

## SPO Newsletter

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FY24 Q2

*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.*

### In this edition, you'll:

- See the new SPO team members
- Learn about the new CoOp Fee
- Get informed on our updated resources

### SPO Staff Updates - From ADOA CEO Elizabeth Thorson

We wanted to reach out to you and provide a leadership update. Ed Jimenez has started his retirement journey and we want to take the opportunity to thank him for his leadership over the past five years. We appreciate Ed's service to the state and his commitment to working closely with the new State Procurement Administrator to ensure a seamless transition.

We are pleased to announce that David Steuber is the new State Procurement Administrator and Assistant Director of SPO. Prior to joining ADOA, David served as the Chief Procurement Officer of the Arizona Department of Economic Security, the State's largest agency. Prior to that he served in multiple roles leading and performing business, financial, and operations functions of various Arizona Department of Economic Security divisions and brings a wealth of experience of delivering value to customers and ensuring compliance with all State and Federal policies, regulations, and laws.

David will be reaching out during the first quarter to schedule introductory meetings so keep an eye out for that. We are excited to have him on board and we are looking forward to continuing to work closely with our agency partners to achieve great things for the state!

Sincerely,  
Elizabeth Thorson

### Puncurement:



### 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](https://meet.google.com/oyt-fzyz-ppr)) or dial:

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

### Happy New Year!

With many agencies working remotely, including SPO, the holiday season is a great time of year for everyone to get together and see each other in



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person. ADOA had an agency-wide holiday party at the Wesley Bolin Memorial Plaza in early December, while SPO had a holiday get-together as well. These in person events allow us not only to meet your coworkers in person, but also for people to be recognized for their achievements over the past year. We hope everyone with the State has had a great end of the year / beginning to 2024!

## Other Changes at SPO

Recently we have had some restructuring to our SPO teams to better serve state agencies. Kerry Wells (former Senior Compliance Manager) and Elena Adame joined the Arizona Department of Corrections, Rehabilitation, & Reentry as CPO and Deputy CPO respectively, and Kim Shelley from Compliance moved to the position of Senior Compliance Manager for SPO.

The Training team of John Jimenez and Sullynna Mvula have also become part of the Compliance team.

Lida Amini took over as the CPO at the Arizona Department of Veteran Services.

The Physical Commodities and Professional Services team have officially separated into two separate teams. Nick Perrera, Joshua Knapp, and Bryanna Robles joined the Physical Commodities team led by Kelvin Ong. Ashley Anderson moved up from one of our SPO Interns to join the Physical Commodities team. Charles Schmidt, Simon Alvarez, Francine Whittington, Stephanie Stevens, Curtis Rohlf, and Danielle Carley moved to the Professional Services team led by Renee Uliassi.

Larry Woo joined our Technology team and Paul Evans, Niki Large, and Arthur Garcia joined our EPS team while Gloria Fielding moved from Operations to the APP team. Theresa Green, Jake Kutak, Brandon Keyes, Angel Hernandez, and Alicia Padron all joined our APP team as well.

## ADCS VPR process

The Department of Child Safety's (ADCS) Danielle Hartke, Senior Procurement Specialist, presented the Vendor Performance Report (VPR) process at the Project Management Center of Excellence (PM COE) Quarterly Presentation on December 13, 2023. [Watch the presentation](#) as ADCS shared their best practices in holding contractors accountable.

## Upcoming SPO Academy Training

We have some exciting SPO Academy Training coming up for 2024!

2/15/24 \$10K Delegation Training

2/21/24 Negotiation Planning

2/29/24 Legal Aspects of Contracting

3/7/24 \$100K Delegation Training

3/14/24 Lunch & Learn: Off-Contact Authorization Request

3/21/24 Exceptions - CI, Sole Source, and Emergency Contracts

To view a brief course description of upcoming SPO Academy training and the Course IDs visit the [SPO Academy Training Page](#).

To register for a visit [TraCorp](#), and log in.

1. Select Assigned Content.
2. Type the COURSE ID (Session #) in the Search field and press Enter.
3. Select the Course.
4. Select the Register button to register for the course. *(Users are welcome to join the waitlist if a course is full)*
5. Users will receive a confirmation email from Tracorp.



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If there are any questions, please feel free to contact John Jimenez, Chief Learning Officer at [john.jimenez@azdoa.gov](mailto:john.jimenez@azdoa.gov).

## 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**

## Co-Op Fee Increase

Thank you for your continued support of the Arizona Cooperative Program! With the Cooperative Program's unprecedented growth to nearly 1,100 members in the last few years, and footprint spreading across over 25 states, the cost to support the program has also increased.

Effective January 1, 2024, the State of Arizona is modifying its Cooperative Procurement Administrative Fee Policy. We will be implementing the change in two parts. Starting on January 1, 2024, the Administrative Fee will increase from one percent (1.0%) to one and a half percent (1.5%). On January 1, 2025, the Administrative Fee will increase from one and a half percent (1.5%) to two percent (2%).

