

ARIZONA PROCUREMENT QUARTERLY

A Publication of the Arizona State Procurement Office

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Last year SPO's Strategic Sourcing Team introduced six new statewide contracts to our contract offerings:

- Used Automotive Parts
- Equipment Management Services
- Managed Services for IT Consulting and Staffing
- Library Databases
- Safety Training
- Breath Analyzer Equipment

Procurement Month Open House

March was Procurement Month across the country. Here at the State Procurement Office (SPO) we celebrated the month, officially declared Purchasing Month by Governor Jan Brewer, by holding an open house on March 19. SPO invited contractors, vendors, procurement professionals, and anyone else who was interested in learning more about the State Procurement Office.

According to acting State Procurement Administrator Barbara M. Corella, "The positive interactions between staff and customers, both end users and agencies, was truly the goal for the Open House and I believe we exceeded my expectations."

During the event, guests met with SPO's procurement officers, who administer contracts for a vast array of commodities and services. While here, visitors asked staff about SPO in general and the state's e-procurement system, ProcureAZ, and were able to discuss current solicitations.

The Open House provided an opportunity to share different perspectives of the procurement process, see how our vendors perceive us and make connections with our customers that are vital to our success.



Bill Munch with the Valley Schools Management Group attended the open house. "Thank you for your hospitality. I enjoyed seeing my old SPO friends and meeting new ones. I look forward to continuing to work with SPO in any capacity to the benefit of those that utilize your office."

We appreciate everyone who made it out to the event and hope everyone had a great Procurement Month!

Procurement Legislation



Public procurement is an ever-changing environment. In order to promote the interests of the State and its constituents there are several key procurement-related bills in various stages of the legislative process. In order to better understand the possible changes in public procurement, we have provided a high level description of the most important pieces of legislation.

HB2321, Procurement Code Omnibus, clarifies the definition of significant procurement role, adds requirements for lobbyist disclosure, and adds specific exemptions to procurement code.

HB2567, Theft of Trade Secrets, amends the criminal code for taking, transmitting, exhibiting, conveying, altering, destroying, concealing, using, making, or copying trade secrets without permission of the owner.

SB1306, Governmental Entities - Credit Card Payments, allows governmental entities to require vendors accept credit

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Strategic Contracts: Unlocking Purchasing Power for AZ

The following statewide contracts have been recently awarded:

- Ammunitions
Contract #s:
ADSP014-067864
ADSP014-067865
ADSP014-067866
ADSP014-067897
- WSCA Participating Addendum for Cloud Services
Contract #:
ADSP014-059335

The following statewide contracts will be awarded soon:

- Vehicle Rentals
- Document Imaging
- IT Research & Advisory Services

Procurement Legislation, continued

card payments for goods or services provided to the governmental entity, that the contract must contain such language, the incremental transaction costs vendors incur must be added to the contract amount if exclusively requiring credit card payment, and that governmental entities must disclose rewards earned by credit card use.

HB2321, HB2567 and SB1306 were all signed into law by Governor Brewer on April 22, 2014.

HB2654, Government Reporting – Financial

Information, procurement amendment to bill added March 2014, allows judge during administrative appeal to consider new evidence relevant to appeal with reasonable notice given to all parties. Judge must find that the protestor could not reasonably raise the issue or evidence during the protest, the issue is material to the protest, the protestor has exhausted all applicable remedies including extensions of time to protest, and the protestor has acted with speed and diligence. The bill was amended to remove procurement language and signed by Governor Brewer on April 23, 2014.

What is BREAZ?

BREAZ stands for Business Re-Engineering AriZona, and is the State of Arizona's initiative to replace its current central accounting system, AFIS, along with a number of other agency accounting systems.

Combined with the State's existing e-procurement (ProcureAZ) and human resources (HRIS) solutions, the State will create a new statewide financial system, with a go-live date in July 2015.

To support the efforts of the BREAZ project, the State Procurement Office (SPO) is available to assist your agency in

implementing requisition, purchase order, and invoice processing in ProcureAZ. By implementing ProcureAZ now, you will avoid the rush when the new financial system is in place.

BREAZ
BUSINESS RE-ENGINEERING ARIZONA

If you are not using ProcureAZ for your purchasing, receiving and invoice processing activities, please contact the SPO

liaison listed on the Agency Shared Services page at http://spo.az.gov/Direct_Services/Agency/default.asp or contact Tom Duval, ADOA and shared services procurement manager at tom.duval@azdoa.gov, to begin the transition.

State Set-Aside Program: Creating Opportunity

The Arizona Set-Aside Committee was created to ensure that all state governmental units endeavor to set aside at least one percent of their new purchases or contracts for any products, materials and services from certified nonprofit agencies that serve individuals with disabilities and Arizona Correctional Industries. This is accomplished without competitive bidding if the delivery and quality of the products, materials or services meet the unit's reasonable requirements.

