

## STANDARD PROCEDURE No. 006

TITLE: **Document Standard**  
REVISION: **Number 3**  
DATE(s): Current Version: **8/17/2022**

Previous Version: **July 22, 2022**

### **STANDARD PROCEDURE**

#### **1. Required Solicitation Documents\***

- 1.1 Procurement officer develops a solicitation and uploads associated documents in APP as outlined on page 3 of the attached *APP Document Upload Guidelines and Naming Conventions*.
- 1.2 Per the attached *Guidelines*, the solicitation shall be uploaded in two separate attachments in the exhibits portion of the solicitation with each attachment titled using the standardized naming convention and including the elements identified in the *Guidelines*.
- 1.3 When a solicitation must be amended, a solicitation amendment document shall be uploaded which summarizes the changes made to the solicitation. Additionally, the procurement officer shall upload the revised Solicitation Requirements and/or the Solicitation Instructions document(s) as a new round in APP.
- 1.4 Any Attachments that require a supplier response must be included in the Financial Questions section of the solicitation.

- **See: *APP Document Upload Guidelines and Naming Conventions*** (Page 3)

#### **2. Required Solicitation Award Documents\***

- 2.1 Once responses have been evaluated, the procurement officer shall upload the evaluation and award documents to the RFx Exhibits tab in APP as outlined on page 4 of the attached *APP Document Upload Guidelines and Naming Conventions*.
- 2.2 Each exhibit shall be titled using the standardized naming convention..

- **See: *APP Document Upload Guidelines and Naming Conventions*** (Page 4)

#### **3. Required Contract Documents**

- 3.1 Once responses have been evaluated and the solicitation awarded, the procurement officer shall create a master agreement/contract and upload associated documents in APP as outlined on page 3 of the attached *APP Document Upload Guidelines and Naming Conventions*.
- 3.2 The master agreement/contract documents shall be uploaded utilizing a minimum of two separate documents: Contract Documents and Contractor Bid/Proposal Response. Each document shall be titled using the standardized naming convention and include the elements identified in the *Guidelines*.
- 3.3 As applicable, additional documents may be added to the master agreement/contract. These include, but are not limited to, Pricing, Plans, and Specifications. Each document shall be titled using the standardized naming convention and include the elements identified in the *Guidelines*.
- 3.4 Additional administration files shall be uploaded to the contract when they occur as outlined on pages 5 through 9 of the attached *APP Document Upload Guidelines and Naming Conventions*. These include Certificate of Insurance, Supplier Performance, Contract Administration and Contract Amendment documents. Each file shall be titled using the standardized naming convention and include the applicable elements identified in the *Guidelines*.

- **See: *APP Document Upload Guidelines and Naming Conventions*** (Pages 5 through 9)

#### **4. EFFECTIVE**

This Standard Procedure is hereby authorized and effective Aug 17, 2022 unless otherwise revised or repealed.

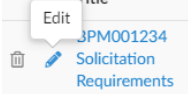

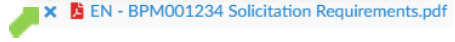
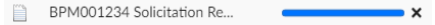
ED Jimenez (Aug 17, 2022 14:21 PDT)

Ed Jimenez  
State Procurement Administrator

## APP Document Upload Guidelines and Naming Conventions

### SOLICITATION

APP Document Title	APP Document Type	Required	APC Reference	Additional Information
[RFx No.] Solicitation Requirements	Solicitation Documents	<input checked="" type="checkbox"/>	A.R.S. § 41-2533(B) A.R.S. § 41-2534(B)(E) A.R.S. § 41-2535 A.A.C. R2-7-B301(C) A.A.C. R2-7-C301(C) A.A.C. R2-7-D302(A)	<p>One (1) PDF document or zip file to include:</p> <ul style="list-style-type: none"> <li>● Notice Page</li> <li>● Table of Contents</li> <li>● Scope of Work or Specifications</li> <li>● Special Terms and Conditions</li> <li>● Uniform Terms and Conditions</li> <li>● Federal Provisions (as applicable)</li> <li>● Exhibits</li> </ul> <p>For RFQs, solicitation requirements and instructions may be combined into one document.</p> <p><i>Note: Attachments that require a supplier to respond must be included in the APP questionnaire as "Attachment X Title". Example: Attachment 1 Offer and Acceptance.</i></p>
[RFx No.] Solicitation Instructions	Solicitation Documents	<input checked="" type="checkbox"/>	A.A.C. R2-7-B301(C) A.A.C. R2-7-C301(C) A.A.C. R2-7-D302(A)	<p>One (1) PDF document to include:</p> <ul style="list-style-type: none"> <li>● Special Instruction to Offerors</li> <li>● Uniform Instruction to Offerors</li> </ul>
[RFx No.] Plans and Specifications for [location]	Solicitation Documents	<input type="checkbox"/>	A.A.C. R2-7-B301(C) A.A.C. R2-7-D302(A)	As applicable.
[RFx No.] Solicitation Amendment [No.]	Solicitation Documents	<input checked="" type="checkbox"/>	A.A.C. R2-7-B303 A.A.C. R2-7-C303	One (1) PDF document to summarize changes made to the solicitation.

