

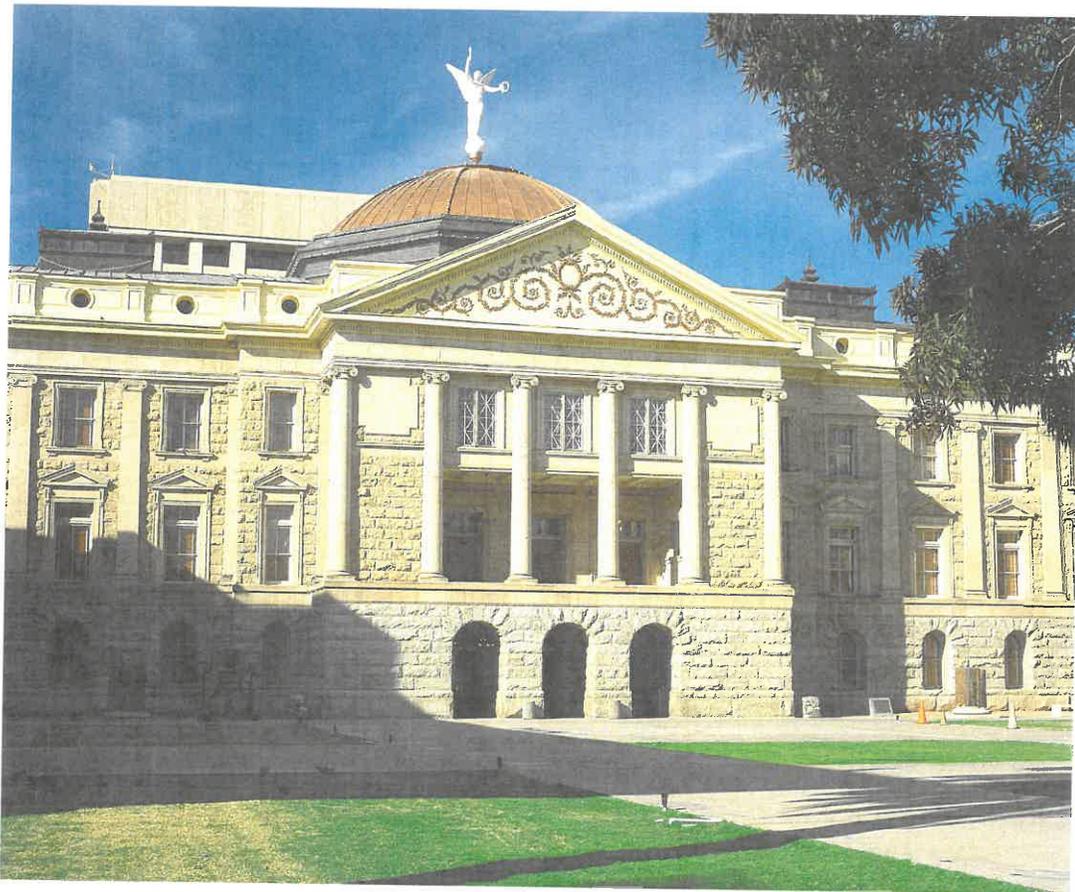
DOUGLAS A. DUCEY
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Arizona Department of Administration State Procurement Office

"To serve state government by delivering the highest quality services to our partners in support of all Arizonans."



ARIZONA LOTTERY Procurement Performance Review

Prepared by: SPO Compliance
February 1, 2016

**STATE OF ARIZONA
STATE PROCUREMENT OFFICE
PROCUREMENT PERFORMANCE REVIEW
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**STATE OF ARIZONA
STATE PROCUREMENT OFFICE
PROCUREMENT PERFORMANCE REVIEW
SUMMARY**

The State Procurement Office (SPO) performed a Procurement Performance Review of the Arizona Lottery commencing on February 1, 2016, in accordance with Arizona Procurement Code R2-7-201, R2-7-202, Governor's Executive Order 2005-01, and SPO Technical Bulletin No. 003, Revision 5. The review focused on the agency's ability to properly exercise procurement authority in accordance with its procurement delegation, the Arizona Procurement Code (APC), SPO Technical Bulletins, and Standard Procedures.

The review included an examination of the agency's procurement policies and procedures manual; review of previous audit and personnel training records; observation of internal systems controls; interview with purchasing personnel; review of quarterly and annual agency procurement reports; examination of solicitations, contracts and purchase orders performed by the agency.

6 solicitations and contracts were selected for review. The reviewed files included 4 requests for quotations (RFQ), 1 invitation for bids (IFB), and 1 requests for proposals (RFP).

This review may not have detected, nor should it be relied upon to detect, all deficiencies that may have existed or improvements that should have been employed by the agency at the time of the review. Contained in this report are the findings and recommendations.

**STATE OF ARIZONA
STATE PROCUREMENT OFFICE
PROCUREMENT PERFORMANCE REVIEW
FINDINGS, RECOMMENDATIONS, NOTEWORTHY PRACTICES**

1. Contract Files

SPO provides a list of required documents which shall be located, as applicable, in the solicitation and contract files on ProcureAZ, as well as the naming conventions associated with each document¹. These standards assist both the procurement officer in document management and the public in viewing the solicitation and contract files. These standards also help reduce procurement officer reliance of memory regarding which documents must be made available to public view. While the APC defines the procurement file as the official records file is either electronic or paper², SPO prescribes the electronic upload of documents into ProcureAZ³, and SPO has designated files on ProcureAZ as the State of Arizona's official procurement records⁴.

Findings

Adequate Competition

Several areas of concern regarding adequate competition of RFQs, IFB, and RFP were identified during this review. Of the 4 RFQs reviewed 3 did not contain a statement that the resulting contract would only be awarded to a small business (6.1B, 6.1C, 6.1D). 3 files reviewed in fact received offers from non-small businesses (6.1A, 6.1B, 6.1C), and of these two were awarded to non-small businesses (6.1A & 6.1C). None of these RFQ official contract files of record contained an agency CPO written determination that competition restricted to small businesses was not practical given the circumstances, or that the solicitation had been previously unsuccessfully competed with small businesses⁵.

Of 6 official contract files of record reviewed, 4 did not contain solicitation special instructions which outlined evaluation factors, offer submission requirements, a purchase description, or the term of the contract (6.1B, 6.1C, 6.1D, 6.3A)⁵. Of these 4, two did not contain evidence

¹ Standard Procedure #006 (2011). Document Standards

² Arizona Procurement Code (2015). R2-7-101 – Definitions.

³ Standard Procedure #006 (2011). Document Standards

⁴ Technical Bulletin #020 (2015). ProcureAZ – The Official State eProcurement System – II Definition E.

⁵ Arizona Procurement Code (2015). R2-7-D302

that the solicitation was competed, as no evaluation documentation, award determination, or competing offers were linked to the contract (6.1C, 6.1D, 6.3A)^{6, 14}. Lastly, the one IFB reviewed which was evaluated with the lowest price prevailing, in fact did not award to the lowest bidder; additionally this contract file did not contain a non-responsibility/responsiveness determination by the CPO to justify award to the 2nd lowest offer (6.2A)⁷.

Additionally, of 6 official contract files of record reviewed, three appeared to be potentially eligible for statewide and/or set-aside contractors fulfillment (6.1D, 6.2A). Neither file reviewed contained evidence that the alternative sources were considered, nor a CPO written off-contract determination in file⁸. Lastly, 2 of 2 applicable files reviewed did not contain evidence that the solicitations for services were advertised in a newspaper of general circulation a minimum of 14 days prior to bid opening (6.2A, 6.3A)⁹.

Additional Contract File Documentation

5 of 6 files reviewed lacked either a requisition linked to the contract file in ProcureAZ, or a written requisition uploaded to ProcureAZ¹⁰ (6.1B, 6.1C, 6.1D, 6.2A, 6.3A). All 6 of 6 contracts reviewed lacked a CPO written award determination in file¹¹. Additionally, 6 of 6 contracts reviewed did not contain an unexpired certificate of insurance listing the State as additional insured¹².

5 of 6 files reviewed did not contain copies of Procurement Disclosure Statements for State employees with a significant procurement role, including those involved with the approval of the procurement and the original requisitioning employees¹³ (6.1B, 6.1C, 6.1D, 6.2A, 6.3A). These same five files also did not contain a general conflict of interest statement for any/all non-state employee involved in the procurement (either approving, designing, evaluating, recommending). Lastly, 2 of 6 contract files reviewed were awarded in excess of the CPO delegated procurement authority although a signed State Procurement Administrator

⁶ Arizona Procurement Code (2015). R2-7-C316

⁷ Arizona Procurement Code (2015). R2-7-B312

⁸ Standard Procedure #040 (2015). State Contract Waivers for Off-Contract Purchases

⁹ Arizona Procurement Code (2015). § 41-2533. Competitive sealed bidding

¹⁰ Arizona Procurement Code (2015). R2-7-205

¹¹ Arizona Procurement Code (2015). R2-7-B314 / R2-7-C317 / R2-7-D303

¹² Special Terms and Conditions (2016). Insurance Requirements

¹³ Standard Procedure #003 (2015). Significant Procurement Role

approval for one-time exception to procurement authority was not in the official contract file of record¹⁴ (6.2A, 6.3A) – note one was produced during employee interviews.

