

SPO Newsletter

Volume 3, Issue 2
FY25 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.

Thank You, Randy and Susan!

Randy Williams will be retiring in early 2025 from his position as chief procurement officer of the Arizona Department of Public Safety.

Randy's contributions to ADPS over the past nine years have been invaluable. He has been a dedicated and valued member of our team, and we've all benefited from his expertise. He has always been willing to go the extra mile, and his passion for procurement has been an inspiration to us all.



Susan Bayer from the Arizona Department of Transportation is also retiring from her position as chief procurement officer.

Susan, congratulations on your well-deserved retirement! After 35 dedicated years at ADOT, it's no exaggeration to say that she has left an indelible mark on this organization. Her expertise and dedication have been invaluable. She played a vital

role in keeping Arizona moving, and we are deeply grateful for her service.

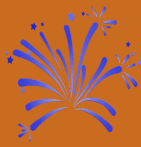
5 Year Rule (5YR) Review

It's that time again, when ADOA SPO conducts a periodic review of the rules in the Arizona Procurement Code, specifically the Arizona Administrative Code's Title 2 (Administration) Chapter 7 (Department of Administration - State Procurement Office) (abbreviated as 2 A.A.C. 7). SPO Compliance is currently planning for the review portion of the rules by assembling the 5YR Review Committee consisting of state-employed procurement professionals. The plan is to kick off in February 2025 to review the rules and make recommendations to improve them. In a future time frame during rulemaking, other internal and external stakeholders will be included to provide input on the rule changes.

Every five years, most Arizona agencies must submit reports to the Governor's Regulatory Review Council on their rules for review and approval. The last rules review for SPO began in 2020, and rulemaking changes were approved by GRRC on Aug. 2, 2022, with the successful removal of one rule and amendments to 12 rules, providing improved clarity and correcting an existing error.

CI Amendment Reminder

As a reminder, before modifying the scope, duration or cost of an approved competition impracticable procurement, the agency chief procurement officer



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must request approval for the modifications in writing from the state procurement administrator.

A CI modification form can be found [here](#).

SPO Personnel Update

We are pleased to announce the promotion of Kim Shelley to the SPO senior compliance and training manager position. As the acting manager for the past few months, Kim has demonstrated consistent performance and dedication in her role. We are confident that she will bring the same level of excellence to this team going forward as we carry out the duties of compliance and training at the State Procurement Office.

Our SPO mission remains the same, to help accelerate agency performance through value-added services and offering agencies world-class best practices in procurement. In this role, Kim will be responsible for overseeing the creation of compliance-driven standards and tools, the continuation of agency process reviews, and further expanding knowledge of the Arizona Procurement Code to all its users. She will be working closely with our statewide procurement teams, Enterprise Services team, and our agency procurement leaders to enhance the value the State can achieve through compliant procurements.

Prior to joining the State Procurement Office in January 2022, Kim held procurement positions in five different public entities, including the Arizona Department of Transportation, Arizona Department of Economic Security, Arizona Department of Environmental Quality, the City of Tempe and Maricopa County. In her 11+ years of public procurement experience, she has worked in the agencies we support and has contributed greatly to the foundations this compliance team has set. Her leadership, procurement expertise and commitment to teamwork will be invaluable as we continue to grow and achieve our goals.

SPO Compliance is also pleased to announce that Miguel Caro Mateus has joined our Compliance and Training team, as the new senior statewide compliance manager!

Miguel joins us from the Arizona Office of the Auditor General, where he has worked for the last six years, first as a performance auditor and later a performance audit manager. He holds a Bachelor of Science in Public Service and Public Policy and a Master's in Public Administration from Arizona State University.

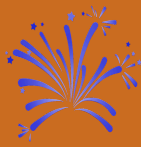
On-Demand 10K Delegation Training

A new on-demand Computer-Based Training (CBT) module has been added to TraCorp. This training satisfies the \$10,000 Delegation training outlined in Technical Procedure (TB) 002. Individuals who wish to pursue a \$10,000 Delegation must complete this course. The Training and Compliance team is in the process of developing a \$100,000 Delegation training, which will be available in the near future. If you are an EPS-supported agency, you will still be required to attend the \$10K Delegation training provided by Ken Sanchez and Yanneth Montes in addition to completing this CBT course.