The Set-Aside Program in Arizona continues to grow and evolve. Currently, the committee is reviewing many of its major policies and benchmarking against other states with similar programs. As a result, transformations to the program may be on the horizon. In the meantime, SPO will continue to strive to administer contracts and promote the program to ensure the greatest benefit.

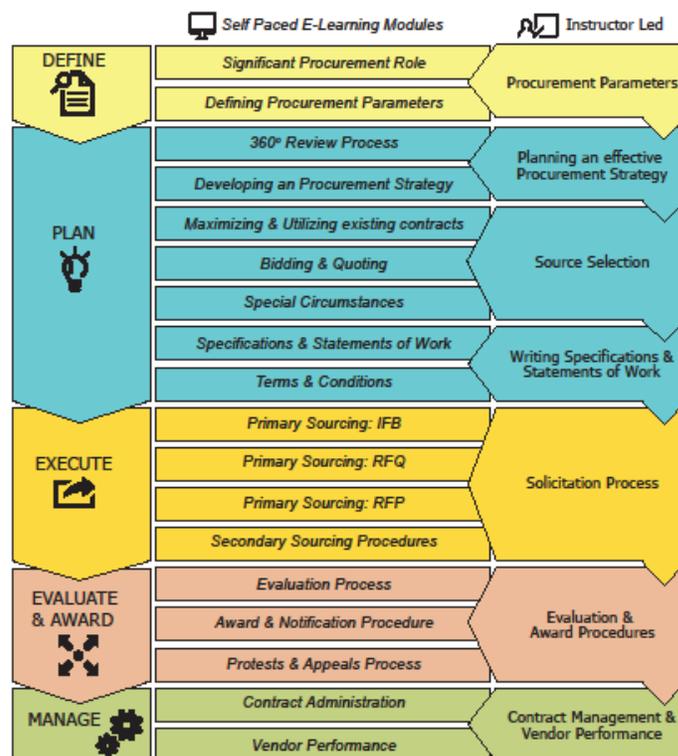
Procurement Training & Certification Program

One of the key areas of Procurement Reform is training for procurement professionals throughout the State. We are excited to announce that the first round of Computer-Based Trainings (CBTs) and instructor-led courses for the brand new procurement training and certification program will become available on July 1, 2014.

A cross-agency work group has worked diligently to define the procurement process model which forms the basis of the training program: Define, Plan, Execute, Evaluate & Award, and Manage.

The program will consist of 19 CBTs and seven instructor-led courses, which will allow participants to apply their new knowledge in practical scenarios. Upon completion of the program, procurement professionals will gain certification and will be better prepared to face whatever the world of public procurement throws at them!

For more information about SPO's Procurement Training & Certification Program, contact Dan Knudson, Chief Learning Officer at daniel.knudson@azdoa.gov.



Procurement Training & Certification Program Outline

State of Compliance in Arizona Procurement

The pilot of the SPO compliance program was a huge success. We'd like to give a special "Thank you!" to SPO Shared Services and the Office of Tourism for their assistance with the pilot. Meanwhile, we continue to fine tune the program for full launch on July 1, 2014.

As we approach the launch date, new elements of the compliance program will increasingly roll out. Watch the SPO website for the revamped Compliance page, which will be coming very soon. In the near future, SPO will also issue the compliance review schedule for FY15.

Lastly, Corporate Compliance and Ethics Week is May 4 - 10. What does your office actively do to ensure compliance with the Arizona Procurement Code, Technical Bulletins, Standard Procedures, and your delegated authority? Do you have a procurement manual specific to your organization? If so, is it up to date? Looking for improvement opportunities is not the sole responsibility of the compliance officer – it's everyone's responsibility! What steps will you take? Share your ideas with SPO's Compliance Officer, Jeremy Beakley at jeremy.beakley@azdoa.gov.

Set-Aside Committee Public Meeting Schedule

Thursday, July 17, 2014

1:30pm–3:00pm, ADOA Conference Room 300

Wednesday, October 15, 2014

1:30pm–3:00pm, ADOA Conference Room 300

If you have questions regarding set-aside contracts, please contact Betty Austin: (602) 364-0102 or betty.austin@azdoa.gov.

For more information please visit:
http://spo.az.gov/Procurement_Services/Set_Aside.

