



STANDARD PROCEDURE No. 003

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

REVISION: **Number 3**

DATE(s): Current Version: February 26, 2023 Previous Version: **October 1, 2021**

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

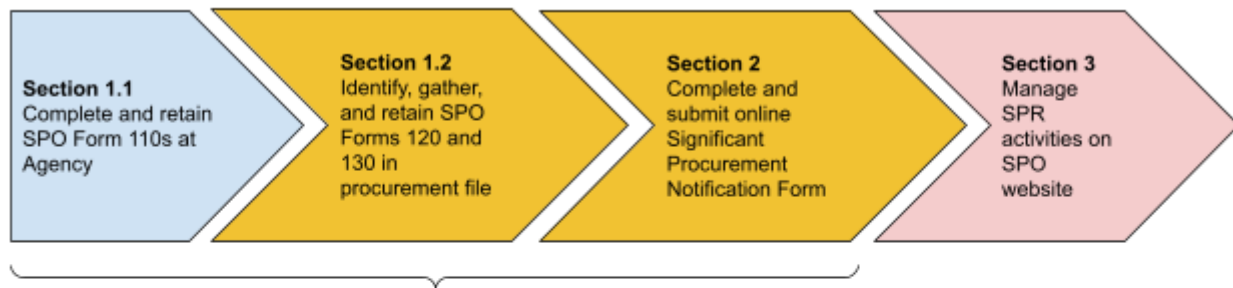
"Procurement" is defined in Arizona Revised Statutes (A.R.S.) [§ 41-2503\(32\)](#).

"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\(D\)](#).

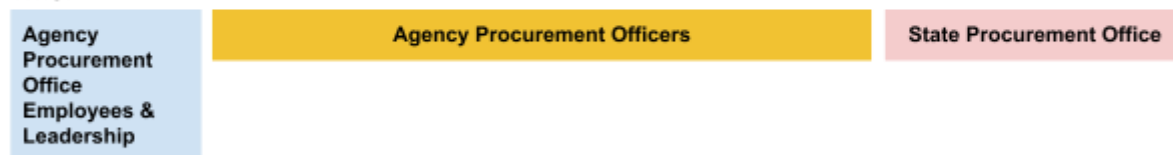
"Substantial interest" is defined in [A.R.S. § 38-502\(11\)](#).

III. Standard Process

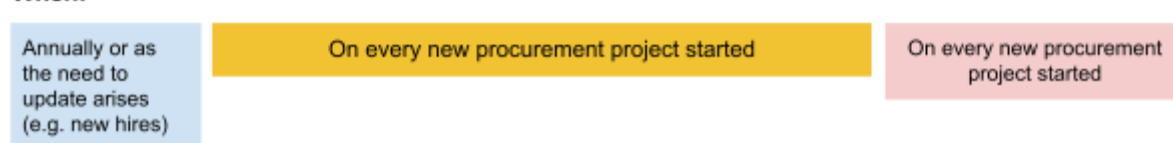
What:



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](#). In instances where the Agency has an exemption from using the eProcurement system for the procurement process, completed PDS forms shall be kept in the contract records at the Agency and be made available to the public upon request.

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

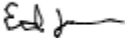
- 2.2.1. An agency director or designee (typically the procurement officer) shall inform the State Procurement Administrator when the first PDS is signed on a particular solicitation or purchase identified under section 1.2.
- 2.2.2. Agency director or designee shall submit the required information using 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 26th day of February, 2023, unless otherwise revised or repealed.



ED Jimenez (Feb 26, 2023 09:30 MST)

Ed Jimenez, State Procurement Administrator