



STANDARD PROCEDURE No. 002

TITLE: **Approving Subcontractors After Contract Award**

REVISION: **Number 1**

DATE(s): Current Version: **April 29, 2022** | Previous Version: November 1, 2013

I. Description

The following is the standard procedure for documenting and approving a Contractor's request to add and utilize Subcontractors after a contract award. The Contractor shall indicate all Subcontractors that the Contractor will use to perform any portion of the contract's Scope of Work.

As defined in A.R.S. § 41-2503, Subcontractor means a person who contracts to perform work or render service to a contractor or to another subcontractor as a part of a contract with a state governmental unit.

II. Standard Procedure:

1. ACTIONS TO REQUEST THE ADDITION OF A Subcontractor:

1.1. Contractor's Request: The Contractor shall submit a written request to the Procurement Officer. The request should be on the Contractor's company letterhead, be signed by an authorized representative of the Contractor, and contain the following information:

- 1.1.1 The Subcontractor's name, address, phone number, e-mail, and primary point of contact.
- 1.1.2 The certifications required of the Subcontractor (if any).
- 1.1.3. The Subcontractor's small business status (if applicable).
- 1.1.4. The type of goods and/or services to be provided by the Subcontractor.
- 1.1.5. The amount of time or effort (as a percent of total contract performance) that the Subcontractor will perform in relation to total performance of the contract's requirements.

1.2. Quality Assurance: The Contractor shall describe the quality assurance measures that the Contractor will use to monitor the Subcontractor's performance.

1.3. Additional Information: The State reserves the right to request additional information deemed necessary about any proposed Subcontractor.

2. PROCUREMENT OFFICER REVIEW

2.1 Review Request. In accordance with contractual terms and conditions, the Procurement Officer shall review the request and its effect on the Contractor's performance of the Scope of Work.

- 2.1.1 If the request is approved, the Procurement Officer will amend the contract in the State's eProcurement system to authorize the addition of the Subcontractor. The Contractor's request to add a Subcontractor shall be attached to the amendment.
- 2.1.2 If the request is not approved, the Procurement Officer will notify the Contractor that the request has been denied.

III. Effective

Apr 29, 2022

This Standard Procedure is hereby authorized and effective _____ unless otherwise revised or repealed.

ED Jimenez (Apr 29, 2022 12:52 PDT)

Ed Jimenez

State Procurement Administrator