

Douglas A. Ducey
Governor



Kevin Donnellan
Acting Director

ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE

100 NORTH FIFTEENTH AVENUE • SUITE 201
PHOENIX, ARIZONA 85007

(602) 542-5511 (main) (602) 542-5508 (fax)
<http://spo.az.gov>

MEMORANDUM

TO: Agency Chief Procurement Officers

FROM: Barbara Corella, State Procurement Administrator

DATE: May 1, 2015

SUBJECT: BREAZ Project — ProcureAZ year-end effects

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. There is a lot of information to digest in this email so please take a moment read it carefully and share it with your staff.

Part of the transition involves changes to entry screens in ProcureAZ. ProcureAZ was modified to address requirements for the new AFIS to develop a better interface between the two systems. If you haven't already taken advantage of the new training classes available for staff, please log into YES to register. Agency staff who create requisitions, process purchase orders, create receipts and process invoices are all candidates for the new training classes being offered by the State Procurement Office.

Overall, ProcureAZ will be down after close of business June 30 through July 7, 2015. During that time no one will have access to ProcureAZ (state agencies, SPO staff, cooperative members, or the vending community).

GAO has created a new Chart of Accounts. The current Chart of Accounts fields are not related and do not allow for a transition to the new Chart of Accounts within ProcureAZ. For this change, additional preparation and responsiveness is required. Please review the list below to be aware of changes to requisitions, purchase orders, and solicitations and how they will be affected by the new AFIS.

Requisitions and Purchase Orders. No requisitions or purchase orders will be able to be cloned from previous fiscal years due to the Chart of Accounts changes. All requisitions and/or purchase orders will be required to start anew. New requisitions and purchase orders created in FY16 are available to clone. You will not be able to process change orders on purchase orders created in FY15.

Pre-Encumbrances. Outstanding pre-encumbrances for requisitions will be carried forward to the new AFIS. Agencies will need to manually liquidate the pre-encumbrance in new AFIS (because you can no longer use that requisition) to free up the funds to create new requisitions.

Encumbrances. Because there will not be a 13th month for processing last-minute purchase orders, outstanding encumbrances on purchase orders created in FY15 will be carried forward to the new AFIS. Invoices for items and services received in FY15 will be processed as a direct pay in the new AFIS and not processed against the purchase order.

Approval Paths. If your agency has established approval paths by department and location, no change is necessary. But if your agency established approval paths by account code segment, the approval path will need to be re-created after Go Live to match the new accounting fields.

Bids tied to Requisitions. Bids that are on the street or in evaluation can be awarded in ProcureAZ, but cannot be converted to a PO (contract) after June 30, 2015 due to the accounting path change in the Chart of Accounts. Award the bid in ProcureAZ so that the notice is sent to the vendors (as required in A.A.C. R2-7-B317 and R2-7-C317). Create the master blanket as a new document and reference the bid number in the Notes.

If you receive a requisition that requires a Bid and wish to begin the process, do not convert the requisition to a Bid, create a Bid as new.

Bids created without a Requisition. There is no change in procedure.

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, process a solicitation amendment to move the due date and time to the third week. (See notes under Vendor.)

Vendors. 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.

Existing Master Blanket Contracts. If the line items on a commodities contract are inclusive of freight, there is no change. If line items on a commodities contract do not include freight and freight is allowed on the contract, an additional line item for freight will need to be added to the contract. Please assign NIGP code 962-86 for the freight line.

Go Live Support. Agency Level 1 support teams (technical leads) will play their usual role in providing first line support for Go Live. It is anticipated Go Live will have a heavy draw on this role. Please send an updated list of all your agency technical leads (not just the ones who contact Periscope) to the Help Desk, procure@azdoa.gov.

Technical leads will be offered Go Live Support preparedness sessions as we approach the Go Live Date. The ProcureAZ Help Desk will notify you with the details.

The ProcureAZ Help Desk team will host conference calls twice a day during the first several weeks of Go Live to share information with technical leads.