Corrective Action

1.a Arizona Lottery shall draft a solicitation and contract file checklist. This checklist shall address every issue identified in Finding #1. Procurement personnel shall complete this checklist on all future solicitations and acknowledge “Yes/No” answers to the applicability of each potential issue to all future solicitations. This checklist may be further enhanced by providing appropriate reference to APC, TB, and SP for additional information if a procurement professional are uncertain to the applicability of an item. Checklists help ensure repeatability and compliance to processes required of the APC¹⁵.

1.b The Arizona Lottery CPO shall conduct semi-monthly written updates to SPO Compliance Unit regarding progress of new solicitation/contract file checklist implemented in **1.a**. Update shall address challenges faced as well as additional compliance guidance needed by agency CPO.

1.c The Arizona Lottery CPO shall consult SPO management for solicitation file review, prior to publication, to ensure uniform terms, conditions, instructions, and special terms, conditions, and instructions, are complete and accurate. SPO management shall be consulted as appropriate to the solicitation (Sections: Technology, Professional Services, and Physical Commodities). SPO management consultation shall be exercised a minimum of 6 months from the date of this report.

1.d The Arizona Lottery shall institute the policy of provisions of TB#020, establishing ProcureAZ as the official contract file of record. All documents shall be uploaded on all solicitations and contracts to ProcureAZ. Documents indicated by SP#006 shall be made publically viewable. Confidential solicitation and contract documents shall be uploaded to ProcureAZ and marked non-viewable to the public.

¹⁴ Certificate of \$100,000 Limited Delegated Procurement Authority (2015). Actions Requiring Prior Approval from State Procurement Administrator.

¹⁵ Nextenders (2015). Procurement checklists and best practice. <http://www.nextenders.com/procurement-checklists-best-practice/>
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2. Procurement Policy & Procedures Manual

A procurement policy and procedures manual is beneficial to establish guidelines and standards for the acquisition of products and services by Arizona Lottery. A relevant, and up-to-date, manual fosters consistent procurement practice within Arizona Lottery and serves as a basis for procurement control and oversight. As a best practice in public procurement, a purchasing policy and procedures manual should include, at a minimum, ADPS-specific instructions that supplement the general instructions of the APC, SPO Technical Bulletins, and Standard Procedures. Moreover, the United States Sentencing Commission¹⁶ recognizes the existence, and use, of organizational policies and procedures is the single greatest mitigating factor in determining organizational culpability for criminal misconduct.

Arizona Procurement Code - Exempt

The Arizona Lottery possesses an exemption from the Arizona Procurement Code for procurements relating to the design and operation of the lottery, or purchase of lottery equipment, tickets, and related materials. Exempt procurements are to be conducted by the Arizona Lottery following rules adopted by the Lottery Executive Director which are substantially equivalent to the Arizona Procurement Code.

Findings

Arizona Procurement Code

Arizona Lottery largely has a complete and accurate procurement policies and procedures manual as applicable to the Arizona Procurement Code. Although the manual does have opportunities for improved clarity, described below, the manual at present provides largely adequate guidance to both new and seasoned procurement personnel. However, the guidance within the manual does not appear to be followed in practice.

As addressed in **1. Contract Files**, 5 of 6 files reviewed did not contain a procurement requisition. However, the Arizona Lottery Procurement Policy and Procedures manual states, “the [procurement requisition] should... be submitted to the Department Director, or

¹⁶ United States Sentencing Commission (2013). Chapter Eight – Sentencing of Organizations.

designee, for approval through ProcureAZ¹⁷.” 6 of 6 files did not contain a copy of a certificate of insurance listing the State as additional insured as required by the contract special terms and conditions. However, the Arizona Lottery Procurement Policy and Procedures manual states, “The contract manager will...identify key elements of the contract to be monitored... [as] noted on the Contracts Deliverables Checklist¹⁸” which includes monitoring Special Terms and Conditions – Insurance. Lastly, 2 of 2 files reviewed which appeared eligible to be fulfilled by a statewide/Set-Aside contractor, but were not documented as considered, and did not appear to adhere to Arizona Lottery’s Procurement Policy and Procedure to, “Review set aside data base for new purchases, contact vendor to determine pricing... and enter requisition into ProcureAZ¹⁹.”

The Arizona Lottery Procurement Policies and Procedures Manual does not include agency reporting procedures necessary of solicitation and award protests, updating agency sub-delegation lists, and agency reporting of Arizona E-Verify requirements. The manual does not currently fully outline the procurement cycle, from identification of need, to award, to contract monitoring, and back to contract closure & determining need to re-solicit. Lastly, the Arizona Lottery Procurement Policy and Procedures Manual does not currently include the basis of determining sub-delegated authority to use P-Cards, the guidelines for using P-Cards, and the governing authority for monitoring the use of P-Cards.

Corrective Action

2.a The solicitation and contract file checklist described in **1.a** shall include reference to Arizona Lottery Procurement Policy and Procedure requirements as an additional reference supporting procurement tasks and requirements.

2.b Arizona Lottery shall establish procedures to routinely review its entire Desk Manual for accuracy on a formal schedule. As a best practice, the office may set a standard schedule to review and update the desk manual at a frequency that

¹⁷ Arizona Lottery Policy No. 52 (2013). Procurement Policy Process

¹⁸ Arizona Lottery Policy No. 35 (2013). Contract Monitoring

¹⁹ Arizona Lottery Policy Tab G (2016). Set Aside Program

supports the agency's business processes and coincides with preparing the agency's purchasing authority renewal schedule²⁰.

2.c Arizona Lottery shall update its procurement policy and procedures manual to incorporate, or revise, the sections addressed in this finding.

3. Delegated Authority

The Chief Procurement Officer (CPO) of a State Governmental Unit (Agency) is authorized to sub-delegate procurement authority based on personnel procurement training, experience, certifications held, and successful completion of ProcureAZ training modules²¹. Sub-delegation of procurement authority is limited to the Agency CPO's delegation, or less, and is given in writing to qualified personnel who have met the criteria of Technical Bulletin #002. Sub-delegation of procurement authority must be communicated to SPO within five working days of any change to delegation as well as annually on or before July 15th.

Findings

Presently Arizona Lottery has only one written delegated procurement authority on file, which is for its CPO. It was disclosed during staff interviews that this is done with the understanding that "procurement" applies to open-market requisitions only, and otherwise staff are permitted to purchase against existing contracts. However, per the agency Delegated Procurement Authority, Section III Authority to Sub-Delegate, sub-section E., "The Agency Chief Procurement Officer may delegate personnel to have ProcureAZ access and designate rights to enter or approve purchase requests for the agency." At present, department directors have been given unlimited authority to purchase against existing contracts, and each department has requisitioning employees. However, contrary to the agency Delegated Procurement Authority, Section III Authority to Sub-Delegate, sub-section A, "All sub-delegations shall be made in writing by the agency CPO," Arizona Lottery does not have on file written delegated authority assigned to personnel submitting purchase requests.

²⁰ State of California Department of General Services (2005). Department Procurement Policies and Procedures, Retrieved August 17, 2015 from: <http://www.documents.dgs.ca.gov/pd/delegations/chapter14.pdf>

²¹ Certificate of Delegated Procurement Authority for Unlimited Agencies (2015). III. Authority to Sub-Delegate.

Corrective Action

3.a To further establish accountability for purchasing decisions, Arizona Lottery shall establish written letters of sub-delegation by the agency CPO to all staff who have, or shall have, ProcureAZ access with rights to enter or approve purchase requests for the agency.

3.b The Agency CPO shall be responsible to disseminate and educate sub-delegated employees of all changes to the Arizona Procurement Code, technical bulletins, standard procedures, and the laws of the State of Arizona.

3.c The agency CPO shall sub-delegate authority to qualified personnel who meet the criteria in SPO TB#002.

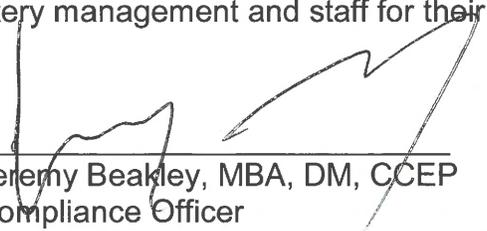
**STATE OF ARIZONA
STATE PROCUREMENT OFFICE
PROCUREMENT PERFORMANCE REVIEW
CONCLUSION**

Through addressing five recommended areas of improvement, Arizona Lottery will enhance its professional image and reduce the risk of non-compliance. The three key corrective actions include:

- 1.) Contract Files – Provide staff training in processes to ensure proper documentation is loaded into the contract file and documented as required by APC, Standard Procedures, and Technical Bulletins.
- 2.) Update the Arizona Lottery Procurement Policies and Procedures Manual and implement recommended additions addressed within this review.
- 3.) Delegated Procurement Authority should be signed by all procurement personnel, upon completion of applicable training, as evidence of personnel acknowledgement of authority and limitations.