[RFx No.] Solicitation Requirements per Amendment [No]	Solicitation Documents	☒		<p>Document to be revised in APP using the following steps:</p> <ol style="list-style-type: none"> <li>Update APP Document Title: <ol style="list-style-type: none"> <li>In the amendment APP round, select edit icon.  </li> <li>On RFx Exhibits Tab, revise the APP the Document Title.  </li> </ol> </li> <li>Delete the previous document version: <ol style="list-style-type: none"> <li>Click on the delete icon.  </li> <li>In the confirmation pop-up, click ok.</li> </ol> </li> <li>Upload the amended document:  </li> </ol>
[RFx No.] Solicitation Instructions per Amendment [No]	Solicitation Documents	☒		

**SOLICITATION AWARD** (Attach in RFx Exhibits Tab)

APP Document Title	APP Document Type	Required	APC Reference	Additional Information
[RFx No.] Award Documents	General Documents	☒	A.A.C. R2-7-B314(C) A.A.C. R2-7-C317(B) A.A.C. R2-7-D303 (B)	One (1) combined PDF document or zip file to include: <ul style="list-style-type: none"> <li>Award letter(s) with executed Offer &amp; Acceptance</li> <li>Non-award letter(s)</li> </ul>
[RFx No.] Evaluation Documents	Evaluation Documents	☒	A.A.C. R2-7-B314(B)(E) A.A.C. R2-7-C316 A.A.C. R2-7-C317(A)(D)	One (1) combined PDF document or zip file to include: <ol style="list-style-type: none"> <li>Executive Summary</li> <li>Bid Recap or Signed Evaluation Report (Initial and BAFO consensus evaluations)</li> <li>Responsibility documentation (i.e. Back-ground checks, Debarment and Suspension check, License verification, Reference Checks)</li> </ol>

			A.A.C. R2-7-D303(C)(D) SP 043	<ol style="list-style-type: none"> <li>2. Determinations (i.e. Multiple Award, Nonresponsive Offer, Not Susceptible Offer)</li> <li>3. Clarification/negotiation documentation, including any sign-in sheets (as applicable).</li> <li>4. Evaluation documentation, including any sign-in sheets (as applicable).</li> <li>5. For RFQ, Evaluation Documents and Executive Summary may be combined.</li> </ol>
[RFx No.] Supplier Bids, [RFx No.] Supplier Proposals, or [RFx No.] Supplier Quotes	RFx Supplier Proposals	<input checked="" type="checkbox"/>	A.A.C. R2-7-B314(E) A.A.C. R2-7-C317(D) A.A.C. R2-7-D303(D)	<p>APP Document Title for <b>IFB</b> should be named: [RFx No.] Supplier Bids</p> <p>APP Document Title for <b>RFP</b> should be named: [RFx No.] Supplier Proposals</p> <p>APP Document Title for <b>RFQ</b> should be named: [RFx No.] Supplier Quotes</p> <p>Zip file to include all offers received. (Multiple zip files may be added depending on number &amp; size.)</p>
[RFx No.] Pre-Solicitation Documents	Pre-Solicitation Documents	<input checked="" type="checkbox"/>	A.R.S. § 41-2517 A.R.S. § 41-2533(C) A.A.C. R2-7-B301(B) A.A.C. R2-7-C301(B)	<p>One (1) combined PDF document or zip file to include</p> <ol style="list-style-type: none"> <li>1. Procurement Request (recommended)</li> <li>2. Significant Procurement Role (SPR) Disclosure Statements.</li> <li>3. SPR Procurement Activity Notification</li> <li>4. Determinations (i.e. Brand Name Specification, Multi-Term Contact)</li> <li>5. Affidavit of Legal Advertising (as applicable)</li> <li>6. Pre-Offer/Site Visit sign-in sheets (recommended)</li> </ol>

