



STATE OF ARKANSAS  
*Disability Determination For Social Security Administration*

701 PULASKI STREET  
LITTLE ROCK, ARKANSAS 72201  
TELEPHONE 501-682-3030

Asa Hutchinson  
Governor

ARTHUR BOUTIETTE  
Director

October 18, 2017

Mr. Edward Armstrong  
Office of State Procurement  
1509 W. 7<sup>th</sup> Street  
Suite 300  
Little Rock, AR 72201

Dear Mr. Armstrong:

Pursuant to ACA § 22-8-102, Arkansas Disability Determination for Social Security Administration (DDSSA) is requesting permission to seek bids for a leased vehicle for agency use. A lease is being requested as the Social Security Administration restricts the agency to only leasing vehicles at this time.

This vehicle will serve multiple functions. The vehicle will be used to drive to remote locations for face-to-face hearings with disability applicants. Other miscellaneous tasks include vendor facility quality assurance visits, vendor recruitment, and procurement activities. Due to these different tasks the agency is seeking a sport utility vehicle that can accommodate larger, bulky items as needed.

The Agency is 100% federally funded and therefore the funds to pay for this lease will be provided from the Social Security Administration. No State funds are used to fund the activities of the agency. If you need any further information on this matter, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Stearns".

Jeff Stearns  
Director of Finance

**VEHICLE LEASE APPROVAL SUMMARY SHEET**

AGENCY: Arkansas Disability Determination for Social Security Administration

CONTACT: Jeffrey Stearns, 683-4923, [Jeffrey.Stearns@ssa.gov](mailto:Jeffrey.Stearns@ssa.gov)

PURPOSE: SSA has agreed to provide funds for a vehicle lease to the Arkansas DDS. This vehicle's primary use will be for agency hearing officer travel. Agency hearing officers travel to field office sites all over the state and must carry luggage and at times large equipment. These hearings are vital to running an efficient agency and this lease helps ensure our hearings department runs smoothly.

COST: \$695.17 per month for a Chevrolet Traverse  
Mileage Allowance: 24,000 miles per year with an additional charge of \$0.25 per mile over that amount.

VEHICLE: 2018 Chevrolet Traverse, FWD, 4-Door LS

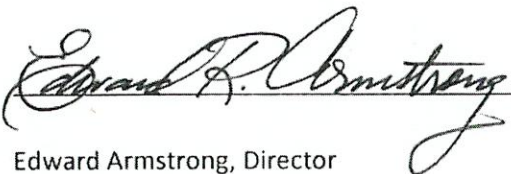
TERM: Contract period for the lease of this vehicle will be from June 1, 2018 through June 30, 2021.

VENDOR: Smart Chevrolet  
Attn: Lee Smart  
Pine Bluff, AR 71611  
870-534-8122

FUNDING: 100% Federal Funds: Social Security Administration

BID INFO: Office of State Procurement awarded bid # SP-18-0058

ATTACHED INFORMATION: Original bid tabulation and justification letter from Arkansas Disability Determination for Social Security Administration



Edward Armstrong, Director  
Office of State Procurement

Approval Date: 4/19/2018