



STANDARD PROCEDURE No. 006

TITLE: **Document Standard**
REVISION: **Number 1**
DATE(s): Current Version: **February 3, 2021** Previous Version: October 24, 2011

STANDARD PROCEDURE

1. Required Solicitation Documents*

- 1.1 Procurement officer develops a solicitation and uploads associated documents in APP as outlined on page 3 of the attached *APP Document Upload Guidelines and Naming Conventions*.
- 1.2 Per the attached *Guidelines*, the solicitation shall be uploaded in two separate exhibits with each exhibit titled using the standardized naming convention and including the elements identified in the order in which they are listed.
- 1.3 When a solicitation must be amended, a solicitation amendment document shall be uploaded which summarizes the changes made to the solicitation. Additionally, the procurement officer shall upload the revised Solicitation Requirements and/or the Solicitation Instructions document(s) as a new round in APP.

- **See: *APP Document Upload Guidelines and Naming Conventions* (Page 3)**

2. Required Solicitation Award Documents*

- 2.1 Once responses have been evaluated, the procurement officer shall upload the evaluation and award documents to the RFx Exhibits tab in APP as outlined on page 4 of the attached *APP Document Upload Guidelines and Naming Conventions*.
- 2.2 Each exhibit shall be titled using the standardized naming convention and uploaded in the order in which they are listed.

- **See: *APP Document Upload Guidelines and Naming Conventions* (Page 4)**

3. Required Master Agreement/Contract Documents*

- 3.1 Once responses have been evaluated and the solicitation awarded, the procurement officer shall create a master agreement/contract and upload associated documents in APP as outlined on page 3 of the attached *APP Document Upload Guidelines and Naming Conventions*.
- 3.2 The master agreement/contract documents shall be uploaded utilizing a minimum of two separate documents, Contract Documents and Contractor Bid/Proposal Response. Each document shall be titled using the standardized naming convention and include the elements identified in the order in which they are listed.
- 3.3 As applicable, additional documents may be added to the master agreement/contract. These include Pricing and Plans and Specifications. Each document shall be titled using the standardized naming convention and include the elements identified in the order in which they are listed.
- 3.4 Additional administration files shall be uploaded to the contract when they occur as outlined on pages 5 through 9 of the attached *APP Document Upload Guidelines and Naming Conventions*. These include Certificate of Insurance, Supplier Performance, Contract Administration and Contract Amendment Summary documents. Each file shall be titled using the standardized naming convention and include the applicable elements identified in the order in which they are listed.

- **See: *APP Document Upload Guidelines and Naming Conventions* (Pages 5 through 9)**

*See Arizona Revised Statutes (A.R.S.) and Arizona Administrative Code Rules (A.A.C.) as identified in the *APP Document Upload Guidelines and Naming Conventions*.

4. EFFECTIVE

Feb 4, 2021

This Standard Procedure is hereby authorized and effective _____ unless otherwise revised or repealed.

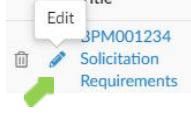

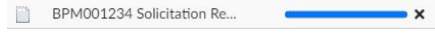


[ED Jimenez \(Feb 4, 2021 08:30 MST\)](#)

Ed Jimenez
State Procurement Administrator

APP Document Upload Guidelines and Naming Conventions

SOLICITATION				
APP Document Title	APP Document Type	Required	APC Reference	Additional Information
[RFx No.] Solicitation Requirements	Solicitation Documents	<input checked="" type="checkbox"/>	A.R.S. § 41-2533(B) A.R.S. § 41-2534(B)(E) A.R.S. § 41-2535 A.A.C. R2-7-B301(C) A.A.C. R2-7-C301(C) A.A.C. R2-7-D302(A)	One (1) PDF document to include: <ol style="list-style-type: none"> 1. Notice/Cover page 2. Table of Contents 3. Scope of Work or Specifications 4. Special Terms and Conditions 5. Uniform Terms and Conditions 6. Federal Provisions (as applicable) 7. Exhibits <p><i>Note: Any Attachments that require a supplier to respond must be included in the APP questionnaire section.</i></p>
[RFx No.] Solicitation Instructions	Solicitation Documents	<input checked="" type="checkbox"/>	A.A.C. R2-7-B301(C) A.A.C. R2-7-C301(C) A.A.C. R2-7-D302(A)	One (1) PDF document to include: <ol style="list-style-type: none"> 1. Special Instruction to Offerors 2. Uniform Instruction to Offerors
[RFx No.] Plans and Specifications for [location]	Solicitation Documents	<input checked="" type="checkbox"/>	A.A.C. R2-7-B301(C) A.A.C. R2-7-D302(A)	As applicable.
[RFx No.] Solicitation Amendment [No.]	Solicitation Documents	<input checked="" type="checkbox"/>	A.A.C. R2-7-B303 A.A.C. R2-7-C303	One (1) PDF document to summarize changes made to the solicitation.