We appreciate all the work you all do for our contracts. We believe this change will allow the State to sustain its cooperative program and provide increased value and service. Below, you'll find a short FAQ section to help answer questions you, your suppliers, or cooperative members may have. If you have specific questions on this policy change, or suggestions for improvement of the cooperative program, please feel free to reach out to us at [coop@azdoa.gov](mailto:coop@azdoa.gov).

*Q: What is the effective date?*

A: The effective date for the first fee increase is January 1, 2024 at the rate of 1.5%. Reports with the increased fee will be created on April 1, 2024 and due on April 30, 2024. The second fee increase will begin January 1, 2025 at 2% with the reports at the new rate due April 30, 2025.

*Q: What authorizes the fee increase?*

A: Technical Bulletin 007 (TB007) is the authorizing policy.

*Q: Will there need to be contract amendments?*

A: No, an amendment is not necessary. The policy supersedes the contract language, and with the updated policy, the contract does not need an amendment for the new fee to take effect.

*Q: Can suppliers increase prices due to the fee increase?*

A: No, suppliers are not able to increase their prices due to the fee increase. Please refer to language regarding how contractors sell to Co-Op Buyers, in addition to the Price Increase section in current contracts. Both sections are available in the Special Terms and Conditions of the new RFP templates.

*Q: Why is there a fee increase?*

A: The cooperative program has seen a lot of growth over the past few years, and with that the cost to administer the program has increased. The additional revenue will allow the State to sustain its cooperative program and provide increased value and service to agencies and cooperative members.

*Q: If I put a contract in place by the end of the year will the 1 % be grandfathered in for the life of the contract?*

A: No, the increase will be applied to all cooperative contracts on January 1, 2024.



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## Direct Contract Template

New templates are now available to procurement officers for direct contracts and are available on the SPO For Agencies site within the [Standard Forms and Templates](#) page under "Solicitation Templates."

- **Direct Contract Simple**

This template would be used for simple, one-time purchases, contracts awarded through a NPTQ process, or direct awards made to Set-Aside providers. These are examples of when this template would be needed, but it is for any direct contract where extensive terms and conditions are not needed and simplified terms are sufficient.

- **Direct Contract Complex**

This template would be used for direct contracts resulting from Sole Source and CI determinations, Exempt contracts with a direct award, and direct awards made to Set-Aside providers. These are some examples of when this template would be needed, but it is for any direct contract need which requires extensive terms and conditions.

- **Direct Contract PA Complex**

This template would be used when entering into a Participating Addendum (PA) agreement on a cooperative contract. Agencies are only able to do this if they have written delegation to do so, or have received approval from SPO using a SPO Form 106B request.

## 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 007 - Statewide Cooperative Program - Administrative Fee
- TB 009 - Cybersecurity Risk Assessment and Management Processes

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

- SPO Form 101 - Competition Impracticable (CI) Authorization
- SPO Form 105 - Brand Name ONLY
- SPO Form 120 - State Employee Procurement Disclosure Statement (PDS)
- SPO Form 130 - Non-State Employee Procurement Disclosure Statement (PDS)
- Solicitation Templates
- Direct Contract Templates

Posted on the [SPO Determinations Library](#):

- C307 RFP Late Offers
- 403(C) Brand Name or Equivalent

## Congrats Abby!

Abigail Medina Silas, from the Arizona Department of Gaming, received her NIGP-CPP!

NIGP-CPP is one of several ways a procurement professional can be publicly recognized for the achievement of competencies. The program is offered by NIGP – the leading public procurement association that serves as a trusted advisor to more than 2,600+ public agencies and 17,300 public procurement professionals throughout North America.

Congratulations to Abby on this amazing achievement!

## Legal & Procurement: A Match Made in Government Contract Heaven

In this webinar, join NASPO's 2024 Law Institute Chair and Deputy State Procurement Administrator, Jessica Klein, J.D. (State of Arizona), NASPO Deputy Chief Cooperative Procurement Officer Zachary Christensen, J.D. and NASPO's Director of Legal Education, Megan Smyth, J.D. as they share what NASPO is doing to:

- 1) Bring together procurement and legal





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professionals in our states to improve the efficiency and efficacy of procurement procedures throughout the state;

2) Elevate the public procurement profession by including attorneys and state procurement officials; and

3) Ultimately provide the best value for each tax dollar spent in our states

Find out more information [here](#) on how to attend on 2/7/2024!

## 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).

## CDCS training

Deputy State Procurement Administrator Jessica Klein provides regular training to agency executive teams (when requested). Below is a picture of Jessica and DCS Chief Procurement Officer Lex Sargento after the training, showing a sign of Lex's that did a great job summing up the training Jessica provided. Please feel free to reach out to [Jessica.Klein@azdoa.gov](mailto:Jessica.Klein@azdoa.gov) if you would like her to come out to speak with your team.