Finally, Arizona Lottery management should review all actionable findings contained within the worksheets herein. The State Procurement Office Compliance Unit requests the Arizona Lottery CPO provide a written response to this PPR no later than **February 29th, 2016**.

The State Procurement Office Compliance Unit would like to express our appreciation to Arizona Lottery management and staff for their cooperation during the course of our review.



Jeremy Beakley, MBA, DM, CCEP
Compliance Officer

2/11/16

Date



Barbara Corella
State Compliance Officer

2/11/16

Date

**STATE OF ARIZONA
STATE PROCUREMENT OFFICE
PROCUREMENT PERFORMANCE REVIEW**

State Agency: Arizona State Lottery State Agency Delegated Authority: \$ \$100,000

The following criteria were considered in the procurement performance review process in compliance with AZSPO Technical Bulletin No. 3, Procurement Compliance Reviews – Phase 2 (Organizational Chart, Purchasing Policy and Procedures Manual, List of Delegated Employees, & other documents as requested).

Item No.	Compliance Criteria					
1.0	Purchasing Organization	N/A	Yes	No	Requires Action	Comments
1.1	Does the procurement office have an accurate organizational chart that shows current employee designation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Does the procurement office have a Chief Procurement Administrator (CPO) signed delegated procurement authority on file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Have procurement personnel completed necessary training applicable to delegated authority? (TB# 002)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exception: ADSPO600 – class not currently offered.
1.4	Are the employees listed on the organizational chart assigned full-time procurement and contracting duties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Agency has well documented process for adding/deleting/modifying delegated authority in ProcureAZ.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Agency procurement manual does not outline procedures for submitting procurement delegation modifications in ProcureAZ.

Item No.	Recommendations	Assigned to	Estimated Completion
1.5	Update Lottery Procurement Policy & Procedure Manual to include section for routing, approving, and updating procurement delegated authority in ProcureAZ	CPO	90 days

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Item No.	Compliance Criteria					
2.0	Purchasing Policies and Procedures Manual	N/A	Yes	No	Requires Action	Comments
2.1	Does the agency have a purchasing policies and procedures manual and/or solicitation checklist?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Is the agency's purchasing policies and procedures manual current and in compliance with the AZ Procurement Code (APC), applicable executive orders and SPO Technical Bulletins (TB)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Policy and procedures manual lacks sections within 2.3 (see below)
2.3	Does the agency's manual provide comprehensive instructions on the following?					
2.3.1	Description of the purchasing cycle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Procurement manual should be updated to include a description of the purchasing cycle, inclusive of both contract management and planning for contract renewal/re-solicitation.
2.3.2	Roles and delegation assignments of procurement personnel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.3	Agency-specific instructions on how to process purchase requisitions and purchase orders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.3.1	Instructions on how to process purchase orders and contract releases issued in ProcureAZ.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.4	Instructions on how to use the agency's procurement system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.5	Instructions on how to prepare specifications and scopes of work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.6	Instructions on how to process sole	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	source, limited competition, and emergency procurements (Unlimited w/in authority; Limited to SPO)					
2.3.7	Instructions on how to conduct solicitations, as applicable to agency delegated authority (e.g. IFB, RFP, RFQ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.8	Instructions on contract administration and procurement file management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.9	Instructions on set-aside purchasing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.10	Instructions on submitting agency procurement reports (e.g. changes in delegated personnel, set-aside program, Compliance with AZ Legal Workers Act, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Agency policy and procedures manual should be updated to include timely annual, quarterly, and as-needed reporting requirements to SPO.
2.3.11	Instructions on how to process cooperative purchasing agreements (TB# 005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.12	Instructions on how to use P-Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Policy and procedures manual does not include instructions for use, review, and responsibilities of P-Cards.
2.3.13	Instructions on how to dispose of agency surplus property	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.14	Procurement ethics (TB# 001)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Are employees complying with the agency's established purchasing policies and procedures manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Requisitions not submitted through ProcureAZ. Contracts do not support evidence of agency use of Set-Aside program.

Item No.	Recommendations	Assigned to	Estimated Completion
2.2	Lottery Procurement Policy and Procedure Manual should be amended to update, and incorporate, the sections identified above.	CPO	90 Days

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Item No.	Compliance Criteria					
3.0	Agency Reporting Requirements	N/A	Yes	No	Requires Action	Comments
3.1	Is annual list of all agency delegated procurement personnel current and accurate? (SPO TB #002)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Were agency procurement personnel delegation changes reported within five working days to SPO? (See agency delegation agreement)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Are all agency requisitions, purchase orders, receipts, formal and informal solicitations and contract administration conducted on ProcureAZ? (See agency delegated authority)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Requisitions are not processed through ProcureAZ (however agency policy & procedure manual directs this).
3.3.1	Are state most current PDS signed for all \$10K+ open market requisitions? State's most current Purchase Order T&C's in file?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PDS not in contract files reviewed.
3.4	Are quarterly sole source, emergency, and competition impracticable procurement reports to SPO timely and accurate [if applicable – see Delegated Procurement Authority]? (ARS §41-2536, §41-2537, SPO TB #041)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Are procurement protests, claims, decisions and agency reports submitted to SPO within five days of receipt or completion? (See agency delegation on administrative actions)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Solicitation/Contract: AL-02
3.5.1	Does agency CPO make written determination to either proceed with award or stay all, or part, of the procurement – providing copies of determination to SPO & interested parties? (R2-7-A902)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3.5.2	If a stay was issued, did Director dismiss the stay either to protect the substantial interest of the state, if the appeal did not state a valid basis for the protest, if the appeal was untimely, or if the appeal attempted to raise issues not raised in the protest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Is the agency endeavoring to set aside one percent of new purchases to set-aside contractors? (ARS §41-2636 and SPO TB #004)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 6.1D & 6.2A
3.7	Is agency verifying employment records of contractors and subcontractors, as per randomly selected by SPO? (ARS §41-4401, Executive Order 2005-30, & SPO SP #001)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item No.	Recommendations	Assigned to	Estimated Completion
3.3	CPO shall ensure all requisitions appear in the official contract file of record by either link or upload to ProcureAZ.	CPO	Ongoing
3.3.1	CPO shall ensure a PDS is in the official contract file of record for all State employees with a significant procurement role.	CPO	Ongoing

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Item No.	Compliance Criteria					
4.0	Procurement Personnel Training and Delegation	N/A	Yes	No	Requires Action	Comments
4.1	Does the agency provide in-house procurement training and mentoring programs for newly-hired procurement personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No new staff since agency CPO arrived – no need for additional staff.
4.2	Do procurement personnel undergo procurement training to enhance proficiency and professional status of procurement? (TB# 001 & TB# 002)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All SPO CBTs complete except ADSPO600 (not currently offered)
4.3	Are agency procurement managers certified by a public procurement organization (NIGP, ISM, etc) (TB# 001 & TB# 002)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Is agency procurement staff certified by a public procurement organization (NIGP, ISM, etc) (TB# 001 & TB# 002)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	Are the agency's delegated procurement personnel taking the required (20) hours of procurement training each year? (Unl Delegated Procurement Authority)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.6	Did the agency CPO sub-delegate procurement authority to agency procurement personnel in writing? (R2-7-203)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Only delegated authority in agency is CPO
4.7	Do agency sub-delegations include specific activities, functions, and limitations? (TB #002; Delegated Procurement Authority)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.7.1	Are staff delegated amounts in line with duties and title? (TB #002; Delegated Procurement Authority)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.8	Were procurement personnel adequately trained prior to being granted procurement delegation by the agency CPO? (TB# 002; Delegated Procurement Authority)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item No.	Recommendations	Assigned to	Estimated Completion
4.6	<p>Agency delegated authority designates all sub-delegations shall be in writing by the agency CPO. CPO may delegate personnel to have ProcureAZ access and designate rights to enter or approve purchase requests. As per interview with CPO, department directors have authority to approve purchase requests against statewide/agency contracts, as do departments have requisitioning employees. These individuals, therefore, require a signed delegated authority to have these rights.</p>	CPO	30 Days, Ongoing

