



ARIZONA

DEPARTMENT OF ADMINISTRATION
PROCUREMENT



SPO Newsletter

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FY23 Q4

*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.*

Welcome to the 4th of July edition of the SPO newsletter!

In this edition, you'll:

- Learn about the new APP Upgrade coming soon!
- Hear about Diana Landeros from DHS being featured on a Podcast
- Keep up with new updates to SPO Forms and Procurement Regulations

APP 176 Upgrade

Big updates are coming to APP and Guy Mauro has provided some answers to your burning questions:

Q: What are the objectives of this update, what is it trying to accomplish? What is the timeline for the upgrade (including testing)?

A: This new update will improve stability along the platform and include some exciting helpful features, like tagging people and the chat bot. The upgrade is currently scheduled to go live in November.

Q: Will this change how procurement officers use APP and where can they find quick reference guides (QRGs) to help them? Will there be training before the update goes live?

A: The general process should stay the same for procurement officers. We will provide training sessions on new features (in-person and through QRGs) before the upgrade goes live, so everyone is up-to-date.

Q: Where can suppliers go if they have APP issues?

A: If there are any issues, the same process would be used. They can seek help either through the [APP Help Desk Website](#) or by calling (602) 542-7600.

Q: Will this interfere with any solicitations or POs that are still pending during the update?

A: No. Pending solicitations and POs should not be affected.

Q: What improvements have been implemented with this upgrade process that will help ensure a smooth go-live experience?

A: The APP Testing and Training teams have implemented more robust testing and training processes that will help to ensure a smooth transition into the 176 environment.

Q: Will we get information from Ivalua regarding changes in terminology or details on what exactly was changed?

A: The majority of terminology will be staying the same. Any changes made during this upgrade will be provided in QRGs.

Q: What's the message you want to get to procurement officers?

A: This is an exciting update. Not only will overall stability be improved, there will also be enhanced functionality with a chat bot to guide users through different processes. Overall, we are looking to make everyone's life a bit easier.

To keep up to date with the APP 176 Upgrade tune into the [Upgrade Dashboard](#) that's updated everyday!



ADOA Staff Meeting

Thank you to everyone who came out to our ADOA Staff Meeting. It was great to see everyone's faces. We had announcements from Ed, games, and food! If you weren't able to make it, we hope to see you here at the next one!



Pictured: SPO In-Person Department Meeting Paper Tower team building game

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#

SPO Determinations Library

The SPO Determinations Library is complete!! The SPO Determinations Library scope was to pilot determination templates that procurement officers may use and issue during their procurement projects. It now covers 100% of these determinations! That said, we are always looking to improve; please fill out [this survey](#) to provide feedback on our Library. For more information, you can watch Jessica Klein and Jenn Calimagon on ADOA Connect Live [here](#)!

Interns!

Our Interns here at SPO have been hard at work helping out our teams. While we recently said goodbye and happy graduation to Evan Nguyen, we have also added on Ashley Anderson and Maya Rathore to the team!

Henry Vo is studying Supply Chain Management and Computer Information Systems at ASU and is helping out with the APP Help Desk team. Helya Khalighy graduated from ASU this past Spring with 2 BAs in Business Law and Global Management and will be staying on helping out the SPO Compliance team. Ashley Anderson is studying Supply Chain Management and is helping the EPS. Maya Rathore is studying Supply Chain Management and is helping the SPO Tech team.



Pictured Left to Right: Ashley Anderson, Evan Nguyen, Helya Khalighy, and Henry Vo



Puncurement:



DHS The Big Bid Theory Podcast!

Diana Landeros from the Department of Health Services was a featured guest on the procurement podcast, The Big Bid Theory. Listen as she discusses government purchasing

Watch now on [Apple Podcast](#), [Spotify](#), or [YouTube](#)!

THE BIG BID THEORY
Home of Crazy Bids you can win!

NEW EPISODE
DIANA LANDEROS

PROCUREMENT SPECIALIST
AZ DEPT OF HEALTH SERVICES

Diana contributes her unique insights into working within the world of government purchasing: the positives, challenges, and yes, plentiful opportunities. Hear what she shares in the "magic wand" segment of Episode #1 of Season 9!

'Procurement Month and Launch of Season 9 Celebrations'

Season 9 | Episode 1

Updated Resources

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

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

- Frequently Asked Questions on Delegated Authority (TB 002)

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

- SPO Form 110 - Annual Procurement Disclosure Statement (APDS)
- SPO Form 120 - State Employee Procurement Disclosure Statement (PDS)
- SPO Form 130 - Non-State Employee Procurement Disclosure Statement (PDS)
- SPO Form 203 - Offer and Acceptance
- RFQ Template
- Solicitation Requirements
- Solicitation Instructions to Offerors
- Uniform Terms and Conditions 10.4

Uniform Terms and Conditions 10.4

With new Executive Orders come new changes to the Uniform Terms and Conditions. This update includes Executive Order Nos. 2023-09 & 2023-10 which adds language on Prohibiting Race-Based Hair Discrimination and Protecting the State's Cybersecurity Interests. Find the new Uniform Terms and Conditions on the [SPO For Agencies website](#).

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**



Trainings

New Basics of IT Procurement Training

Thank you to the Basics of IT Procurement training group composed of Louis Anaya, Micheal Hillebrand, Jim Atkins, and John Jimenez for providing an informative and productive course. The course was attended by over 80 participants and received a 92% (4.6 out of 5) customer satisfaction score. Thanks to everyone that attended this training session. If you were unable to attend, we will offer more opportunities in the new fiscal year.

In-Person Request for Proposal Training

Thank you to the RFP trainer group - Louis Anaya, Kerry Wells, Stacy Ingalls, Gina Corwin, and John Jimenez - for providing an informative and productive course. The course was attended by over 50 participants and received a 96% (4.8 out of 5) customer satisfaction score. Thanks to everyone who attended this in-person training session!



Pictured: SPO In-Person RFP Training

Compliance Hotline

Have you come across a procurement issue that may require help 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 to you 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.

We wish you all a Happy Fourth of July and new Fiscal Year!

