SPO ALERT

Date: 10/30/2022

To: **State Agencies and Cooperative Members**

From: State Procurement Office

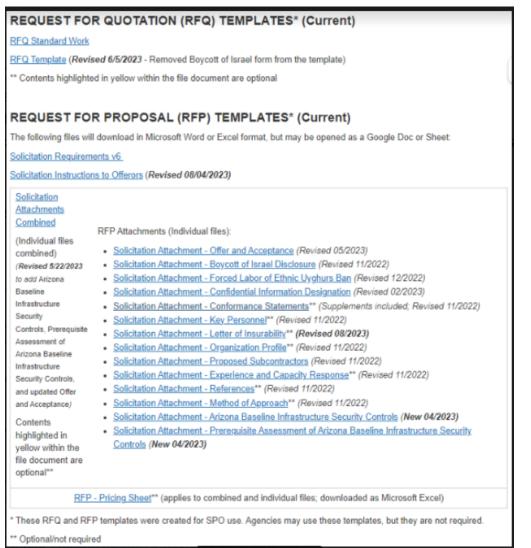
Re: **SPO Alert - Solicitation Templates**

A section of the <u>Standard Forms and Documents</u> 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:



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.

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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 Control |
| | [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, <u>always use the link(s) above to be</u> <u>confident you have retrieved the most recent version(s)</u>. If you have any questions, please contact SPOCompliance@azdoa.gov.

Thank you, **SPO Compliance** ADOA – State Procurement Office | State of Arizona 100 North 15th Avenue, Suite 305, Phoenix, AZ 85007 <u>SPOCompliance@azdoa.gov</u>