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Item No.	Compliance Criteria					
5.0	Procurement Internal Controls	N/A	Yes	No	Requires Action	Comments
5.1	Does the agency provide procurement staff ethics training as outlined by SPO TB #001?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Does the agency have a procedure or policy for dealing with unethical behavior?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Are any of the agency's procurement personnel or staff employed in secondary work that potentially conflicts with their ability to perform their procurement function, as must be disclosed per HR Conditions of Employment R2-5A-503? (SPO TB #001)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.4	Does the agency have internal systems of control to guard against employee or public officer purchase of materials or services for their own personal, or business, use from contracts entered into by the state? (R2-7-204)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5	Does agency have on file Annual Procurement Disclosure Statements for all employees, whose regular responsibilities include: Soliciting quotes greater than \$10,000 for the provision of materials, services, or construction; Issuing open market purchase orders with department buyer or basic purchasing roles in ProcureAZ; and, making decisions on protests or appeals by a party regarding an agency procurement selection or decision? (SPO SP #003).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Agency does not have on file Annual Procurement Disclosure Statements for State personnel with significant procurement activity roles (i.e. procurement approval: Eric Borg, Tony Bouie).
5.5.1	Has agency director waived Annual Procurement Disclosure Statements for any employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.6	Are responsibilities divided between different employees so one individual does not control all aspects of procurement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5.7	Upon receipt of a submission, and CPO written determination, is the procurement office adequately safeguarding confidential information? (R2-7-103)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.8	Are contract files kept safe from tampering by unauthorized personnel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.9	Are there procedures in place to safeguard contract files during file reviews or when the public accesses the agency's procurement records?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.10	Does the agency routinely check statewide contracts and state set-asides prior to issuing an open-market requisition (Delegated Procurement Authority & SPO TB# 004)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Of contract files reviewed, one appears to have been eligibly satisfied by a Set-Aside, another by a Statewide contract – contract file does not contain CPO justification/off-contract determination to conduct solicitations (See 6.1D & 6.2A)
5.10.1	Does the agency use the State's most current Off-Contract Determination request form if not using Statewide contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 5.10
5.11	Does the office regularly monitor agency P-card purchases? (SPO TB #040)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Agency CPO has not subdelegated authority to use P-Cards – only authorized p-card user is CPO (R2-7-D304. Purchases of \$10,000 and Less). A lack of oversight exists in p-card use within procurement office with only one user of P-Card in AZ Lottery.
5.12	Does the agency maintain adequate contract records to facilitate auditing by the State? (ARS §41-2548)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record is ProcureAZ – however many documents unavailable during this review.
5.13	Does the agency make available the SPO Compliance Hotline-anonymous/confidential reporting compliance and ethics email address promoting a workplace environment free from retaliation(TB#003; ARS §38-532)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	As per CSA – CPO has not shared SPO Compliance Hotline with agency.

5.14	Other than ADOA's state financial system, does the agency have any other system of collecting financial data?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.15	Does the agency's internal audit conduct regular audits on procurement transactions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.16	Were any finance or purchasing-related audits or reviews conducted on the agency within the past two years?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.17	Did agency management comply with the recommendations and corrective actions in the audit report listed in 5.16?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.18	Cooperative Contracts (Effective 05/22/2015)					
5.18.1	Purchase from cooperative contract (Piggyback) approved by agency CPO, with written determination the use of the contract is in best interest of the State per TB# 005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.18.2	Piggyback Cooperative was originally awarded via full and open competition per TB#005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.18.3	Uploaded to ProcureAZ: a. Bidder's list, b. Solicitation included evaluation factors, c. Multiple offers received, d. Bid tabulation and evaluation offers, and e. Basis for cooperative contract award with established evaluation factors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.18.4	Uploaded to ProcureAZ: a. Cost analysis to determine price is fair and reasonable b. Cooperative contract terms and conditions c. Vendor's willingness to extend cooperative contract to the state.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.18.5	Purchases from cooperative contracts are lesser of 25% of original contract or \$500k? (R2-7-1003D)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.18.6	Office verifies if State Contract already exists? (R2-7-1003A)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.18.7	Purchases orders use special purchase type "Piggyback" on General Tab (TB#005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item No.	Recommendations	Assigned to	Estimated Completion
5.5	Lottery approval path requires department director approval, and budget approval, prior to CPO approval to issue open market requisition. These approvals constitute a significant procurement role, and require an Annual PDS on file.	CPO	30 Days, Ongoing

**STATE OF ARIZONA
STATE PROCUREMENT OFFICE
PROCUREMENT PERFORMANCE REVIEW**

The following criteria were considered in the procurement performance review process in compliance with AZSPO Technical Bulletin No. 3, Procurement Compliance Reviews – Phase 3 (Representative Samples of IFB’s, RFP’s and RFQ’s, Sole Source, Competition Impracticable, Emergency). “Stop & Go” review used – reviewing greater of 10, or 10% of prior year contract files.

The following criteria is used for each representative solicitation or contract.

Item No.	Compliance Criteria			
6.0	Contracts			

Request for Quotation (RFQ)	
Solicitation or Contract Number:	ADSP016-121853
Contract Title or Description:	AS400 Maintenance
Contract Estimated Amount:	\$11,508
Name of Procurement Officer:	Rick Crago

6.1A	Request for Quotations (RFQ)	N/A	Yes	No	Requires Action	Comments
6.1.1	Is there a Procurement Request, in writing, on file (Requisition(ProcAZ) /Email/Other)? (R2-7-205)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.2	Should a set-aside or statewide contract been considered/used?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.1.3	Was this procurement performed by an authorized procurement officer within his/her delegated authority? (R2-7-206)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.4	Is there any evidence that this was artificially divided or fragmented so as to circumvent this section? (ARS §41-2535.C)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.1.5	Does the RFQ include a statement that only a small business as defined in R2-7-101, shall be awarded a contract? (R2-7-D302)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Although solicitation includes statement that contract will only be awarded to small business, the solicitation was not restricted to only small businesses.

6.1.5.1	If RFQ was not awarded to a small business, is there a determination in file that less than three small businesses are registered, or that restricting procurement to small business is not practical under the circumstances (R2-7-D302)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	More than 3 small businesses were invited to offer, 2 submitted offers, but award was given to non-small business. No award determination in file declaring award most advantageous to State, nor that restricting to small-businesses was not practicable given the circumstances.
6.1.6	Does the RFQ include the following (R2-7-D302.A):					
6.1.6.1	Offer submission requirements, including offer due date and time, where offers will be received, and offer acceptance period	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.2	Any purchase description, specifications, delivery or performance schedule, and inspection and acceptance requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.3	The minimum information that the offer shall contain	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.4	Any evaluation factors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.4.1	Is conflict of interest disclosure in file for any/all non-employee evaluators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.5	Whether negotiations may be held	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.6	The uniform terms and conditions by text or reference	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.7	The term of the contract, including language for any applicable option for contract extension (ProcAZ Max/Control)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.7	Was the RFQ distributed to a minimum of three small businesses? (R2-7-D302)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.8	Are Procurement Disclosure Statements in file for all employees who participated in the development of the procurement, evaluation tool, served as technical advisors or evaluators, recommended or selected a vendor, or who approved sole source or competition impracticable? (SPO SP# 003)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.1.8.1	Did the agency director, or designee, inform employees when the first PDS was signed, and notify the State Procurement Administrator? (SPO SP# 003)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.9	Is there a written basis for the award on file? (R2-7-D303.C)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.1.5.1
6.1.10	At the time of award, does a procurement file exist, containing a list of notified vendors, final solicitation, non-disclosure statements, solicitation amendments, bids and offers, offer revisions, Best and Final Offer, negotiations, clarifications, final evaluation report, award determinations, and additional information requested by agency CPO as approved by SPA? (R2-7-101(37))	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.1.5 & 6.1.5.1; Official contract file of record does not contain a signed & counter-signed Offer & Acceptance.
6.1.10.1	Does the file contain adequate justification for multiple awards, or otherwise obtained SPA authorization? (R2-7-608).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.11	ProcureAZ					
6.1.11.1	Is total spend limit locked in Control Tab?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.1.11.2	Bidders – General Tab: Is Bid Holder List hidden from Vendors? (preventing collusion)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bid holder list not kept hidden – offerors able to see who responded to RFQ.
6.1.12	Contract Administration					
6.1.12.1	Are contract files and records complete and available for public inspection w/in 3 days of award? –note “persons with disabilities” (ARS §41-2533; SP#006)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.1.10
6.1.12.2	Is there a valid and current Certificate of Insurance on file (if applicable)? (ARS §41-2573)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain a non-expired certificate of insurance listing the State as additional insured.
6.1.12.3	Are the amounts on the Certificate of Insurance consistent with the contract requirements? (ARS §41-2573)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.12.4	Are documents named and uploaded to ProcureAZ following the naming conventions outlined in SPO SP# 006?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.1.12.5	For multi-term contracts, are there written determinations from the SPA of extension in the contract files (> 5 years)? (R2-7-605.A-C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Item No.	Recommendations	Assigned to	Estimated Completion
6.1.5 6.1.5.1	CPO shall limit advertisements of RFQ to offerors registered in ProcureAZ that are specifically registered as "small business." If the CPO determines the solicitation must be advertised to non-small businesses, then the CPO shall submit a written determination to the official contract file of record that competition was not practicable given the circumstances.	CPO	Ongoing; Immediately
6.1.9	CPO written award determination for RFQ shall include a statement that the award made was determined to be most advantageous to the State, and shall be included in the official contract file of record.	CPO	Ongoing; Immediately
6.1.10 6.1.12.1 6.1.12.2	ProcureAZ is the official contract file of record. Notwithstanding any other documentation requirements of the Arizona Procurement Code, all documents as identified in SPO SP#006 and SP#003 shall be maintained in the official contract file of record. Items identified as missing from this file review shall be identified and uploaded to the contract file.	CPO	90 days & Ongoing

