



S P O A L E R T

Date: 4/01/2025
To: State Agencies
From: State Procurement Office
Re: SPO ALERT - TRANSITION UPDATE: MTS-MSP Multi-Temporary Staffing Services - Managed Service Provide

The Acro MTS-MSP Multi-Temporary Staffing Services Managed Services Provider Contract, CTR060284, ended as of 3/28/2025. Please see the information below regarding **Final Time Card Approvals in XRM** and **PO Payments for CTR060284 after Contract Expiration**.

Final Timecard Approvals in XRM

XRM login credentials will remain active until 4/18/25, allowing Hiring Managers to complete final timecard approvals. Please see the below data regarding timecard entries and approvals. Ensure your agency's Hiring Managers with outstanding timecard approvals review and approve before 4/18/25.

- There are **205 missing timecard entries** from the week ending 3/30/2025. This identifies assignments marked as active during the period of performance (POP) for that timecard week. While missing timecards may indicate a failure to submit, they may also be due to vacations, sick leave, or offboarded assignments that were not formally reported. Suppliers have been asked to review their missing timecard reports for completion.
- **89 submitted timecards from week ending 3/30/2025** are currently pending State Hiring Manager approval. This captures timecards that have been submitted but not yet approved. **Hiring Managers with pending timecard approvals must log in to XRM and complete time approvals as soon as possible and before 4/18/25.*

REMINDER: PO Payments for CTR060284 after Contract Expiration

In coordination with SPO Compliance and the Division of Business and Finance, the State Procurement Office is issuing the following guidance and memo related to purchase order payments after the expiration of the Acro MTS-MSP contract on March 28, 2025.

One of the following may apply if an agency has an open Purchase Order (PO) as of March 29, 2025:

- **Correct PO**: If there is a PO in APP that is tied to the recently lapsed contract, the accounting information is correct, and the PO does not need to be modified, payment can be processed under the existing PO.
- **PO Administration Change Required**: If there is a PO in APP that is tied to the recently lapsed contract and needs an Admin Change Order for the assigned Chart of Accounts with no adjustment to the PO amount, these payments would need to be processed directly in AZ360 and have all procurement-related documents for the transition attached. For ADOA, the agency generally includes a written email from the PO owner authorizing ADOA Accounting to proceed with payment in AZ360 and tying it to the active PO. This process is standard for ADOA. However, each Agency may have different general processes to meet the same needs. Using ADOA's standard process or your Agency's process is acceptable.
- **PO Change Order Required**: If the Purchase Order allocated fewer services or dollars than actually received under the lapsed contract, additional amounts may be paid under an off-contract purchase order with this memo attached. Buyers should also notate the original purchase order on the new requisition and purchase order for accurate record keeping and to show that funds were correctly encumbered under the original PO. Compliance with SPO Form 205A for the Forced Labor of Ethnic Uyghurs Ban would not be applicable in this situation.

[One Attachment](#)

For any other questions, please contact Simon Alvarez at simon.alvarez@azdoa.gov.