



## STANDARD PROCEDURE No. 041

TITLE: **Purchasing from General Services Administration Schedules**  
REVISION: **Number 2**  
DATE(s): Current Version: **November 1, 2022** Previous Version: **November 1, 2013**

### I. Description and References

Standard Procedure for Purchasing Materials and Services from a General Services Administration (GSA) Schedule or Contract.

Federal Reference: [40 USCS §§ 501-502](#)  
[Section 211 of the E-Government Act of 2002](#)  
[GSA.gov](#)

GSA-Specific State Requirements:

[A.R.S. § 41-2558](#) General Services Administration Contracts  
[A.A.C. R2-7-G304](#) General Services Administration Contracts

See also:

[A.R.S. § 35-151](#) Encumbrance documents; Issuance and disposition  
[A.R.S. § 35-154](#) Unauthorized obligations; effect; liability  
[A.R.S. § 41-2535](#) Procurements not exceeding a prescribed amount, small businesses; simplified construction procurement program  
[A.R.S. § 41-2636](#) Procurement from, certified nonprofit agencies that serve individuals with disabilities and Arizona correctional industries; definitions  
[A.A.C. R2-7-201](#) State Procurement Administrator: Duties and Qualifications  
[A.A.C. R2-7-202](#) Delegation of Procurement Authority to State Governmental Units  
[A.A.C. R2-7-203](#) Agency Chief Procurement Officer  
<https://app.az.gov/> Arizona Procurement Portal or the State's current eProcurement System

### II. Standard Procedure

#### 1. REVIEW AND DETERMINATION

- 1.1 **Receive and Review Purchase Request:** Receive and review the Purchase Request, including the total aggregate cost per year. For those agencies that do not have authority to purchase from GSA schedules in their delegations, please reach out to your EPS liaison for assistance.
- 1.2 **Verify Non-Availability:** Verify that material or service is not available from an existing State contract or an existing State agency contract. Determine that the material or service is not available or it is not practicable to purchase from the State's Set-Aside Procurement Program providers. For purchases of less than \$100,000, determine that the required material or service is not available or it is not practicable to purchase from a small business.
- 1.3 **Conduct Market Analysis:** Analyze the market to determine if GSA pricing is fair and reasonable. The analysis and a justification for the use of GSA shall be signed, dated, and maintained in the procurement file.

- 1.4 Seek Competition Among GSA Contractors: If more than one contract is available under GSA schedules, a competitive method for improving pricing and contractual terms may be utilized; seek as much competition among GSA contractors as practicable. Required state terms and conditions must be accepted by the GSA contractor.
- 1.5 Prepare Written Determination: Verify and document all required elements of the written determination.

## 2. REVIEW AND DETERMINATION

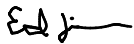
- 2.1 Submit Determination and Documentation: Submit written determination with all supporting documentation attached to either: the State Procurement Administrator via [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov), or the agency's Chief Procurement Officer if aggregate amount is within agency's delegation for approval.
- 2.2 Verify Vendor Registration: Verify GSA Contractor is registered in the State's eProcurement system.

## 3. ISSUE PURCHASE ORDER

- 3.1 Create and Send Purchase Order: Upon approval of the written determination to purchase material or services from the GSA Contractor, create and send the Purchase Order to the selected GSA Contractor utilizing the State's eProcurement System. Attach approved determination and supporting documents to the requisition. Select the "GSA" indicator under "Special Purchase Type" when creating the requisition.

### III. Effective

This Standard Procedure is hereby authorized and effective this 1st day of November 2022, unless otherwise revised or repealed.



[ED Jimenez \(Nov 1, 2022 09:56 PDT\)](#)

Ed Jimenez, State Procurement Administrator

Nov 1, 2022

Date