Request for Quotation (RFQ)	
Solicitation or Contract Number:	ADSP014-071212
Contract Title or Description:	Security Upgrade to Lottery
Contract Estimated Amount:	\$50,494.57
Name of Procurement Officer:	Richard Crago

6.1B	Request for Quotations (RFQ)	N/A	Yes	No	Requires Action	Comments
6.1.1	Is there a Procurement Request, in writing, on file (Requisition(ProcAZ) /Email/Other)? (R2-7-205)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Open Market PO does not contain requisition either linked to ProcureAZ, or in writing attached to the official procurement file of record (in conflict with self-assessment)
6.1.2	Should a set-aside or statewide contract been considered/used?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.1.3	Was this procurement performed by an authorized procurement officer within his/her delegated authority? (R2-7-206)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.4	Is there any evidence that this was artificially divided or fragmented so as to circumvent this section? (ARS §41-2535.C)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.1.5	Does the RFQ include a statement that only a small business as defined in R2-7-101, shall be awarded a contract? (R2-7-D302)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Procurement does not include a statement that only a small business shall be awarded a contract.
6.1.5.1	If RFQ was not awarded to a small business, is there a determination in file that less than three small businesses are registered, or that restricting procurement to small business is not practical under the circumstances (R2-7-D302)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Although the contract was awarded to a small business, the solicitation was not limited to small businesses. File does not contain CPO determination that restricting the solicitation to small businesses was not practicable given the circumstances.
6.1.6	Does the RFQ include the following (R2-7-D302.A):					

6.1.6.1	Offer submission requirements, including offer due date and time, where offers will be received, and offer acceptance period	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain offer submission requirements, offer due date, or offer acceptance period. (in conflict to self-assessment)
6.1.6.2	Any purchase description, specifications, delivery or performance schedule, and inspection and acceptance requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain purchase description, specifications, delivery or performance schedule, nor acceptance requirements. However, file does contain "addendum" with a clarified Scope of Work. (in conflict to self-assessment)
6.1.6.3	The minimum information that the offer shall contain	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not list the minimum information that the offer shall contain. (in conflict to self-assessment)
6.1.6.4	Any evaluation factors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not list any evaluation factors or their relative order of importance (in conflict to self-assessment)
6.1.6.4.1	Is conflict of interest disclosure in file for any/all non-employee evaluators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain conflict of interest disclosures for any non-employee evaluators. (in conflict to self-assessment)
6.1.6.5	Whether negotiations may be held	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.6	The uniform terms and conditions by text or reference	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.7	The term of the contract, including language for any applicable option for contract extension (ProcAZ Max/Control)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not include the contract term (one time purchase?). (in conflict to self-

						assessment)
6.1.7	Was the RFQ distributed to a minimum of three small businesses? (R2-7-D302)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See 6.1.5.1
6.1.8	Are Procurement Disclosure Statements in file for all employees who participated in the development of the procurement, evaluation tool, served as technical advisors or evaluators, recommended or selected a vendor, or who approved sole source or competition impracticable? (SPO SP# 003)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not include procurement disclosure statements for state employees with a significant procurement role (in conflict to self-assessment)
6.1.8.1	Did the agency director, or designee, inform employees when the first PDS was signed, and notify the State Procurement Administrator? (SPO SP# 003)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Significant Procurement Activity does not appear on SPO Website. (in conflict to self-assessment)
6.1.9	Is there a written basis for the award on file? (R2-7-D304)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain CPO written determination for award that the awarded offer is most advantageous to the State. (in conflict to self-assessment)
6.1.10	At the time of award, does a procurement file (either paper or electronic) exist, containing a list of notified vendors, final solicitation, non-disclosure statements, solicitation amendments, bids and offers, offer revisions, Best and Final Offer, negotiations, clarifications, final evaluation report, award determinations, and additional information requested by agency CPO as approved by SPA? (R2-7-101(37))	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.1.1, 6.15-6.19. (in conflict to self-assessment). No signed & counter-signed offer & acceptance in official contract file of record.
6.1.10.1	Does the file contain adequate justification for multiple awards, or otherwise obtained SPA authorization? (R2-7-608).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.11	ProcureAZ					
6.1.11.1	Is total spend limit locked in Control Tab?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.11.2	Bidders – General Tab: Is Bid Holder List hidden from Vendors? (preventing collusion)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.12	Contract Administration					
						See 6.1.10

6.1.12.1	Are contract files and records complete and available for public inspection w/in 3 days of award? –note “persons with disabilities” (ARS §41-2533; SP#006)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.1.12.2	Is there a valid and current Certificate of Insurance on file (if applicable)? (ARS §41-2573)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain non-expired certificate of insurance listing State as additional insured. (in conflict to self-assessment)
6.1.12.3	Are the amounts on the Certificate of Insurance consistent with the contract requirements? (ARS §41-2573)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.12.4	Are documents named and uploaded to ProcureAZ following the naming conventions outlined in SPO SP# 006?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.12.5	For multi-term contracts, are there written determinations from the SPA of extension in the contract files (> 5 years)? (R2-7-605.A-C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item No.	Recommendations	Assigned to	Estimated Completion
6.1.1	Requisitions (open market) >\$10,000 shall be either linked in ProcureAZ, or written requisitions shall be uploaded to the official contract file of record. The original requisition shall be located and uploaded to the contract file reviewed.	CPO	90 Days; Ongoing
6.1.5 6.1.5.1	CPO shall limit advertisements of RFQ to offerors registered in ProcureAZ that are specifically registered as “small business.” If the CPO determines the solicitation must be advertised to non-small businesses, then the CPO shall submit a written determination to the official contract file of record that competition was not practicable given the circumstances.	CPO	Ongoing; Immediately
6.1.6.1 6.1.6.2 6.1.6.3 6.1.6.4 6.1.6.4.1 6.1.6.7 6.1.8 6.1.10 6.1.12.2	ProcureAZ is the official contract file of record. Notwithstanding any other documentation requirements of the Arizona Procurement Code, all documents as identified in SPO SP#006 and SP#003 shall be maintained in the official contract file of record. Items identified as missing from this file review shall be identified and uploaded to the contract file.	CPO	90 days & Ongoing
6.1.9	CPO written award determination for RFQ shall include	CPO	Ongoing;

	a statement that the award made was determined to be most advantageous to the State, and shall be included in the official contract file of record.		Immediately
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Request for Quotation (RFQ)	
Solicitation or Contract Number:	ADSP013-039868
Contract Title or Description:	IBM Hardware Maintenance
Contract Estimated Amount:	\$17,148.00
Name of Procurement Officer:	Richard Crago

6.1C	Request for Quotations (RFQ)	N/A	Yes	No	Requires Action	Comments
6.1.1	Is there a Procurement Request, in writing, on file (Requisition(ProcAZ)/Email/Other)? (R2-7-205)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Open Market PO does not contain requisition either linked to ProcureAZ, or in writing attached to the official procurement file of record (in conflict with self-assessment)
6.1.2	Should a set-aside or statewide contract been considered/used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Statewide Hardware and Software Maintenance contracts exist with IBM. Unclear if contracts were considered – no “Off Contract” determination in file.
6.1.3	Was this procurement performed by an authorized procurement officer within his/her delegated authority? (R2-7-206)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.4	Is there any evidence that this was artificially divided or fragmented so as to circumvent this section? (ARS §41-2535.C)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.1.5	Does the RFQ include a statement that only a small business as defined in R2-7-101, shall be awarded a contract? (R2-7-D302)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Procurement does not include a statement that only a small business shall be awarded a contract.
6.1.5.1	If RFQ was not awarded to a small business, is there a determination in file that less than three small businesses are registered, or that restricting procurement to small business is not practical under the circumstances (R2-7-D302)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract was not awarded to a small business. Solicitation was not restricted to small businesses. Fewer than 3 small businesses responded to solicitation. No CPO determination in file that restricted