Course	Course ID	Location
\$10,000 Delegation Training	AD10KDEL	TraCorp

To complete the course or to register for any courses, visit [TraCorp](#) and log in.

- Type the COURSE ID in the Search field and press Enter.
- Locate Course.
- Select the Assign and Launch/Launch this Content button to launch the course.
- Complete the course.



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If there are any questions or feedback on the course, please contact John Jimenez, chief learning officer, at john.jimenez@azdoa.gov

NEW CBTs LIVE NOW

We're excited to announce that, in collaboration with Compliance, our dedicated Statewide Contract Managers and training teams have launched three new on-demand Computer-Based Training (CBT) modules on TraCorp! These dynamic training modules examine key topics such as running effective focus groups and engaging with agency clients, developing solicitation documents and selecting insurance modules.

We encourage you to take advantage of these valuable resources to enhance your expertise. After completing each course, we invite you to share your insights through the feedback link provided within the module. Your input is invaluable in shaping our training initiatives!

For any questions or further assistance, please contact our Compliance and Training team.

- Running Focus Groups and Working with Agency Clients - ADSPOBC1
- Developing Solicitation Documents - ADSPOBC2
- Selecting Insurance Modules - ADSPOBC3

New Microlearning

We are excited to announce the addition of a new microlearning course to TraCorp! This course will help you understand procurement exceptions, featuring detailed definitions and examples of key procurement types, including Competition Impracticable (CI), Sole Source, Emergency and Not Practicable to Quote (NPTQ).

Course	Course ID	Location
Exceptions - CI, Sole Source, Emergency, and NPTQ Contracts	ADSPOML002	TraCorp

Important

Please note that users are required to attend SPO training courses in their entirety. AI summaries are not an adequate substitute for the training, as they may not capture all the objectives and takeaways from the training. Therefore, AI summaries will not be provided, and users will not receive credit for a course they did not attend. Thank you for your understanding and cooperation.

APP Training

For upcoming APP training and instructions on registering for a course, please visit the [APP Support Training page](#).

If you have any questions or need assistance related to APP training opportunities, please contact Sullynna Mvula, APP training manager, at sullynna.mvula@azdoa.gov.

Upcoming SPO Academy Training

Join us for upcoming procurement webinars and in-person trainings. These sessions are designed to enhance your skills and efficiency in procurement, making your work more streamlined and effective.

On Track with the Arizona Procurement Code - 1/22/2025

Protest: Law and Practice - 1/29/2025

10K Delegation Training - 2/6/2025

100K Delegation Training - 2/13/2025

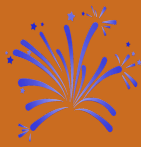
Negotiations Planning - 2/20/2025

Contract Administration - 2/25/2025

Legal Aspects of Contracting - 3/5/2025

Exceptions - CI, Sole Source, Emergency Contracts - 3/12/2025

Basics of IT Procurement - 4/17/2025



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To find additional upcoming SPO Academy Sessions, please follow the link below.

FIND OUT MORE ABOUT TRAINING

If you have any questions or suggestions for additional or future training, please contact John Jimenez, chief learning officer, at john.jimenez@azdoa.gov. Recordings of past trainings can also be requested.

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 040 - Small Dollar Purchases](#) (Updated 10/22/2024)

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

- [SPO Form 106A - Single-Agency Cooperative Purchase Authorization](#) (Revised 11/12/2024)

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

- [SP 006 - Document Standard](#) (Revised 10/22/2024 & 1/14/2025 for minor errors)

NEW and UPDATED QRGs

- Updated 2020:** Technical and Financial Envelopes
- NEW 2026:** Replacing Documents in the Exhibits Tab
- NEW 2027:** Downloading All Proposal Documents
- NEW 2028:** RFx Evaluations
- NEW 2113:** Creating a Direct Contract

These and all other quick reference guides s can be found online [here](#).

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.

Join Us!



SPO has bi-weekly **Strategic Initiative Update Meetings** every other Wednesday from 1-2 p.m.

To attend these meetings, use the **Google Meet** invite link

<http://meet.google.com/oyt-fzyz-ppr>

or dial: 1- 318-501-3139, PIN: 823 512 388#.