

SPO ALERT

Date: 10/30/2022
To: State Agencies and Cooperative Members
From: State Procurement Office
Re: SPO Alert - Solicitation Templates

A section of the [Standard Forms and Documents](#) webpage has a new look to feature the solicitation templates. The following were updated:

- ADOA - SPO address updated or removed from all templates
- RFP Requirements has updated cooperative language in Special Terms & Conditions 3.10 to reflect the changes to the Co-op Administration Fee and other minor typos
- NEW - Direct Contract template for Participating Addendum available in the "Direct Contracts" folder.

Here are screenshots of the old look versus the new one:

OLD LOOK:

REQUEST FOR QUOTATION (RFQ) TEMPLATES* (Current)

[RFQ Standard Work](#)
[RFQ Template](#) (Revised 6/5/2023 - Removed Boycott of Israel form from the template)
** Contents highlighted in yellow within the file document are optional

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:
[Solicitation Requirements v6](#)
[Solicitation Instructions to Offerors](#) (Revised 08/04/2023)

Solicitation Attachments Combined	RFP Attachments (Individual files):
(Individual files combined) (Revised 5/22/2023 to add Arizona Baseline Infrastructure Security Controls, Prerequisite Assessment of Arizona Baseline Infrastructure Security Controls, and updated Offer and Acceptance) Contents highlighted in yellow within the file document are optional**	<ul style="list-style-type: none">• Solicitation Attachment - Offer and Acceptance (Revised 05/2023)• Solicitation Attachment - Boycott of Israel Disclosure (Revised 11/2022)• Solicitation Attachment - Forced Labor of Ethnic Uyghurs Ban (Revised 12/2022)• Solicitation Attachment - Confidential Information Designation (Revised 02/2023)• Solicitation Attachment - Conformance Statements** (Supplements included; Revised 11/2022)• Solicitation Attachment - Key Personnel** (Revised 11/2022)• Solicitation Attachment - Letter of Insurability** (Revised 08/2023)• Solicitation Attachment - Organization Profile** (Revised 11/2022)• Solicitation Attachment - Proposed Subcontractors (Revised 11/2022)• Solicitation Attachment - Experience and Capacity Response** (Revised 11/2022)• Solicitation Attachment - References** (Revised 11/2022)• Solicitation Attachment - Method of Approach** (Revised 11/2022)• Solicitation Attachment - Arizona Baseline Infrastructure Security Controls (New 04/2023)• Solicitation Attachment - Prerequisite Assessment of Arizona Baseline Infrastructure Security Controls (New 04/2023)

[RFP - Pricing Sheet**](#) (applies to combined and individual files; downloaded as Microsoft Excel)

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

NEW LOOK:

SOLICITATION TEMPLATES *(Updated 10/27/2023)*

Includes templates for Request for Quotation (RFQ), Request for Proposal (RFP), and Direct Contracts (e.g. Participating Addendum).

Notes:

- These templates were created for SPO use. Agencies may use these templates but are not required to do so.
- **Red text** – Content within the file document requires modification to provide specificity and clarity.
- **Black text/yellow highlight** – Content within the file document that is customizable that may be applicable or optional.

[Click here to download files](#)

Access is view-only. Do not send a request for edit access (it will not be granted to preserve the integrity of the master files). To ensure you have the most current version, always click on the button and refrain from using saved copies.

The following is a table of contents for the templates. To download a file, select the "Click here to download files" button above:

Solicitation Templates Index : 3. Publish to Web

Solicitation Method	File Name
RFQ	RFQ Template
RFP	[RFx No.] Pricing Sheet.xlsx
	[RFx No.] Solicitation Attachments Combined
	[RFx No.] Solicitation Instructions to Offerors
	[RFx No.] Solicitation Requirements
Individual Attachments	[RFx No.] Solicitation Attachment - Arizona Baseline Infrastructure Security Controls
	[RFx No.] Solicitation Attachment - Boycott of Israel Disclosure
	[RFx No.] Solicitation Attachment - Confidential Information Designation
	[RFx No.] Solicitation Attachment - Conformance Statements
	[RFx No.] Solicitation Attachment - Experience and Capacity Response
	[RFx No.] Solicitation Attachment - Forced Labor of Ethnic Uyghurs Ban
	[RFx No.] Solicitation Attachment - Key Personnel
	[RFx No.] Solicitation Attachment - Letter of Insurability
	[RFx No.] Solicitation Attachment - Method of Approach
	[RFx No.] Solicitation Attachment - Offer and Acceptance
	[RFx No.] Solicitation Attachment - Organization Profile
	[RFx No.] Solicitation Attachment - Prerequisite Assessment of Arizona Baseline Infrastructure Security Controls
	[RFx No.] Solicitation Attachment - Proposed Subcontractors
[RFx No.] Solicitation Attachment - References	
Direct Contracts	PA Template Complex

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Please note: In order to ensure that you are utilizing the most updated version(s), please refrain from saving the file(s) (as it/they will be a static version). Instead, always use the link(s) above to be confident you have retrieved the most recent version(s). If you have any questions, please contact SPOCompliance@azdoa.gov.

Thank you,

SPO Compliance

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