities for public employees to enable the continuation of critical services by the Department while following recommended health precautions.

The Department was required to purchase \$36,436.00 of computers and related equipment to enable more than 450 of the 579 employees to work remotely. These purchases were necessary to implement the health and safety precautions recommended by the Centers for Disease Control for the protection of the Department's employees. A detailed list of purchased equipment is provided.

To reduce the risk of contamination and the spread of COVID-19 associated with the use of paper checks, the Department is implementing online payment systems for several of its licensing programs for a total approximate cost of \$179,000. With paper checks, staff must be onsite and interact with delivery services and the public to receive the documents. Employees also must remain onsite in many cases to process the checks. These actions increase the exposure for all parties and create unnecessary risks. The \$179,000 cost of the online payment systems for licensing and permitting programs is for five divisions within the Department.

In addition to qualifying as eligible expenses because they improved telework capabilities of public employees, the expenditures meet the criteria as outlined in the guidance for the CARES Act:

- They are necessary expenditures incurred due to the public health emergency with respect to COVID-19
- They were not accounted for in the budget most recently approved as of March 27, 2020
- They were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Your review and consideration of this request is appreciated.

Respectfully,

A handwritten signature in blue ink, appearing to read "Wesley W. Ward".

Wesley W. Ward
Secretary of Agriculture
State of Arkansas

Request for Approval of Items by Arkansas CARES Act Steering Committee - State Agency

Form No.

CARES-St Agency-001A

9901

Arkansas Department of Agriculture

Business Area

Cabinet Name / Division Name

Description of Item:

- (33) HP Laptop 250 G7 (5YN09UT # ABA) Intel Core i5 8th Gen 8265U (1.60 GHz) 8 GB Memory 256 GB SSD Intel UHD Graphics 620 15.6" Windows 10 Pro 64-Bit
- (10) Microsoft Surface Pro 7 - 12.3" - Core i5 1035G4 - 8 GB RAM - 256 SSD

Quantity Requested
43

Unit/Case Price

Estimated Cost
\$32,293

Justification of Need:

*** See attached justification ***

Signature of Secretary
[Handwritten Signature]

Date
6/12/2020

Signature of Division Director
[Handwritten Signature]

Date
06/12/2020

Request for Approval of Items by Arkansas CARES Act Steering Committee - State Agency

Form No.
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9901
Arkansas Department of Agriculture
Business Area
Cabinet Name / Division Name

Description of Item:

eCommerce interface development for ADA Plant Industries
Livestock and Poultry, Forestry Division, Natural Resources Division and Soil Classifiers.
Online data collection for laboratories services (NPIP)

Quantity Requested	Unit/Case Price	Estimated Cost
5		\$179,000

Justification of Need:

*** See attached justification ***

Signature of Secretary

6/12/2020
Date

Signature of Division Director

06/12/2020
Date

Request for Approval of Items by Arkansas CARES Act Steering Committee - State Agency

Form No.
CARES-St Agency-001A

9901

Arkansas Department of Agriculture

Business Area

Cabinet Name / Division Name

Description of Item:

5create Mini DisplayPort To HDMI™ 4K Converter, JDA159

Quantity Requested
4

Unit/Case Price
32.75

Estimated Cost
\$131

Justification of Need:

*** See attached justification ***

Signature of Secretary



6/12/2020

Date

Signature of Division Director



06/12/2020

Date

Request for Approval of Items by Arkansas CARES Act Steering Committee - State Agency

Form No.
CARES-St Agency-001A

9901

Arkansas Department of Agriculture

Business Area

Cabinet Name / Division Name

Description of Item:

Telecommunication and wireless services for issuing remote employees work cell phones.

Quantity Requested	Unit/Case Price	Estimated Cost
3	\$1057	\$3,171.00

Justification of Need:

Signature of Secretary

M. H. H. H.

6/12/2020
Date

Signature of Division Director

[Signature]

06/12/2020
Date

Request for Approval of Items by Arkansas CARES Act Steering Committee - State Agency

Form No.
CARES-St Agency-001A

9901
Arkansas Department of Agriculture
Business Area Cabinet Name / Division Name

Description of Item:

- (5) OMOTON [4 Pack] Samsung Galaxy A50 A30 Screen Protector, Tempered Glass Screen Protector Compatible with Samsung Galaxy A30/A50 2019 Released, Scratch Resistant/9H Hardness/Bubble Free.
- (10) OtterBox Commuter Series Case for iPhone XR - Retail Packaging - Black.
- (8) HIQUE Defense Case for Samsung Galaxy A50.
- (7) HIQUE Defense Case for Samsung Galaxy A50.

Quantity Requested	Unit/Case Price	Estimated Cost
30		\$841

Justification of Need:

*** See attached justification ***

Meghan Hill
Signature of Secretary

6/12/2020
Date

Justin
Signature of Division Director

06/12/2020
Date