



## STANDARD PROCEDURE No. 003

TITLE: **Significant Procurement Role (SPR)**

REVISION: **Number 2**

DATE(s): Current Version: **October 1, 2021** Previous Version: **June 20, 2014**

### I. Description

The following Standard Procedure shall be followed by procurement personnel for collecting and publicly posting information regarding significant procurement role (SPR) activities in the State of Arizona.

### II. Definitions

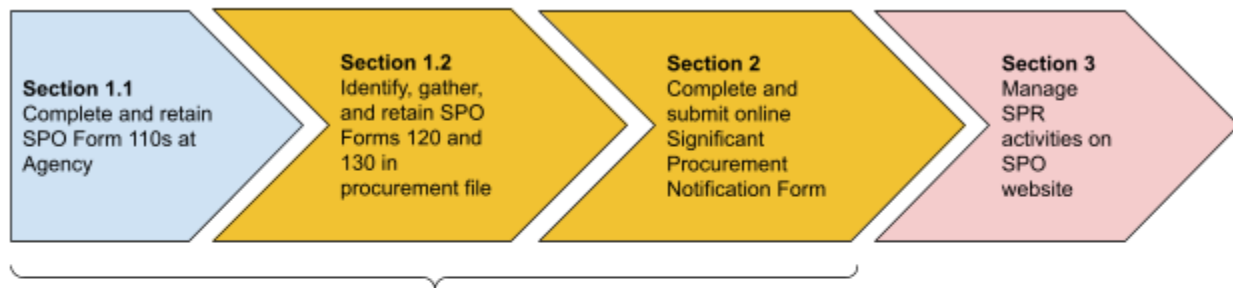
"Procurement" is defined in Arizona Revised Statutes (A.R.S.) [§ 41-2503\(32\)](#).

"Significant procurement role" (SPR) is defined in [A.R.S. § 41-2503\(36\)](#) and [A.R.S. § 41-2517](#), including requesting or approving sole source and competition impracticable purchase justifications per [A.R.S. § 41-753\(D\)](#).

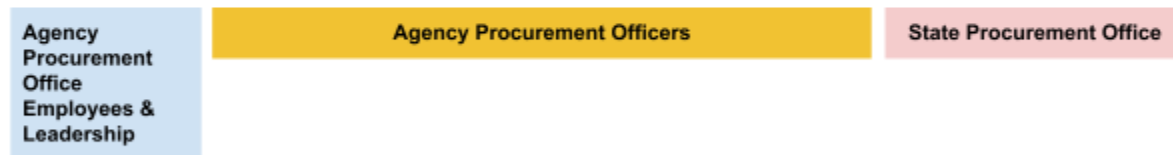
"Substantial interest" is defined in [A.R.S. § 38-502\(11\)](#).

### III. Standard Process

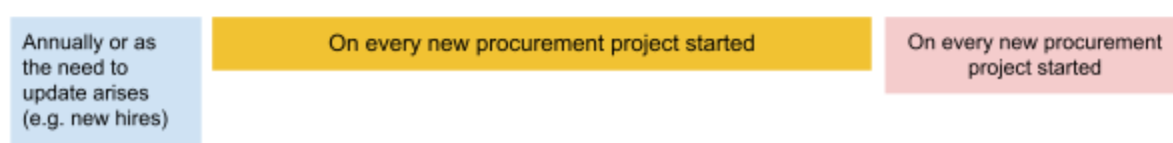
#### What:



#### Who:



#### When:



*Note: Forms cited are defined below.*

## 1. TYPES OF PROCUREMENT DISCLOSURE STATEMENTS (PDS)

### 1.1. Annual Procurement Disclosure Statement (APDS; [SPO Form 110](#))

- 1.1.1. Delegated procurement employees and employees whose jobs regularly include significant procurement roles shall complete the APDS (SPO Form 110).
- 1.1.2. SPO Form 110 shall be updated annually or if new "substantial interests" arise per [A.R.S. § 38-503](#).
- 1.1.3. Forms shall be kept on file by the Agency.

### 1.2. Employee or Non-Employee Procurement Disclosure Statements (PDS; [SPO Form 120](#) or [SPO Form 130](#))

- 1.2.1. Once the Agency's procurement officer identifies a procurement need and identifies individuals (other than those covered in the above section) who have a significant procurement role, the applicable PDS form shall be completed.

*Note: An individual may have a significant procurement role regardless of the procurement method (i.e. Request for Proposals, Request for Quotations, Sole Source, Competition Impracticable, etc.)*

- 1.2.1.1. State employees with a significant procurement role shall complete SPO Form 120 (See link above).
  - 1.2.1.2. Non-state employees with a significant procurement role shall complete SPO Form 130 (See link above).
- 1.2.2. The procurement officer shall place completed PDS forms (SPO Forms 120 and 130) in the solicitation file in the eProcurement system per [SP 006 Document Standards](#) or in the contract records at the Agency.

## 2. NOTIFICATIONS OF PROCUREMENT ACTIVITY

### 2.1. Agency Director notifies agency employees

- 2.1.1. An agency director or designee (typically the procurement officer) shall inform the *pertinent* agency's employees when a PDS concerning a procurement is signed per [A.R.S. § 41-753\(D\)](#).

### 2.2. Agency notifies the State Procurement Administrator


- 2.2.1. An agency director or designee (typically the procurement officer) shall inform the State Procurement Administrator when the first PDS is signed on a particular solicitation or purchase identified under section 1.2.
- 2.2.2. Agency director or designee shall submit the required information using the [Significant Procurement Notification Form](#).

## 3. MANAGING SPR ACTIVITIES ON SPO WEBSITE (SPO Responsibilities)

The information from Section 2 shall be reviewed by SPO designee weekly and posted at: <https://spo.az.gov/contracts/significant-procurement-roles>.

#### **IV. EFFECTIVE**

This Standard Procedure is hereby authorized and effective this 1st day of October, 2021, unless otherwise revised or repealed.



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ED Jimenez (Oct 1, 2021 16:19 PDT)

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Ed Jimenez, State Procurement Administrator