

From: spo
Sent: Friday, March 16, 2012 7:47 AM
To: spo
Subject: SPO ALERT - New Standard Procedure - Approving Subcontractors
Attachments: SPO Alert Update Memo 3-15-12.pdf

SPO Alert

Date: March 16, 2012
To: State Agency Chief Procurement Officers
From: State Procurement Office
Re: New Standard Procedure - Approving Subcontractors after Contract Award

Please see attached memo regarding new Standard Procedure SP002

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

100 NORTH FIFTEENTH AVENUE • SUITE 201
PHOENIX, ARIZONA 85007

(602) 542-5511 (main) (602) 542-5508 (fax)
<http://spo.az.gov>

MEMORANDUM

TO: Agency CPOs

FROM: Jean Clark, State Procurement Administrator 

DATE: March 15, 2012

SUBJECT: Standard Procedures and Technical Bulletins Update

The State Procurement Office has issued a new standard procedure, SP002 Approving Subcontractors after Contract Award. Standard Procedures are posted on our website at the following link:

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

Attached to this memo are updated indexes for the Standard Procedures and Technical Bulletins.

Please distribute this information to your staff as needed. If you have any questions, please call.

JAC:jh

Attachments

Arizona State Procurement Office
Standard Procedures Index
Updated March 15, 2012

| Administration | | | |
|-----------------------|--|-------------|-----------------|
| Number | Title | Date | Revision |
| SP 001 | Contractor Compliance with the Arizona Legal Workers Act | 10/1/2011 | 4 |
| SP 002 | Approving Subcontractors After Contract Award | 03/15/2012 | 0 |
| SP 003 | Unassigned | | |
| SP 004 | Unassigned | | |
| SP 005 | Unassigned | | |
| SP 006 | Document Standards | 10/24/2011 | 0 |

| ProcureAZ | | | |
|------------------|--|-------------|-----------------|
| Number | Title | Date | Revision |
| SP 020 | ProcureAZ Support and Escalation | 07/22/2011 | 0 |
| SP 021 | Unassigned | | |
| SP 022 | ProcureAZ Receiving | 10/1/2011 | 0 |
| SP 023 | Unassigned | | |
| SP 024 | ProcureAZ Request for Proposal (RFP) Invitation for Bid (IFB), Request for Quotation | 10/12/2011 | 1 |
| SP 025 | Reverse Auctions | 10/1/2011 | 0 |
| SP 026 | Pricing in ProcureAZ | 10/1/2011 | 0 |
| SP 027 | Master Blanket Purchase Order (Contract) Input/Set Up | 10/1/2011 | 0 |

| Procurement | | | |
|--------------------|--|-------------|-----------------|
| Number | Title | Date | Revision |
| SP 040 | State Contract Waivers for Off-Contract Purchases | 10/1/2011 | 0 |
| SP 041 | Purchasing from General Services Administration Schedules | 10/1/2011 | 0 |
| SP 042 | Pre-Offer Conference | 10/1/2011 | 0 |
| SP 043 | Evaluations and Discussions | 10/1/2011 | 0 |
| SP 044 | Construction Documentation Submission for Statutory Review Prior to Contract Award | 10/1/2011 | 0 |

Standard Procedures are posted on the State Procurement Office website:

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

Arizona State Procurement Office
Technical Bulletins Index
 Updated March 15, 2012

| Administration | | | |
|-----------------------|---|-------------|-----------------|
| Number | Title | Date | Revision |
| TB 001 | Procurement Ethics | 10/1/2011 | 2 |
| TB 002 | Delegation of Procurement Authority | 10/1/2011 | 3 |
| TB 003 | Procurement Compliance Reviews | 10/1/2011 | 3 |
| TB 004 | Arizona Set-Aside Procurement Program | 10/1/2011 | 3 |
| TB 005 | Cooperative Procurement | 10/1/2011 | 1 |
| TB 006 | Contract Administration | 10/1/2011 | 2 |
| TB 007 | Unassigned | | |
| TB 008 | Energy Star Purchasing Requirements | 10/1/2011 | 2 |
| TB 009 | Copier/Multi-Functional Device Security | 10/1/2011 | 1 |

| ProcureAZ | | | |
|------------------|--|-------------|-----------------|
| Number | Title | Date | Revision |
| TB 020 | ProcureAZ – The Official State eProcurement System | 10/1/2011 | 1 |
| TB 021 | Vendor Registration | 10/1/2011 | 1 |
| TB 022 | ProcureAZ Pricing | 10/1/2011 | 1 |
| TB 023 | ProcureAZ Receiving | 10/1/2011 | 1 |

| Procurement | | | |
|--------------------|--|-------------|-----------------|
| Number | Title | Date | Revision |
| TB 040 | Small Dollar Purchases | 10/1/2011 | 3 |
| TB 041 | Limited Competition Procurement | 10/1/2011 | 2 |
| TB 042 | Reverse Auction | 10/1/2011 | 1 |
| TB 043 | Inquiries and other Pre-Offer Exchanges | 10/1/2011 | 1 |
| TB 044 | Responsiveness, Responsibility and Susceptibility for Formal and Information Solicitations | 10/1/2011 | 1 |
| TB 045 | Professional and Construction Services | 10/1/2011 | 1 |

Technical Bulletins are posted on the State Procurement Office website:
http://spo.az.gov/Admin_Policy/SPM/Regulation/default.asp