

From: spo
Sent: Friday, October 07, 2011 8:16 AM
To: spo
Subject: SPO ALERT - New/Revised Technical Bulletins and Standard Procedures
Attachments: SPO Alert 10-6-11.pdf

SPO ALERT

Date: October 7, 2011

To: State Agency Chief Procurement Officers

From: State Procurement Office

Re: New/Revised Technical Bulletins and Standard Procedures (effective 10/1/2011)

Please review attached file listing new and revised Technical Bulletins and Standard Procedures.

These documents can be found at the URLs listed below:

Standard Procedures

http://spo.az.gov/admin_policy/spm/procedures/

Technical Bulletins

http://spo.az.gov/admin_policy/spm/regulation/

SPO ALERTS are available
online at <http://spo.az.gov>

Janice K. Brewer
Governor



Scott A. Smith
Director

ARIZONA DEPARTMENT OF ADMINISTRATION

STATE PROCUREMENT OFFICE

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DATE: October 6, 2011

TO: State Agencies

FROM: Jean A. Clark, FNIGP, CPPO, C.P.M, CPPB, CPM
State Procurement Administrator

RE: Executive Order 2007-21, Equity in State Contracting

The State Procurement Office has issued new and revised Technical Bulletins and Standard Procedures effective October 1, 2011 as follows.

Number	Standard Procedure Title	Revision Number
SP 001	Contractor Compliance with the Arizona Legal Workers Act	4
SP 022	ProcureAZ Receiving	0
SP 024	ProcureAZ Request for Proposal (RFP) Invitation for Bid (IFB), Request for Quotation	0
SP 025	Reverse Auctions	0
SP 026	Pricing in ProcureAZ	0
SP 027	Master Blanket Purchase Order (Contract) Input/Set Up	0
SP 040	State Contract Waivers for Off-Contract Purchases	0
SP 041	Purchasing from General Services Administration Schedules	0
SP 042	Pre-Offer Conference	0
SP 044	Construction Document Submission for Statutory Review Prior to Contract Award	0

Number	Technical Bulletin Title	Revision Number
TB 001	Procurement Ethics	2
TB 002	Delegation of Procurement Authority	3
TB 003	Procurement Compliance Reviews	3
TB 004	Arizona Set-Aside Procurement Program	3
TB 005	Cooperative Procurement	1
TB 006	Contract Administration	2
TB 008	Energy Star Purchasing Requirements	2
TB 009	Copier/Multi-Functional Device Security	1
TB 020	ProcureAZ – The Official State eProcurement System	1
TB 021	Vendor Registration	1
TB 022	ProcureAZ Pricing	1
TB 023	ProcureAZ Receiving	1

Number	Technical Bulletin Title	Revision Number
TB 040	Small Dollar Purchases	3
TB 041	Limited Competition Procurement	2
TB 042	Reverse Auction	1
TB 043	Inquiries and other Pre-Offer Exchanges	1
TB 044	Responsiveness, Responsibility and Susceptibility for Forman and Information Solicitations	1
TB 045	Professional and Construction Services	1

All the documents can be found on the State Procurement website.

The Standard Procedures can be found here:

http://spo.az.gov/Admin_Policy/SPM/Procedures/default.asp

The Technical Bulletins can be found here:

http://spo.az.gov/Admin_Policy/SPM/Regulation/default.asp

JAC:jh