						solicitation to small businesses was not practicable given the circumstances.
6.1.6	Does the RFQ include the following (R2-7-D302.A):					
6.1.6.1	Offer submission requirements, including offer due date and time, where offers will be received, and offer acceptance period	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain offer submission requirements, offer due date, or offer acceptance period. (in conflict to self-assessment)
6.1.6.2	Any purchase description, specifications, delivery or performance schedule, and inspection and acceptance requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record contains specifications which state, "a listing of equipment to be maintained is specified on the price sheet that will be part of this solicitation." However, no such price sheet is contained in file. (in conflict to self-assessment)
6.1.6.3	The minimum information that the offer shall contain	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain minimum information that the offer shall contain. (in conflict to self-assessment)
6.1.6.4	Any evaluation factors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not list any evaluation factors or their relative order of importance (in conflict to self-assessment)
6.1.6.4.1	Is conflict of interest disclosure in file for any/all non-employee evaluators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Official contract file of record does not contain any conflict of interest disclosures for non-state employee evaluators. (in conflict to self-assessment)
6.1.6.5	Whether negotiations may be held	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.1.6.6	The uniform terms and conditions by text or reference	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.7	The term of the contract, including language for any applicable option for contract extension (ProcAZ Max/Control)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Official contract file of record does not specify a term of the contract. (in conflict to self-assessment)
6.1.7	Was the RFQ distributed to a minimum of three small businesses? (R2-7-D302)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 6.1.5.1
6.1.8	Are Procurement Disclosure Statements in file for all employees who participated in the development of the procurement, evaluation tool, served as technical advisors or evaluators, recommended or selected a vendor, or who approved sole source or competition impracticable? (SPO SP# 003)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain Procurement Disclosure Statements for state employees with a significant procurement role (in conflict to self-assessment)
6.1.8.1	Did the agency director, or designee, inform employees when the first PDS was signed, and notify the State Procurement Administrator? (SPO SP# 003)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Significant procurement activity not listed on SPO Website. (in conflict to self-assessment)
6.1.9	Is there a written basis for the award on file? (R2-7-D304)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain a CPO written determination for contract award that the offeror was the most advantageous to the State.
6.1.10	At the time of award, does a procurement file (either paper or electronic) exist, containing a list of notified vendors, final solicitation, non-disclosure statements, solicitation amendments, bids and offers, offer revisions, Best and Final Offer, negotiations, clarifications, final evaluation report, award determinations, and additional information requested by agency CPO as approved by SPA? (R2-7-101(37))	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 6.1.1, 6.1.5 – 6.1.9; no signed & counter-signed offer & acceptance in official contract file of record.
6.1.10.1	Does the file contain adequate justification for multiple awards, or otherwise obtained SPA authorization? (R2-7-608).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.11	ProcureAZ					

6.1.11.1	Is total spend limit locked in Control Tab?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.11.2	Bidders – General Tab: Is Bid Holder List hidden from Vendors? (preventing collusion)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.12	Contract Administration					
6.1.12.1	Are contract files and records complete and available for public inspection w/in 3 days of award? –note “persons with disabilities” (ARS §41-2533; SP#006)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 6.1.10
6.1.12.2	Is there a valid and current Certificate of Insurance on file (if applicable)? (ARS §41-2573)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain non-expired certificate of insurance listing State as additional insured. (in conflict to self-assessment)
6.1.12.3	Are the amounts on the Certificate of Insurance consistent with the contract requirements? (ARS §41-2573)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.12.4	Are documents named and uploaded to ProcureAZ following the naming conventions outlined in SPO SP# 006?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.12.5	For multi-term contracts, are there written determinations from the SPA of extension in the contract files (> 5 years)? (R2-7-605.A-C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item No.	Recommendations	Assigned to	Estimated Completion
6.1.1	Requisitions (open market) >\$10,000 shall be either linked in ProcureAZ, or written requisitions shall be uploaded to the official contract file of record. The original requisition shall be located and uploaded to the contract file reviewed.	CPO	90 Days; Ongoing
6.1.5 6.1.5.1	CPO shall limit advertisements of RFQ to offerors registered in ProcureAZ that are specifically registered as “small business.” If the CPO determines the solicitation must be advertised to non-small businesses, then the CPO shall submit a written determination to the official contract file of record that competition was not practicable given the circumstances.	CPO	Ongoing; Immediately
6.1.6.1 6.1.6.2 6.1.6.3	ProcureAZ is the official contract file of record. Notwithstanding any other documentation requirements of the Arizona Procurement Code, all documents as	CPO	90 days & Ongoing

6.1.6.4 6.1.6.4.1 6.1.6.7 6.1.8 6.1.10 6.1.12.2	identified in SPO SP#006 and SP#003 shall be maintained in the official contract file of record. Items identified as missing from this file review shall be identified and uploaded to the contract file.		
6.1.9	CPO written award determination for RFQ shall include a statement that the award made was determined to be most advantageous to the State, and shall be included in the official contract file of record.	CPO	Ongoing; Immediately

Request for Quotation (RFQ)	
Solicitation or Contract Number:	ADSP016-102397
Contract Title or Description:	Landscaping service
Contract Estimated Amount:	\$34,272.00
Name of Procurement Officer:	Rick Crago

6.1D	Request for Quotations (RFQ)	N/A	Yes	No	Requires Action	Comments
6.1.1	Is there a Procurement Request, in writing, on file (Requisition(ProcAZ) /Email/Other)? (R2-7-205)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain either a requisition linked to ProcureAZ or a written requisition uploaded to the file.
6.1.2	Should a set-aside or statewide contract been considered/used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unclear if AZ Set-Asides were considered – no CPO determination to forego Set-Asides (available landscaping set-asides: Beacon Group, Douglas ARC, Gomers Center, Goodwill Industries, Horizon Human Services, Hozhoni Foundation, Centers for Habilitation, ValleyLife).
6.1.3	Was this procurement performed by an authorized procurement officer within his/her delegated authority? (R2-7-206)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.4	Is there any evidence that this was artificially divided or fragmented so as to circumvent this section? (ARS §41-2535.C)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.1.5	Does the RFQ include a statement that only a small business as defined in R2-7-101, shall be awarded a contract? (R2-7-D302)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Official contract file of record does not contain a statement, within the RFQ, that only a small business will be awarded a contract.
6.1.5.1	If RFQ was not awarded to a small business, is there a determination in file that less than three small businesses are	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	registered, or that restricting procurement to small business is not practical under the circumstances (R2-7-D302)					
6.1.6	Does the RFQ include the following (R2-7-D302.A):					
6.1.6.1	Offer submission requirements, including offer due date and time, where offers will be received, and offer acceptance period	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain offer submission requirements including offer due date and time, where offers will be received, and the offer acceptance period.
6.1.6.2	Any purchase description, specifications, delivery or performance schedule, and inspection and acceptance requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.3	The minimum information that the offer shall contain	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain the minimum information that the offer shall contain.
6.1.6.4	Any evaluation factors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.1.6.3
6.1.6.4.1	Is conflict of interest disclosure in file for any/all non-employee evaluators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No evaluation factors listed – unclear if competition took place (no bid/requisition linked to contract). Unclear if non-state employee evaluators used in determining award. No award determination in file indicating method of award.
6.1.6.5	Whether negotiations may be held	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.6	The uniform terms and conditions by text or reference	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.6.7	The term of the contract, including language for any applicable option for contract extension (ProcAZ Max/Control)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.7	Was the RFQ distributed to a minimum of three small businesses? (R2-7-D302)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Official contract file of record does not contain evidence that the solicitation was

						distributed to a minimum of 3 small businesses.
6.1.8	Are Procurement Disclosure Statements in file for all employees who participated in the development of the procurement, evaluation tool, served as technical advisors or evaluators, recommended or selected a vendor, or who approved sole source or competition impracticable? (SPO SP# 003)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain Procurement Disclosure Statements for any state employees with a significant procurement role in this solicitation (requisitioning employee?)
6.1.8.1	Did the agency director, or designee, inform employees when the first PDS was signed, and notify the State Procurement Administrator? (SPO SP# 003)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.9	Is there a written basis for the award on file? (R2-7-D304)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No CPO written determination in file that offer awarded was most advantageous to the State.
6.1.10	At the time of award, does a procurement file (either paper or electronic) exist, containing a list of notified vendors, final solicitation, non-disclosure statements, solicitation amendments, bids and offers, offer revisions, Best and Final Offer, negotiations, clarifications, final evaluation report, award determinations, and additional information requested by agency CPO as approved by SPA? (R2-7-101(37))	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.1.1, 6.1.2, 6.1.5, 6.1.6.3 – 6.1.8.
6.1.10.1	Does the file contain adequate justification for multiple awards, or otherwise obtained SPA authorization? (R2-7-608).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.11	ProcureAZ					
6.1.11.1	Is total spend limit locked in Control Tab?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.1.11.2	Bidders – General Tab: Is Bid Holder List hidden from Vendors? (preventing collusion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid not linked to contract file
6.1.12	Contract Administration					
6.1.12.1	Are contract files and records complete and available for public inspection w/in 3 days of award? –note “persons with disabilities” (ARS §41-2533; SP#006)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 6.1.10

6.1.12.2	Is there a valid and current Certificate of Insurance on file (if applicable)? (ARS §41-2573)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain an unexpired certificate of insurance listed the State as additional insured.
6.1.12.3	Are the amounts on the Certificate of Insurance consistent with the contract requirements? (ARS §41-2573)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.12.4	Are documents named and uploaded to ProcureAZ following the naming conventions outlined in SPO SP# 006?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.1.12.5	For multi-term contracts, are there written determinations from the SPA of extension in the contract files (> 5 years)? (R2-7-605.A-C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item No.	Recommendations	Assigned to	Estimated Completion
6.1.1	Requisitions (open market) >\$10,000 shall be either linked in ProcureAZ, or written requisitions shall be uploaded to the official contract file of record. The original requisition shall be located and uploaded to the contract file reviewed.	CPO	90 Days; Ongoing
6.1.2	Where an available statewide or set-aside contract provider exists, the CPO shall provide a written off-contract determination/rationale for not using the available vendor. If such written determination exists for this contract file, it shall be uploaded to the official contract file of record.	CPO	90 Days; ongoing
6.1.5	RFQs shall prominently display a statement that only a small business shall be awarded a contract.	CPO	Immediately; Ongoing
6.1.6.1 6.1.6.3 6.1.6.4 6.1.6.4.1 6.1.6.7 6.1.8 6.1.10 6.1.12.2	ProcureAZ is the official contract file of record. Notwithstanding any other documentation requirements of the Arizona Procurement Code, all documents as identified in SPO SP#006 and SP#003 shall be maintained in the official contract file of record. Items identified as missing from this file review shall be identified and uploaded to the contract file.	CPO	90 days & Ongoing
6.1.9	CPO written award determination for RFQ shall include a statement that the award made was determined to be most advantageous to the State, and shall be included in the official contract file of record.	CPO	Ongoing; Immediately

**STATE OF ARIZONA
STATE PROCUREMENT OFFICE
PROCUREMENT PERFORMANCE REVIEW**

The following criteria is used for each representative contract.

Invitation for Bids (IFB)	
Contract Number:	ADSP016-111161
Contract Title or Description:	HVAC, related plumbing and preventative maintenance services
Contract Estimated Aggregate Amount:	\$178,435
Name of Procurement Officer:	Rick Crago

6.2A	Invitation for Bids (IFB)	N/A	Yes	No	Requires Action	Comments
6.2.1	Is there a Procurement Request, in writing, on file (Requisition(ProcAZ) /Email/Other)? (Req copy) (R2-7-205)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain either a requisition linked to ProcureAZ or a written requisition uploaded to ProcureAZ.
6.2.2	Should a set-aside or statewide contract been considered/used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Existing statewide contract: ADSP015-090249 – unclear if considered. No CPO Off Contract determination in file.
6.2.3	Was this procurement performed by an authorized procurement officer within his/her delegated authority? (R2-7-206)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IFB for >\$100,000 aggregate spend is in excess of agency authority. Official contract file of record does not contain copy of one-time SPA approval to exceed authority.
6.2.4	Was there adequate notice, a minimum of 14 days before bid opening, of the IFB in a newspaper? (Svcs shall, commodities may - excluding professional / construction) (ARS §41-2533.C, R2-7-B301)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain evidence solicitation for service was advertised in a newspaper a minimum of 14 days prior to the bid opening date.
6.2.5	If a Pre-Offer Conference was conducted, was it held a reasonably sufficient time before the offer due	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	date? (R2-7-B302; TB# 043)					
6.2.6	Does the solicitation include the most recent edition of Uniform Instructions and Uniform Terms and Conditions issued by SPO – SPO Website: http://spo.az.gov ? (R2-7-B301 and R2-7-C301)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.7	Does the solicitation include the State's Uniform instructions to offerors, including: (R2-7-B301.C.1)					
6.2.7	Does the solicitation include the State's most current Uniform Instructions to offerors, including: (R2-7-B301.C.1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.7.1	Is conflict of interest disclosure in file for any/all non-employee evaluators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.7.2	Certification by the offeror that submission of the offer did not include collusion or other anticompetitive practices.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer and Acceptance signed by offeror, however is not countersigned by CPO.
6.2.8	Was the appropriate insurance module used in the solicitation? (ARS §41-621, ARS §23-901)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.9	Did the bid generate a sufficient number of qualified bidders? (ARS §41-2533, §41-2534)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.10	Are Procurement Disclosure Statements in file for all employees who participated in the development of the procurement, evaluation tool, served as technical advisors or evaluators, recommended or selected a vendor, or who approved sole source or competition impracticable? (SPO SP# 003)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain procurement disclosure statement for State employees with a significant procurement role (requisitioning employee? 2 approvers w/out APDS on file).
6.2.11	Did the agency director, or designee, inform employees when the first PDS was signed, and notify the State Procurement Administrator?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.12	Was the contract awarded to the lowest responsible and responsive offeror whose offer conforms in all material respects to the requirements and criteria in the solicitation? (R2-7-B314.A; SP# 043)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract awarded to ABM: Bid \$3442/month. Low bid was Interstate Mechanical \$3318/month. No responsiveness/responsibility determination in file to

						justify. Solicitation declared low price will prevail.
6.2.13	If applicable, is there a non-responsibility determination on file? (R2-7-B313)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.2.12
6.2.14	Is there a record showing the basis for determining the successful offeror on file? (R2-7-B314.B)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.2.12 & 6.2.13
6.2.15	Were all offerors notified of the award, if ProcureAZ wasn't used? (R2-7-314.D)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.16	At the time of award, does a procurement file (either paper or electronic) exist, containing a list of notified vendors, final solicitation, non-disclosure statements, solicitation amendments, bids and offers, offer revisions, Best and Final Offer, negotiations, clarifications, final evaluation report, award determinations, signed Offer & Acceptance and additional information requested by agency CPO as approved by SPA? (R2-7-101(37))	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 6.2.1, 6.2.2, 6.2.4, 6.2.7.2, 6.2.10, 6.2.12
6.2.16.1	Bidders – General Tab: Is Bid Holder List hidden from Vendors? (preventing collusion)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.16.2	Does the file contain adequate justification for multiple awards, or otherwise obtained SPA authorization? (R2-7-608).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.16.3	Were all uniform documents identified in 6.2.16 the most current State versions available at the time of the solicitation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.17	If Reverse Auction (SPO SP#025)					
6.2.17.1	Was the commodity appropriate for a reverse auction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.17.2	Were vendors notified via Bulk Email, including Offer & Acceptance, Specifications, Uniform T&C's, Special T&C's, Uniform Instructions, Special Instructions, and Quick Reference Guide – Responding to R.A.'s?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.17.3	Were Bid Increments set in ProcureAZ, and of appropriate intervals, for the R.A.?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.17.4	Was Soft Close Enabled?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6.2.18	Contract Administration					
6.2.18.1	Are contract files and records complete and available for public inspection w/in 3 days of award? –note “persons with disabilities” (ARS §41-2533; SP#006)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.2.16
6.2.18.2	Is there a valid and current Certificate of Insurance on file? (ARS §41-2573)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain an unexpired certificate of insurance listing the State as additional insured.
6.2.18.3	Are the amounts on the Certificate of Insurance consistent with the contract requirements? (ARS §41-2573)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2.18.4	Are documents named and uploaded to ProcureAZ following the naming conventions outlined in SPO SP# 006?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Documents uploaded to ProcureAZ do not match the naming conventions of SP# 006 (i.e. “Solicitation Document”)
6.2.18.5	For multi-term contracts, are there written determinations from the SPA of extension in the contract files (>5 years)? (R2-7-605. A to C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item No.	Recommendations	Assigned to	Estimated Completion
6.2.1	Requisitions (open market) >\$10,000 shall be either linked in ProcureAZ, or written requisitions shall be uploaded to the official contract file of record. The original requisition shall be located and uploaded to the contract file reviewed.	CPO	90 Days; Ongoing
6.1.2	Where an available statewide or set-aside contract provider exists, the CPO shall provide a written off-contract determination/rationale for not using the available vendor. If such written determination exists for this contract file, it shall be uploaded to the official contract file of record.	CPO	90 Days; ongoing
6.2.3	Solicitation issued as Invitation for Bid, with a projected aggregate spend of >\$100,000. Agency maximum delegated procurement authority is \$100,000. Contract file must contain a SPA one-time authorization to exceed delegated procurement authority.	CPO	90 Days; ongoing
6.2.4	Competitive solicitation for services must be advertised in a newspaper of general circulation a minimum of 14	CPO	90 Days; ongoing

	days prior to bid opening. A copy of the advertisement, or newspaper affidavit of publication, must be in the official contract file of record to substantiate precise date of publication.		
6.2.7.2 6.2.10 6.2.16 6.2.18.1 6.2.18.2	ProcureAZ is the official contract file of record. Notwithstanding any other documentation requirements of the Arizona Procurement Code, all documents as identified in SPO SP#006 and SP#003 shall be maintained in the official contract file of record. Items identified as missing from this file review shall be identified and uploaded to the contract file.	CPO	90 days & Ongoing
6.2.12 6.2.13 6.2.14	Solicitation advertised the contract will be awarded to the lowest responsive and responsible bidder. However, the contract was not awarded to the lowest bidder. The official contract file of record does not contain a CPO determination that the lowest bidder was non-responsive/responsible. Determination shall be uploaded to the official contract file of record.	CPO	90 days; Ongoing

**STATE OF ARIZONA
STATE PROCUREMENT OFFICE
PROCUREMENT PERFORMANCE REVIEW**

The following criteria is used for each representative solicitation or contract.