**CONTRACT**

APP Document Title	APP Document Type	Required	APC Reference	Additional Information
[Contract No.] Contract Documents	General Documents	<input checked="" type="checkbox"/>	A.R.S. § 47-2201 A.R.S. § 47-2204	One (1) combined PDF document or zip file to include: <ol style="list-style-type: none"> <li>1. Executed Offer and Acceptance</li> <li>2. Solicitation Requirements (to include revisions for all solicitation amendments and negotiated terms, as applicable)               <ol style="list-style-type: none"> <li>a. Table of Contents</li> <li>b. Scope of Work or Specifications</li> <li>c. Special Terms and Conditions</li> <li>d. Uniform Terms and Conditions</li> <li>e. Federal Provisions (as applicable)</li> <li>f. Exhibits (as applicable)</li> <li>g. Executed Construction Contractor Agreement/Design Agreement (Article 5)</li> </ol> </li> </ol>
[Contract No.] Pricing	General Documents	<input checked="" type="checkbox"/>		APP contract catalog (recommended) One (1) Excel document (as applicable)
[Contract No.] Plans and Specifications for [location]	General Documents	<input type="checkbox"/>		As applicable.
[Contract No.] Contractor Bid Response or [Contract No.] Contractor Proposal Response or [Contract No.] Contractor Quote	General Documents	<input checked="" type="checkbox"/>		Zip file to include awarded contractor's response in its entirety, both initial and BAFO as applicable.

[Contract No.] Certificate of Insurance	Insurance Documents	☒		<p>Per contract terms, include a PDF document or zip file for relevant COI to be named as follows:</p> <ol style="list-style-type: none"> <li>1. File name example 1 (single COI):  YYYY-MM-DD COI</li> </ol> <p>Note: YYYY-MM-DD indicates the earliest expiration date on the certificate.</p> <ol style="list-style-type: none"> <li>2. File name example 2 (multiple COI):  YYYY-MM-DD COI Coverage type i.e. 2020-03-31 COI GL WC</li> </ol> <p>Note: YYYY-MM-DD indicates the earliest expiration date on the certificate. Types of coverage include: (GL - General Liability, AL - Automobile Liability; WC - Worker's Compensation; PL - Professional Liability; etc.)</p>
[Contract No.] Supplier Performance	General Documents	☒		<p>Zip file for performance related documents. Documents include (as applicable):</p> <ol style="list-style-type: none"> <li>1. Vendor Performance Report YYYY-MM-DD VPR [No.]</li> <li>2. Corrective Action Requests YYYY-MM-DD CAR [No.]</li> <li>3. Performance Improvement Plan YYYY-MM-DD PIP [No.]</li> <li>4. [Contract No.] Demand for Assurance YYYY-MM-DD</li> <li>5. [Contract No.] Stop Work Order YYYY-MM-DD</li> <li>6. [Contract No.] Notice of termination YYYY-MM-DD</li> </ol>
[Contract No.] Contract Administration Documents	General Documents	☒		<p>Zip file to include PDF documents labeled as follows (as applicable):</p> <ol style="list-style-type: none"> <li>1. [Contract No.] Post Award Documents <ol style="list-style-type: none"> <li>a. Post Award Sign-In Sheet</li> <li>b. Payment and Performance Bonds</li> <li>c. Certified Mail Receipt Returned Bid Bond</li> <li>d. Safety Plan</li> <li>e. Schedules</li> </ol> </li> </ol>

				<ul style="list-style-type: none"> <li>2. [Contract No.] Employment Verification YYYY-MM-DD</li> <li>3. [Contract No.] Price Increase request YYYY-MM-DD (if denied, include request and agency response)</li> <li>4. Contract correspondence documents <ul style="list-style-type: none"> <li>a. [Contract No.] Memo to File YYYY-MM-DD</li> <li>b. Other correspondence as needed</li> </ul> </li> </ul>
[Contract No.] Contract Amendment [No.]	General Documents	<input checked="" type="checkbox"/>	A.A.C. R2-7-702	<p>One PDF file which may include the following as applicable:</p> <ul style="list-style-type: none"> <li>1. If extending contact term, responsibility documentation (i.e. Debarment and Suspension check, License verification)</li> <li>2. If granting a price increase, the supplier request, and agency analysis with fair and reasonable determination</li> </ul>

### Abbreviations for Use in Naming Conventions

Full length	Abbreviation
Administration	Admin
Affidavit	Aff
Amendment	Amend
Certificate	Cert
Clarification	Clar
Contract	Cont
Contractor	Contr
Correspondence	Corr
Documents	Docs
Evaluation	Eval
Executive Summary	Exec Sum
Instructions	Instr
Insurance	Ins
Negotiation	Neg
Payment	Pay
Performance	Perf
Plans	Pln
Proposal	Prop
Requirements	Require
Response	Resp
Scope of Work	SOW
Significant Procurement Role	SPR
Solicitation	Solic
Specifications	Spec
Summary	Sum
Termination	Term
Terms and Conditions	Ts&Cs
Vendor Performance Report	VPR