[RFX No.] Solicitation Requirements per Amendment [No]	Solicitation Documents	☒		<p>Document to be revised in APP using the following steps:</p> <ol style="list-style-type: none"> 1. Update APP Document Title: <ol style="list-style-type: none"> a. In the amendment APP round, select edit icon.  b. On RFX Exhibits Tab, revise the APP Document Title. 2. Delete the previous document version: <ol style="list-style-type: none"> a. Click on the delete icon.  b. In the confirmation pop-up, click ok. 3. Upload the amended document: 
[RFX No.] Solicitation Instructions per Amendment [No]	Solicitation Documents	☒		

SOLICITATION AWARD
(Attach in RFX Exhibits Tab)

APP Document Title	APP Document Type	Required	APC Reference	Additional Information
[RFX No.] Award Documents	General Documents	☒	A.A.C. R2-7-B314(C) A.A.C. R2-7-C317(B) A.A.C. R2-7-D303 (B)	One (1) PDF document to include (listed in order): 1. Award letter(s) with executed Offer & Acceptance 2. Unsuccessful letter(s)
[RFX No.] Evaluation Documents	Evaluation Documents	☒	A.A.C. R2-7-B314(B)(E) A.A.C. R2-7-C316 A.A.C. R2-7-C317(A)(D)	One (1) PDF document to include (listed in order): 1. Executive Summary 2. Bid Recap or Evaluation Report (Initial and BAFO consensus evaluations)

			A.A.C. R2-7-D303(C)(D)	<ul style="list-style-type: none"> 3. Responsibility documentation (i.e. Back-ground checks, Debarment and Suspension check, License verification, Reference Checks) 4. Determinations (i.e. Multiple Award, Nonresponsive Offer, Not Susceptible Offer) 5. Clarification/negotiation documentation (as applicable) 6. Evaluation and negotiation sign-in sheets (recommended)
[RFx No.] Supplier Bids or [RFx No.] Supplier Proposals	RFx Supplier Proposals	<input checked="" type="checkbox"/>	A.A.C. R2-7-B314(E) A.A.C. R2-7-C317(D) A.A.C. R2-7-D303(D)	<p>APP Document Title for IFB should be named: [RFx No.] Supplier Bids</p> <p>APP Document Title for RFP should be named: [RFx No.] Supplier Proposals</p> <p>Zip File to include all offers received. (Multiple zip files may be added depending on number & size.)</p>
[RFx No.] Pre-Solicitation Documents	Pre-Solicitation Documents	<input checked="" type="checkbox"/>	A.R.S. § 41-2517 A.R.S. § 41-2533(C) A.A.C. R2-7-B301(B) A.A.C. R2-7-C301(B)	<p>One (1) PDF document to include (listed in order):</p> <ul style="list-style-type: none"> 1. Procurement Request (recommended) 2. Significant Procurement Role (SPR) Disclosure Statements 3. SPR Procurement Activity Notification 4. Determinations (i.e. Brand Name Specification, Multi-Term Contact) 5. Legal Ad/ Affidavit of Legal Advertising (as applicable) 6. Pre-Offer/Site Visit sign-in sheets (recommended)

MASTER AGREEMENT/CONTRACT

APP Document Title	APP Document Type	Required	APC Reference	Additional Information
[Contract No.] Contract Documents	Finalized Contract	<input checked="" type="checkbox"/>	A.R.S. § 47-2201	One (1) PDF document to include: 1. Executed Offer and Acceptance

