SPO ALERT

Date: 10/8/2021

To: State Agencies and Cooperative Members

From: State Procurement Office

Re: Request for Proposal (RFP) Attachments

The following forms were updated on the SPO Intranet site within the Resources > Standard Forms and Documents section:

AAdded the highlighted information:

Home » Resources » Standard Forms and Documents

Standard Forms and Documents

SPO maintains the following Standard Forms and Documents. Although these forms and documents are generally acceptable for use within the State of Arizona, they may not be appropriate for all intended purposes. Changes to these forms are communicated via SPO Alerts. To ensure you are using the most current versions, please always use the forms and documents on this page (instead of downloaded copies). Contact SPOCompliance@azdoa.gov if there are any questions regarding a needed form or document.

Added information or files highlighted in yellow and updated file in blue:

REQUEST FOR PROPOSAL (RFP) TEMPLATES* (Current)

The following files will download in Microsoft Word or Excel format, but may be opened as a Google Doc or Sheet:

RFP Requirements

RFP Instructions

RFP Attachments (Individual files)

RFP Attachments (Combined)

Contents highlighted in yellow within the file document are optional**

- RFP Attachment 1 - Offer and Acceptance
- RFP Attachment 2 - Boycott of Israel Disclosure
- RFP Attachment 3 - Confidential Information Designation
- RFP Attachment 4 - Conformance Statements**
- RFP Attachment 4 - Conformance Statements - Supplement: Exceptions**
- RFP Attachment 5 - Key Personnel**
- RFP Attachment 6 - Letter of Insurability**
- RFP Attachment 7 - Organization Profile**
- RFP Attachment 8 - Proposed Subcontractors
- RFP Attachment 9 - Experience and Capacity Questionnaire**
- RFP Attachment 10 - References**
- RFP Attachment 11 - Method of Approach**
- RFP - Pricing Sheet**

* These RFQ and RFP templates were created for SPO use. Agencies may use these templates, but they are not required.

** Optional/not required

If you have any questions or concerns, please contact SPOCompliance@azdoa.gov.