



SPO Newsletter

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FY23 Q3

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.

March is Procurement Awareness Month! Extending our gratitude to procurement officers statewide - thank you for all that you do.

Congratulations to the New Chief Procurement Officers:

The following individuals have taken on new Procurement Officer roles this quarter:

- **Kimberly Battista** (Arizona Corporation Commission),
- **Shaina Ganatra** (Board of Athletic Training), and
- **Greg Ensell** (Secretary of State).

If you are new to your Chief Procurement Officer role it is imperative that SPO is notified and a new Delegation is issued. SPO Form 107 is available for new or amended delegations of procurement authority and described in detail below. Please reach out to SPOCompliance@azdoa.gov with any questions!

Please join us in welcoming our new ADOA Deputy Director, [Sean Price!](#)

SPO Library

- 103(C) Confidential Information
- 702 & 705 Cost and Pricing Data
- A901(E) Additional Time to Protest
- A901(G) Notice of Protest Receipt

- A902 Stay of Protest Received
- A902 Stay of Protest During the Protest
- A903 ACPO Protest Decision
- A903(C) ACPO Protest Decision Extension Request
- A908 Agency Report
- A908(B) Agency Report Extension Request
- A910 Informal Settlement Conference Notice
- B308 (IFB) Cancellation of Solicitation After Receipt of Offers and Before Award
- B310 (IFB) Offer Mistakes Discovered After Offer Opening and Before Awards
- B313 (IFB) Responsibility
- B316 (IFB) Multistep Sealed Bidding
- B905 Referral for Claim Resolution (State Claim Against Contractor)
- C308 (RFP) Cancellation of a Solicitation After Offer Due Date and Time
- C311 (RFP) Not Susceptible for Award
- C312 (RFP) Responsibility
- C317 (RFP) Contract Award and Executive Summary
- D301(4) Procurements Not Exceeding \$100,000; Not Practicable to Quote
- D302(C)(2)& (3) (RFQ) Non-Small Business Solicitation
- D303 RFQ Contract Award and Executive Summary

Link to File:

https://drive.google.com/drive/folders/1gAbzy0ZBXgADfONohNvMEwk18y2-gB5L?usp=share_link

Join us!



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.

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

To attend these meetings, use the **Google Meet** invite link (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) or dial:

(US) +1 318-501-3139, PIN: 823 512 388#

What is the Set Aside Program?

The State Set-Aside Committee and the resulting program administered by the State Procurement Office (SPO) is established in the State's Procurement Code by statute, and aims to increase economic opportunities for individuals with disabilities and rehabilitated and reformed inmates. The Set Aside Program assists governmental units in their endeavor to set aside at least one percent 1% of their new purchases or contracts for any products, materials and services from Certified Non-Profit Agencies serving individuals with disabilities and the Arizona Correctional Industries (ACI).

Below is a list of the current Statewide Set Aside Contracts. Additional information can be found at <https://spo.az.gov/set-aside-contracts> or contacting the Set Aside Chair at Yanneth.montes@azdoa.gov.

SPO Trainings

Training is an integral part of keeping up to date with your knowledge of all things Procurement. Some of the new training that have taken place:

[New RFP Documents](#) and [Uniform and PO Terms and Conditions](#): Deputy AD from Compliance, Jessica Klein, walked through the new RFP Documents and recent changes to the Uniform and PO Terms and Conditions.



Training sessions are happening both virtually and in-person. Some of the new training offered include Off-Contract Authorization, RFP Executive Summary, Basics of IT Procurement, and Basics of Construction and Design Procurement.

SPO Academy Training

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. The new versions of these documents are on the SPO For Agencies website:

The [Standard Forms and Documents section](#):

- Request for Proposal (RFP) Templates
- Request for Quotation (RFQ) Template
- Terms and Conditions
- SW 013 - Sub-Delegation Template

Delegations!

As we enter 2023, many Certificates of Delegation are coming up for renewal. To ensure that there are no delays in getting your agency a delegation, complete all required training courses as outlined in TB 002. To request new or change in delegation, the [SPO Form 107](#) should be submitted to SPOCompliance@azdoa.gov. Keep in mind that sub-delegates must also have their training complete.

SPO Compliance has released a new version of the Certificates of Delegation along with optional Certificates of Sub-Delegation. Don't worry, your current Certificates are still valid until their respective expiration dates, however if you'd like the newest version you can request a renewal of delegation through the [SPO Form 107](#). With the newest version of delegations, Sub-Delegation Certificates are also provided for you to easily keep track of who has sub-delegated authority. These new Sub-Delegation Certificates are not mandatory and are not sent to SPO. The [SPO 208 Sub-Delegation report](#) must still be submitted twice a year and when any change in sub-delegation occurs. Please ensure that the most recent version of SPO Form 208 is used, as reporting training hours is a requirement for delegations. More information on how to use the

new Sub-Delegation Certificate can be found on the SPO Website via [SW 013](#).

Puncurement:



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 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. As always, we are here to help. If you have any questions, please reach out to SPOCompliance@azdoa.gov.

COMPLIANCE HOTLINE