			A.R.S. § 47-2204	<p>2. Solicitation Requirements (to include revisions for all solicitation amendments and negotiated terms, as applicable)</p> <ol style="list-style-type: none"> a. Table of Contents b. Scope of Work or Specifications c. Special Terms and Conditions d. Uniform Terms and Conditions e. Federal Provisions (as applicable) f. Exhibits (as applicable) g. Executed Construction Contractor Agreement/Design Agreement (Article 5)
[Contract No.] Pricing	Finalized Contract	<input checked="" type="checkbox"/>		APP contract catalog (recommended) One (1) Excel document (as applicable)
[Contract No.] Plans and Specifications for [location]	Finalized Contract	<input type="checkbox"/>		As applicable.
[Contract No.] Contractor Bid Response or [Contract No.] Contractor Proposal Response	Finalized Contract	<input checked="" type="checkbox"/>		Zip File to include contractor's response in its entirety, both initial and BAFO as applicable.
[Contract No.] Certificate of Insurance	Insurance Documents	<input checked="" type="checkbox"/>		<p>Per contract terms, Zip File for relevant COI to be named as follows:</p> <ol style="list-style-type: none"> 1. File name example 1 (single COI): YYYY-MM-DD COI Note: YYYY-MM-DD indicates the earliest expiration date on the certificate. 2. File name example 2 (multiple COI): YYYY-MM-DD COI Coverage type i.e. 2020-03-31 COI GL WC Note: YYYY-MM-DD indicates the earliest expiration date on the certificate. Types of coverage include: (GL - General Liability, AL - Automobile Liability; WC -

				Worker's Compensation; PL - Professional Liability; etc.)
[Contract No.] Supplier Performance	General Documents	<input checked="" type="checkbox"/>		<p>Zip File for performance related documents. Documents include (as applicable):</p> <ol style="list-style-type: none"> 1. Vendor Performance Report YYYY-MM-DD VPR [No.] 2. Corrective Action Requests YYYY-MM-DD CAR [No.] 3. Performance Improvement Plan YYYY-MM-DD PIP [No.]
[Contract No.] Contract Administration Documents	General Documents	<input checked="" type="checkbox"/>		<p>Zip File to include PDF documents labeled as follows (as applicable):</p> <ol style="list-style-type: none"> 1. [Contract No.] Post Award Documents <ol style="list-style-type: none"> a. Post Award Sign-In Sheet b. Payment and Performance Bonds c. Certified Mail Receipt Returned Bid Bond d. Safety Plan e. Schedules 2. [Contract No.] Employment Verification YYYY-MM-DD 3. [Contract No.] Price Increase request YYYY-MM-DD (if denied, include request and agency response) 4. Contract correspondence documents <ol style="list-style-type: none"> a. [Contract No.] Demand for Assurance YYYY-MM-DD b. [Contract No.] Stop Work Order YYYY-MM-DD c. [Contract No.] Notice of termination YYYY-MM-DD d. [Contract No.] Memo to File YYYY-MM-DD e. Other correspondence as needed

[Contract No.] Contract Amendment Summary [No.]	General Documents	☒	A.A.C. R2-7-702	<p>One PDF file which may include the following as applicable:</p> <ol style="list-style-type: none"> 1. If extending contact term, responsibility documentation (i.e. Debarment and Suspension check, License verification) 2. If granting a price increase, the supplier request, and agency analysis with fair and reasonable determination
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Abbreviations for Use in Naming Conventions

Full length	Abbreviation
Administration	Admin
Affidavit	Aff
Amendment	Amend
Certificate	Cert
Clarification	Clar
Contract	Cont
Contractor	Contr
Correspondence	Corr
Documents	Docs
Evaluation	Eval
Executive Summary	Exec Sum
Instructions	Instr
Insurance	Ins
Negotiation	Neg
Payment	Pay

Performance	Perf
Plans	Pln
Proposal	Prop
Requirements	Require
Response	Resp
Scope of Work	SOW
Significant Procurement Role	SPR
Solicitation	Solic
Specifications	Spec
Summary	Sum
Termination	Term
Terms and Conditions	Ts&Cs
Vendor Performance Report	VPR