

## NOTICE OF RULE MAKING

Arkansas Department of Human Services

Administrative Procedures Manual

Chapter 601, DHS Purchasing Authority General Provisions

Pursuant to U.S. Omnibus Reconciliation Act of 1981, Ark. Code Ann. Sec. 25-10-101 et seq., Act 218 of 1983, and Act 348 of 1985, the Chief Fiscal and Administrative Officer, Department of Human Services (DHS), is updating the Administrative Procedures Manual, Chapter 601, DHS Purchasing Authority General Provisions.

The substantial changes will update agency procedures for Purchase Order Close-Out prior to the end of each fiscal year; provide additional details in Section VIII -Methods of Procurement on Sole Source contracts and updated submission procedures within Section XII -Vendor Performance Report. This will revise the manual to be in accordance with the latest federal and state laws and regulations regarding purchased services.

The rule will be effective June 29, 2012.

Copies of the rule may be obtained by writing to the Office of Finance and Administration, P.O. Box 1437, Slot WG3, Little Rock, AR 72203-1437, Attention: Policy and Administrative Program Management. All comments about the proposed revision must be submitted in writing within 30 days of the date appearing below or 30 days following the date of the newspaper notice, whichever is the longer period.

The Department of Human Services, Office of Finance and Administration, is in compliance with Titles VI and VII of the Civil Rights Act and is operated, managed, and delivers services without regard to age, religion, disability, political affiliation, veteran status, sex, race, color, or national origin.

Alternate formats, such as large print, audiotape, etc. will be provided upon request.

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Jerry Berry  
Chief Fiscal and Administrative Officer