ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE

STANDARD PROCEDURE INDEX

Date Revised: **04/29/2022**

Administration			
Number	**Title**	**Date**	**Revision**
SP 001	Contractor Compliance with the Arizona Legal Workers Act	12/10/2021	7
SP 002	Approving Subcontractors After Contract Award	04/29/2022	1
SP 003	Significant Procurement Role	10/01/2021	2
SP 004	Unassigned		
SP 005	Unassigned		
SP 006	Document Standard	02/03/2021	1

ProcureAZ			
Number	**Title**	Date	**Revision**
SP 020	REPEALED ~~(ProcureAZ Support and Escalation)~~	~~04/24/2011~~	~~2~~
SP 021	REPEALED ~~(ProcureAZ Downtime Affects Bid Availability and Vendor Response Time)~~	~~05/03/2012~~	~~0~~
SP 022	REPEALED (~~ProcureAZ Receiving)~~	~~10/01/2011~~	~~0~~
SP 023	REPEALED (~~Master Contract Setup in ProcureAZ)~~	~~05/22/2015~~	~~0~~
SP 024	REPEALED (ProcureAZ Request for Proposal (RFP)) Invitation for Bid (IFB), Request for Quotation (RFQ)	~~02/02/2015~~	~~4~~
SP 025	REPEALED (~~Reverse Auctions)~~	~~02/02/2015~~	~~2~~
SP 026	REPEALED (~~Pricing in ProcureAZ)~~	~~10/01/2011~~	~~0~~
SP 027	REPEALED (Master Blanket Purchase Order (Contract) Input/Set Up)	~~10/01/2011~~	~~0~~
SP 028	Unassigned		
SP 029	REPEALED (~~Contacting the ProcureAZ Help Desk for Information to Respond to a Vendor Protest)~~	~~08/15/2012~~	~~0~~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	04/29/2022	2
SP 043	Evaluations and Discussions	11/5/2013	2
SP 044	Construction Documentation Submission for Statutory Review Prior to Contract Award	07/16/2018	3

The Standard Procedures are posted on the State Procurement Office website: ttps://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.