

## SPO Newsletter

Volume 1, Issue 1  
FY23 Q1

*Our vision is to be the #1 state procurement office in the nation,  
where adding value is the norm and customer service is second to none.*

### Changes to the Arizona Procurement Code

On August 2, 2022, the Governor's Regulatory Review Council (GRRRC) approved SPO's expedited rulemaking. Changes were made to a number of sections of the [Arizona Procurement Code](#). Changes to the Code will also be reflected on our site after the September 24th effective date for new statutes. We want to highlight a few of the revised rules.

**A.A.C. R2-7-B307 and R2-7-C307** – Updated language in the late bid and offer rules to make clear that potential suppliers should allow themselves sufficient time to properly file their bids and offers in the State's eProcurement system, so they are not excluded as late.

**A.A.C. R2-7-C315** – Easier procurement officer use of the second best-and-final offer in solicitations to allow for more negotiations as needed.

**A.A.C. R2-7-511** – Increased use of job order contracting (JOC) consistent with current best practices in construction contracting (up to \$2M).

**A.A.C. R2-7-B902** – Updates to the contract claims rules to promote negotiated resolution of claims to reduce litigation, with flexible timetables to complete negotiations.

[SPO Alert: New Forms for Israel Boycott Ban and Forced Labor of Ethnic Uyghurs](#)

### We need your help!

SPO is in the process of updating the [Uniform Terms and Conditions](#) and will be accepting feedback through **Friday, October 7, 2022**. The existing Uniform Terms and Conditions on the SPO website were last finalized in 2013. Updating the Uniforms has been a cross-functional effort with agency representatives, ADOA Homeland, ASET, Attorney General's Office, and ADOA Risk Management. Please provide feedback:

**GIVE FEEDBACK**

Please contact **SPO Compliance** at [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov), with any questions.

### Join us! Strategic Negotiations & Initiatives Meetings



Sign up via this [link](#) to receive a calendar invite to the meeting(s).

SPO has weekly **Strategic Negotiations Meetings** every Tuesday from 2:00 p.m. - 2:45 p.m.

This is a peer review opportunity to provide and obtain constructive feedback and approval to continue with solicitation steps.

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## Strategic Negotiations & Initiatives Meetings (continued)

To attend these meetings, use the **Google Meet** invite link ([meet.google.com/xtn-enur-eno](https://meet.google.com/xtn-enur-eno)) or dial: (US) +1 385-645-6669, PIN: 156 422 483#

There are also **SPO Strategic Initiatives Updates Meetings** on the 1st and 3rd Thursdays for the remainder of the calendar year from 3:00 p.m. - 4:00 p.m.

To attend these meetings, use the **Google Meet** invite link ([meet.google.com/oyt-fzyz-ppr](https://meet.google.com/oyt-fzyz-ppr)) or dial: (US) +1 318-501-3139, PIN: 823 512 388#

## New TB 002 Requirements

To keep state procurement moving forward, SPO has added continuing education to the requirements for delegated authority under [Technical Bulletin \(TB\) 002](#), in a new Section H. State employees with delegations of procurement authority up to \$10,000 are required to attend 10 hours of training each fiscal year, while those with delegations of procurement authority over \$10,000 are required to attend 20 hours of training each fiscal year. For ease of compliance, [the accompanying FAQ](#) answers commonly asked questions.

## Technical Bulletins (TB) and Standard Procedures (SP)

Get your mop! It is SP and TB cleanup time! Updating TBs, SPs, policies, and documents can take time. Compliance has been focused on updating standard procedures and technical bulletins to ensure they are up-to-date and applicable with current best practices. When documents are updated, they are uploaded to the [SPO For Agencies website](#) with a revision date next to them to indicate which policies are new or recently revised. Please take some time to review the updated documents.

## State Procurement Academy

**Training sessions available** through the SPO Academy. Training covers the basics of Arizona State Procurement, requests for proposals, requests for quotations, risk assessment, negotiations, and more.

**FIND OUT MORE  
ABOUT TRAINING**

## Updated Resources

The following documents were substantially updated and within the last year. The new versions of these documents are on the [SPO For Agencies website](#):

Posted on the [Procurement Regulations section](#):

- Arizona Procurement Code
- TB 002 and FAQ - Delegation of Procurement Authority
- TB 003 - Procurement Compliance Reviews
- TB 005 - Cooperative Procurement
- TB 043 - Inquiries and Other Pre-Offer Exchanges

Posted on the [Standard Procedures section](#):

- SP 001 - Contractor Compliance with the Arizona Legal Workers Act
- SP 002 - Approving Subcontractors After Contract Award
- SP 003 - Significant Procurement Role
- SP 006 - Document Standard
- SP 042 - Pre-offer Conference

Posted on the [Standard Forms and Documents section](#):

- SPO Form 105 - Brand Name Authorization (**new**)
- SPO Form 107 - Certificate of Delegated Procurement Authority Request (**new**)
- SPO Form 108 - Greater than 25% Increase (**new**)
- SPO Form 205 - Forced Labor of Ethnic Uyghurs Ban (**new**)
- SPO Form 207 - Control Self-Assessment
- SW 008 - VPR Escalation Process for Statewide Contracts (**new standard work**)

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## SPO Compliance Unit Updates

### Procurement Compliance Reviews (PCR)

SPO Compliance's new metric for FY23 is to complete 12 PCRs or one per month, after exceeding our FY22 goal of 10 PCRs for the year.

PCRs are completed by the Compliance team in accordance with Arizona Administrative Code (A.A.C.) R2-7-201(B)(6) and SPO Technical Bulletin 003. As a reminder, the PCR is not punitive in nature. It is the intention of Compliance to bring attention to areas in need of improvement to give state governmental units an opportunity to implement training in those areas.

### Green Belt Project

"Set your goal and keep moving forward." – Georges St-Pierre

SPO is focused on adding value to the procurement process. The on-going SPO Library Green Belt Project team aims to standardize procurement decision-making. Led by Jenn Calimag and overseen by Alan Hirtle, SPO Library is focused on creating a library of procurement templates and standard work documents for determinations under the Arizona Procurement Code. Templates will be editable, so state governmental units can add their own letterhead on the document and paste the language from evaluation documents and executive summaries.

Thank you to the rest of the members on the team across multiple state governmental units and to the Template Review Board, responsible for approval and finalizing the determinations templates: Jim Atkins, Crista Clevenger, Cyndi Hawk, Jessica Klein, Abby Medina Silas, Steve Nettles, Ken Sanchez, Kim Shelley, Charlie Stevens, and Kerry Wells. Be on the lookout for future updates and notifications.

**Puncurement: "There's no business like SPO business!"**



## Compliance Hotline

Have you come across a procurement issue that may require intervention from SPO Compliance to resolve? Though SPO encourages state employees to try to resolve these issues at the agency level, the Compliance Hotline is an option when a resolution cannot be reached.

Reporting procurement issues to SPO Compliance is a simple process. Before submitting, be sure to confirm that the issue is within the jurisdiction of SPO Compliance. Such issues include procurement actions of most state governmental units, questions regarding Arizona procurement law, policy, and ethics, or issues related to Arizona state contracts and suppliers.

When using the Compliance Hotline, you will be given the option to remain anonymous. It is important to note that choosing to remain anonymous means that SPO Compliance will not be able to reach out for more information or let you know how and when the issue is resolved.

**COMPLIANCE HOTLINE**

As always, we are here to help. If you have any questions, please reach out to [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov).