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MEMORANDUM

TO: State of Arizona Cooperative Members

FROM: Barbara Corella, State Procurement Administrator

DATE: June 9, 2015

SUBJECT: BREAZ Project — ProcureAZ

The State of Arizona is coming to the end of an era in financial management by retiring its current financial system (AFIS) and launching a new statewide financial system for its departments, boards and commissions. For the first time, all Arizona departments will be using one financial system.

The countdown to the transition from the current version of AFIS to the new version of AFIS is well under way. Go Live is scheduled on or around July 7, 2015.

ProcureAZ will be retained as the eProcurement module for the new financial system. Although your agency is not using the State's accounting and budgeting modules, as a cooperative member your agency will be affected by the transition.

Overall, ProcureAZ will be offline from July 1 through July 7, 2015 for all users. ProcureAZ will not be available for anyone, including the State Procurement Office, to log in or view any information. The public access side of ProcureAZ will also not be available.

Cooperative members who retrieve information on available statewide contracts will not be able to access contract information during this time.

If your agency is using ProcureAZ to maintain a bidder's list or access vendor information, new vendors will not be able to register in ProcureAZ during the downtime (July 1 through July 7). Existing vendors will not be able to modify their profile, download bids, respond to a bid, or process a revision during the downtime.

If your agency is using ProcureAZ to advertise or post solicitations:

Bids on the Street. If you have a bid on the street during the first two weeks of July, vendors will not have access to register, download and respond to your bid. ProcureAZ is anticipated to be down from July 1 through July 7 for everyone.

If you have a bid on the street that is due to close within the first two weeks of July, we recommend that your agency process a solicitation amendment to move the due date and time to the third week.

Bids in Progress. If you have a bid in progress but have not yet released it on the street, the information will be available to you once ProcureAZ is available again. You will not lose any information during the downtime.

The State of Arizona and the State Procurement Office apologize for any inconvenience that may occur. The State has done everything that it can to minimize the impact to our vendors and customers.

Once the system is available, an email will be sent to all cooperative members.