

# PROCUREMENT REFORM NEWS

STATE PROCUREMENT OFFICE  
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DEPARTMENT OF ADMINISTRATION



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**TO:** State Agency Chief Procurement Officers  
**FROM:** Ray Nader, Business Analyst *RN*  
**DATE:** September 12, 2013  
**SUBJECT:** Significant Procurement Role Rollout

The Significant Procurement Role Task Force, a coordinated and cooperative member group from several agencies, has been working to provide a framework for the implementation of the Procurement Reform legislative changes specific to Significant Procurement Role that become effective September 13, 2013.

A key component of the legislation requires all public officers and employees to disclose any substantial financial interest in procurement involving the agency. In addition, it is unlawful for a procurement officer or an employee having a significant procurement role to accept any position or have employment discussions with a person or firm lobbying or potentially responding to a solicitation during a defined time period. The new law also requires agency directors to play an active role in disseminating information to agency staff as well as review and make a determination for employees who seek clarification on their significant procurement role.

To ensure employees and the public are aware of a procurement activity, the Task Force has developed a standard procedure, SP003, and associated procurement disclosure forms to record these actions. Documents will be available on the State Procurement Office's (SPO) website ([www.spo.az.gov](http://www.spo.az.gov)) on Friday, September 13, 2013.

Additionally, several other technical bulletins and standard procedures are updated to reflect changes specific to the responsibilities associated with significant procurement role requirement. They include TB001 Procurement Ethics; SP024 ProcureAZ Request for Proposal (RFP), Invitation for Bid (IFB), Request for Quotation (RFQ); SP025 Reverse Auctions; SP040 State Contract Waivers for Off-Contract Purchases; and, SP043 Evaluations and Discussions.

Should you have any questions or concerns, please feel free to contact Jean Clark at [Jean.Clark@azdoa.gov](mailto:Jean.Clark@azdoa.gov) or me at [Ray.Nader@azdoa.gov](mailto:Ray.Nader@azdoa.gov).

We look forward to working collaboratively with you and your agency procurement staff to transform procurement in the State of Arizona.

Thank you.