Upcoming Bid Openings

| Bid # | Description | Bid Opening Date |
|-----------------------------------|--|------------------|
| ADOT14-00003983 | Distance Measuring Equipment | 4/28/2014 15:00 |
| ADEQ14-00004032 | TV and Radio Media Services | 4/28/2014 15:00 |
| MOHA12-00004035 | RFP 14-1314 BHC Roof Repair/Restoration | 4/28/2014 16:30 |
| ADSP014-00004030 | Wood Shavings | 4/29/2014 3:00 |
| COCO14-00004037 | Bid 2014-04 Propane | 4/29/2014 14:00 |
| AGFD14-00004059 | Concho Lake Public Facilities and Trach Maintenance | 4/29/2014 15:00 |
| ADEQ14-00004017 | Yuma Nonattainment Area Emission Inventory | 4/29/2014 15:00 |
| ADJC14-00004070 | CCTV - SS - Video Equipment (J14059) | 4/29/2014 15:00 |
| ADOT14-00003787 | Airline Market Study | 4/29/2014 15:00 |
| ADSP014-00003728 | Job Order Contracting - Mechanical/Plumbing/Electrical | 4/30/2014 15:00 |
| INDCOM14-00004038 | Claims Fee Schedule | 5/1/2014 15:00 |
| ADOT14-00003863 | Arborist Services - SR 80, Mile Post 299.0 to 302.0 | 5/1/2014 15:00 |
| ADSP014-00003752 | Laboratory Services (APH) | 5/1/2014 15:00 |
| ADSP014-00004002 | Contract Compliance Review Services | 5/1/2014 15:00 |
| ADOT14-00003949 | Catch Basin Cleaner Vacuum Truck with Ancillary Equipment including Training, Manuals, Diag. Equip. | 5/1/2014 15:00 |
| ADOC14-00003887 | Inmate Telephone System (ADC No. 14-066-24) | 5/1/2014 15:01 |
| ADSP014-00004062 | C.E.S.T.B. Office Space and Administrative Services | 5/1/2014 15:01 |
| ADOC14-00004036 | Cimarron Unit Door Upgrades for ASPC-Tucson (14-132-14) | 5/1/2014 15:01 |
| AGFD14-00004055 | Hepatitis B and Rabies Treatments | 5/5/2014 15:00 |
| ADED14-00003924 | RFP for Coaching | 5/5/2014 15:01 |
| ADES14-00003862 | Child Care Resource and Referral Services | 5/6/2014 15:00 |
| ADOT14-00004016 | SPLICING TRAILER | 5/6/2014 15:00 |
| ADOC14-00003943 | Paralegal Services for Various Institutions (ADC No. 14-121-19) | 5/6/2014 15:01 |
| ADHS14-00003582 | RFGA Pulmonary Disease Intervention | 5/7/2014 15:59 |
| COCHA14-00004058 | City of Chandler City Facilities Refuse Collection | 5/7/2014 16:00 |
| COCHA14-00004054 | City of Chandler Ocotillo Recharge Facility Installation | 5/8/2014 14:00 |
| AGFD14-00003970 | Training and Event Management Software | 5/12/2014 15:00 |
| ADOT14-00003952 | 6 X 4 CAB & CHASSIS TRUCK- HIGHWAY TRACTOR | 5/13/2014 15:00 |
| ADOT14-00003798 | Bridge Repair (Flame Straighten Girders, Stiffeners and Struts) - Prescott District at Interstate 17 | 5/14/2014 15:00 |
| MOHA12-00004040 | RFI 15-1314 Learning Management System | 5/16/2014 17:00 |
| ADEQ14-00003958 | Arizona Superfund Response Action Contract - ASRAC | 5/20/2014 15:00 |
| ADSP014-00003997 | Computer Hardware, Associated Products and Services | 5/29/2014 15:00 |

State Procurement Office

Located within the Arizona Department of Administration, SPO serves as the State's central procurement authority and is responsible for the authorization, oversight and management of the contracting and purchasing activities of the State.

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We welcome your feedback regarding what you might like to see in future newsletters. Please send comments and suggestions to matthew.miles@azdoa.gov



Vendors, register on ProcureAZ to receive notifications about future solicitations.

Visit <http://www.spo.az.gov/ProcureAZ/Vendors/default.asp> to view FAQs, user guides and a webinar developed specifically for vendors.

The ProcureAZ Help Desk can be reached at 602-542-7600 or procure@azdoa.gov Monday through Friday from 8:00am to 5:00pm MST.

ProcureAZ Training Schedule

State Employees (Register through Y.E.S.)

Contract Management
9am–12pm: 6/12

Solicitations
9am–2pm: 5/15

On/Off Contract Ordering
9:30am–12pm: 5/22, 6/19

Vendors

(Registration is posted as a News Item in ProcureAZ at the beginning of each month. Space is limited.)

Vendor Training Webinar
10am–12pm: 5/01, 5/29, 6/26

Get to know SPO

Over 22,000 purchase orders have been processed in ProcureAZ since 2006!