Request for Proposals (RFP)	
Solicitation or Contract Number:	ADSP014-065525 (formerly AL10-02; ADSP013-036328)
Contract Title or Description:	General Market and Multi-Cultural Advertising Services
Contract Estimated Amount:	\$75,000,000
Name of Procurement Officer:	Richard Crago

6.3A	Request for Proposals (RFP)	N/A	Yes	No	Requires Action	Comments
6.3.1	Is there a Procurement Request, in writing, on file (Requisition(ProcAZ) /Email/Other) (Req copy)? (R2-7-205)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain either a requisition linked in ProcureAZ, nor a written requisition uploaded to file.
6.3.2	Should a set-aside or statewide contract been considered/used?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.3.3	Was this procurement performed by authorized procurement personnel within his/her delegated authority? (R2-7-206)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	One time State Procurement Administrator approval to conduct solicitation in excess of authority. Approval is in hard copy file – but not in the official contract file of record.
6.3.4	Was there adequate notice, a minimum of 14 days before bid opening, of the RFP in a newspaper? (Svcs only - excluding professional / construction) (ARS §41-2533.C, R2-7-B301)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record lacks evidence that the solicitation for service was publically advertised in a newspaper a minimum of 14 days prior to bid opening.
6.3.5	Are the evaluation factors set forth in the solicitation and listed in relative order of importance? (ARS §41-2534.E)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain evaluation criteria listed in their relative order of importance.

6.3.6	Were the evaluation criteria fair and appropriate to the solicitation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.7	Does the solicitation include Scope of Work/Specifications and the State's Uniform Terms and Conditions? (R2-7-C301)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amendment 10 specifies restrictions to "large" out of state vendors with an emphasis for in-state preference. However ARS does not provide for any such preference.
6.3.7.1	Are the Uniform Terms and Conditions the State's most current version that was available at the time of the solicitation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.8	Does the solicitation include the State's most current version of Uniform instructions to offerors, including: (R2-7-C301.E.1)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.8.1	Specific responsibility or susceptibility criteria. (RFP – TB47 – Attachment 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Official contract file of record does not contain evidence of competitive solicitation – no special instructions to offerors. Sole source? CI?
6.3.8.2	Is conflict of interest disclosure in file for any/all non-employee evaluators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain general conflict of interest disclosures for non-State employees involved in contract development, decision, or award.
6.3.8.3	Certification by the offeror that submission of the offer did not include collusion or other anticompetitive practices.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.9	Was the appropriate insurance module used in the solicitation? (ARS §41-621, ARS §41-901)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.10	Did the RFP generate a sufficient number of qualified offerors, and if not is there a written determination in file?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Official contract file of record does not contain evidence this RFP was advertised or invited vendors to compete for award. No evidence of approval to extend as a limited competition, or in excess of 5 years (sole-

						source/competition impracticable).
6.3.11	Are Procurement Disclosure Statements in file for all employees who participated in the development of the procurement, evaluation tool, served as technical advisors or evaluators, recommended or selected a vendor, or who approved sole source or competition impracticable? (SPO SP# 003)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain procurement disclosure statements for State employees with a significant procurement role (requisitioning employee?)
6.3.12	Did the agency director, or designee, inform employees when the first PDS was signed, and notify the State Procurement Administrator?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.3.13	Were the offers evaluated based on the evaluation criteria contained in the RFP? (R2-7-C316)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See 6.3.10
6.3.13.1	Was a kick-off meeting with the evaluation committee held to review the plan, discuss the solicitation, and agree on a schedule? (Request sign-in)(SPO SP# 043)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.13.2	Did each evaluation committee member review each offer independently? (SPO SP# 043).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No evidence there was an evaluation of offers – appears sole-source. Original AL-02 extended >5 years??
6.3.14	Was the contract awarded to the responsible offeror whose offer is determined to be most advantageous to the state based on the evaluation factors set forth in the RFP? (R2-7-C317)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No evidence the contract was awarded competitively – no award determination in file. If this is a new contract # with extension to AL-02 >5 years – then no approved extension in file.
6.3.15	Is there a written determination explaining the basis for the award on file? (R2-7B314.B)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.3.14
6.3.16	Were all offerors notified of the award? (R2-7-C317.D)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.17	At the time of award, does a procurement file (either paper or electronic) exist, containing a list of notified vendors, final solicitation, non-	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.1.1, 6.3.4 – 6.3.14

	disclosure statements, solicitation amendments, bids and offers, offer revisions, Best and Final Offer, negotiations, clarifications, final evaluation report, award determinations, signed Offer & Acceptance and additional information requested by agency CPO as approved by SPA? (R2-7-101(37))					
6.3.17.1	Bidders – General Tab: Is Bid Holder List hidden from Vendors? (preventing collusion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.17.2	Does the file contain adequate justification for multiple awards, or otherwise obtained SPA authorization? (R2-7-608).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.17.3	Are the documents identified in 6.3.17 the State's most current version that was available at the time of the solicitation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.18	Contract Administration					
6.3.18.1	Are contract files and records complete and available for public inspection within 3 days of award? –note “persons with disabilities” (ARS §41-2533; SP#006)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.18.2	Is there a valid and current Certificate of Insurance on file, with amounts consistent with contract requirements? (ARS §41-2573)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Official contract file of record does not contain non-expired certificate of insurance listing State as additional insured. (in conflict to self-assessment)
6.3.18.3	Are documents named and uploaded to ProcureAZ following the naming conventions outlined in SPO SP# 006?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3.18.4	For multi-term contracts, are there written determinations from the SPA of extension in the contract files (>5 years)? (R2-7-605 paragraphs A-C)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract originally awarded October 2010 – does not appear to have been resolicited. No SPA approval for term >5 years. Although new contract # assigned with conversion to New AFIS, there is no evidence contract was considered/pursued as a Competition Impracticable either.

Item No.	Recommendations	Assigned to	Estimated Completion
6.3.1	Requisitions (open market) >\$10,000 shall be either linked in ProcureAZ, or written requisitions shall be uploaded to the official contract file of record. The original requisition shall be located and uploaded to the contract file reviewed.	CPO	90 Days; Ongoing
6.3.3	SPA One-time approval needs to be uploaded to the official procurement/contract file of record in ProcureAZ.	CPO	90 Days; ongoing
6.3.4	Competitive solicitation for services must be advertised in a newspaper of general circulation a minimum of 14 days prior to bid opening. A copy of the advertisement, or newspaper affidavit of publication, must be in the official contract file of record to substantiate precise date of publication.	CPO	90 Days; ongoing
6.3.5 6.3.8.1 6.3.8.2 6.3.10 6.3.11 6.3.17 6.3.18.2	Solicitation advertised the contract will be awarded to the lowest responsive and responsible bidder. However, the contract was not awarded to the lowest bidder. The official contract file of record does not contain a CPO determination that the lowest bidder was non-responsive/responsible. Determination shall be uploaded to the official contract file of record.	CPO	90 days; Ongoing
6.3.14 6.3.15	Official contract file of record shall contain a CPO written determination for award with the written basis for award.	CPO	90 days; Ongoing

**STATE OF ARIZONA
STATE PROCUREMENT OFFICE
PROCUREMENT PERFORMANCE REVIEW**

The following criteria were considered in the procurement performance review process in compliance with AZSPO Technical Bulletin No. 3, Procurement Compliance Reviews – Phase 3 (Agency Procedures, Kickoff/Post-Award Meeting, and Contract Administration).

Item No.	Compliance Criteria					
8.0	Contract Administration	N/A	Yes	No	Requires Action	Comments
8.1	Does the agency have procedures for contract administration?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.1.1	Are contract administration functions assigned?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No procurement staff – all functions currently fall under CPO.
8.2	Are post-award (kickoff) meetings held for complex contracts, in which contractors and contracting officer representatives meet for clear & mutual understanding of terms and conditions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Are contracts monitored for compliance with work progress to ensure services are performed according to quality, quantity, objectives, timeframes, and manner specified within the contract, based on inspection if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	This was identified by the CPO as an opportunity for improvement – concerns regarding vendor performance are rarely documented by VPRs. Little contract management oversight post-award.
8.3.1	Does agency respond to indications of material breach of contract?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3.2	Does agency have procedures for determining needs for corrective action?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Are contractor's insurance in file and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	See 6.1D & 6.2A
8.4.1	Does agency have mechanisms in place to ensure insurance is up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Agency procurement policy and procedures manual does include procedures for contract management & maintaining vendor

						insurance. However, official contract files of record reviewed do not support that these mechanisms are followed.
8.5	Are all applicable determinations in the contract file?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11 determinations not in file: See 6.1A, 6.1B, 6.1C, 6.1D, 6.2A, 6.3A.
8.6	Does the agency have procedures for rate increase requests?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.7	Does agency verify with end users that contract is needed and should be extended?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Without requisitions in file (or linked in ProcureAZ), a paper-trail of end-user need for a service cannot be established.
8.8	Are amendments/addendums/contract-renewals in compliance with contract terms?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.9	Vendor Compliance					
8.9.1	Does agency appropriately respond to Vendor Performance Reports? (documenting both satisfactory & unsatisfactory performance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.9.2	(TBD) Does agency complete Vendor Performance Assessments annually and use in the evaluation of past suppliers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item No.	Recommendations	Assigned to	Estimated Completion
8.3 8.4.1	Lottery Procurement Manual should be updated to reflect contract administration roles and responsibilities, as well as ensure vendor insurance is up to date and in file prior to commencement of any work.	CPO	90 Days