

SPO Newsletter

Volume 2, Issue 1
FY24 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.*

Welcome to the One Year Anniversary of the SPO newsletter!

In this edition, you'll:

- Welcome new members to SPO
- Celebrate recent awards
- See different conferences we attended
- Get informed on our updated resources

FY23 Recap

FY23 was a busy one once again. We've had many updates to our Forms, Technical Bulletins, Standard Procedures, and even the Arizona Procurement Code. We've welcomed many new coworkers to the State including our new ADOA Deputy Director Sean Price and ADOA Cabinet Executive Officer (CEO) Elizabeth Alvarado-Thorson. SPO has also been able to expand its team building by offering more in-person training and meetings throughout this past year.

Looking into FY24, we are excited to launch upgrades to APP this fall!



Pictured (left to right): Michael Hillebrand, Ed Jimenez, John Red Horse, and Randy Williams at the SECC golf event on September 14, 2023.

Welcome to the SPO Team!

Lex Sargento joined as the CPO for the Arizona Department of Child Safety.

Paul Evans, Connie Rollins, and Monica Ruiz joined the SPO Enterprise Procurement Services team.

Curtis Rohlfs joined the Physical Commodities & Professional Services team.

Cronin Award

The SPO Determinations Library was recognized with the Bronze Medal for this year's George Cronin Awards for Procurement Excellence! The George Cronin Award is recognized as a premier achievement for innovative public procurement and pays homage to a founder and the first president of NASPO for his devotion to improving governmental purchasing. Two SPO Compliance team members, Jessica Klein and Jenn Calimag, were invited to participate in the 2023 Annual Conference held September 17th-20th, in Atlanta, Georgia, where Jessica presented to procurement leaders nationwide on the SPO Library project. Congratulations to the whole SPO Library Team: Abigail Medina Silas (Gaming), Charlie Stevens (Parks), Crista Clevenger, Jenn Calimag, Jessica Klein, Jim Atkins, Kim Shelley, and Cyndi Hawk (former ADOA).



Pictured: Jennifer Calimag and Jessica Klein

Congrats Jackie Nez!



Pictured (left to right): Alex Ong, Jackie Nez, and Jeremy Karelsen

On August 23, 2023 DCS Support Services Division held their quarterly All-Staff meeting.

Jackie Nez was recognized for her invaluable efforts during a critical Guardian transition. Guardian is a new computer system that was launched in 2021. Her meticulous approach ensured that new providers and contracts were seamlessly entered and created, while maintaining a high standard of timeliness and accuracy.

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**

Join us!



SPO has bi-weekly **Strategic Initiative Updates Meetings** every other Wednesday from 1:00 p.m. - 2:00 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#

League of Cities and Towns

SPO and General Services Division members recently attended the League of Cities and Towns Annual Conference. This conference is a great way for cities and towns to learn and connect with each other, and for SPO to showcase the availability of our contracts that are available for use.

SPO was proudly a Gold Sponsor to the event with a table top exhibit. More than 1,000 people attended the conference from every corner of Arizona. It was a great opportunity to share information about our Cooperative Program and network directly with cities' and towns' mayors, council members, etc.



Pictured (left to right): Julia Ladner, Amber Whitney, Helya Khalighy, and Mark Gross (Not pictured Dustin Deason)

NASPO Reach

In July, NASPO held its Reach conference in the lovely Cleveland, Ohio. The NASPO REACH Conference leverages the collective experience of state procurement staff. By sharing best practices and innovative approaches to state procurement, REACH provides education for front-line staff to learn from and replicate in their states. Members had the opportunity to engage with other members, creating connections and building networks to support their professional careers.

Thank you Teena!

Teena Ziegler recently retired from SPO after serving 10 years with the State of Arizona! Teena worked as a Procurement Manager for the SPO Enterprise Procurement Services (EPS) for Limited Agencies, Boards, and Commissions team assisting dozens of agencies with their procurement needs. Thank you for your service Teena!



Updated Resources

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

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

- TB 047 - Conformance to Solicitation Terms and Conditions

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

- SP 043 - RFP Development, Evaluation, and Award

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

- Solicitation Instructions to Offerors
- Solicitation Attachment - Letter of Insurability
- Purchase Order (PO) Terms and Conditions

A participating addendum template is also available, upon request.

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 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.