



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

STANDARD PROCEDURE INDEX

DATE(s): **October 27, 2021**

Administration			
Number	Title	Date	Revision
SP 001	Contractor Compliance with the Arizona Legal Workers Act	11/01/2013	6
SP 002	Approving Subcontractors After Contract Award	03/15/2012	0
SP 003	Significant Procurement Role	10/01/2021	2
SP 004	Unassigned		
SP 005	Unassigned		
SP 006	Document Standards	02/05/2021	1

ProcureAZ			
Number	Title	Date	Revision
SP 020	ProcureAZ Support and Escalation <i>(Removed from website)</i>	04/24/2011	2
SP 021	ProcureAZ Downtime Affects Bid Availability and Vendor Response Time <i>(Removed from website)</i>	05/03/2012	0
SP 022	ProcureAZ Receiving <i>(Removed from website)</i>	10/01/2011	0
SP 023	Master Contract Setup in ProcureAZ <i>(Removed from website)</i>	05/22/2015	0
SP 024	ProcureAZ Request for Proposal (RFP) Invitation for Bid (IFB), Request for Quotation (RFQ) <i>(Removed from website)</i>	02/02/2015	4
SP 025	Reverse Auctions <i>(Removed from website)</i>	02/02/2015	2
SP 026	Pricing in ProcureAZ <i>(Removed from website)</i>	10/01/2011	0
SP 027	Master Blanket Purchase Order (Contract) Input/Set Up <i>(Removed from website)</i>	10/01/2011	0
SP 028	Unassigned		
SP 029	Contacting the ProcureAZ Help Desk for Information to Respond to a Vendor Protest <i>(Removed from website)</i>	08/15/2012	0

Procurement			
Number	Title	Date	Revision
SP 040	State Contract Waivers for Off-Contract Purchases	02/02/2015	2
SP 041	Purchasing from General Services Administration Schedules	11/01/2013	1
SP 042	Pre-Offer Conference	02/02/2015	1
SP 043	Evaluations and Discussions	9/13/2013	1
SP 044	Construction Documentation Submission for Statutory Review Prior to Contract Award	02/02/2015	2

The Standard Procedures are posted on the State Procurement Office website: <https://spointra.az.gov/resources/standard-procedures>

NOTE: The Standard Procedures are provided as a resource to the Procurement Officers of the Agencies, Boards and Commissions of the State of Arizona. While the Standard Procedures are an example of a legally compliant, procedurally efficient and fiscally prudent process, they are not intended to represent the only such process allowable under the Arizona Procurement Code, A.R.S. §41-2501, et. Seq. Depending on the circumstances surrounding a given procurement, deviation from a Standard Procedure may be necessary and/or preferable. Procurement Officers should consult with their Agency Chief procurement Officer and/or the State Procurement Office if they have any questions regarding the application of this Standard Process.