

From: spo
Sent: Friday, May 04, 2012 7:22 AM
To: spo
Subject: SPO ALERT - New Technical Bulletin and Standard Procedure
Attachments: Spo Alert TB and SP Update 5-3-12.pdf

SPO Alert

Date: May 4, 2012
To: State Agency Chief Procurement Officers
From: State Procurement Office
Re: New Technical Bulletin and Standard Procedure

Please see attached regarding TB046 Information Technology Terms & Conditions Usage and SP0021 ProcureAZ Downtime Affects Bid Availability and Vendor Response Time.

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

Janice K. Brewer
Governor



Scott A. Smith
Director

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M E M O R A N D U M

TO: Agency CPOs

FROM: Jean Clark, State Procurement Administrator

DATE: May 3, 2012

SUBJECT: Technical Bulletins and Standard Procedures Update

The State Procurement Office has issued a new Technical Bulletin and a new Standard Procedure as follows:

TB046, "Information Technology Terms and Conditions Usage" posted:
http://spo.az.gov/Admin_Policy/SPM/Regulation/default.asp

SP0021, "ProcureAZ Downtime Affects Bid Availability and Vendor Response Time" posted:
http://spo.az.gov/Admin_Policy/SPM/Procedures/default.asp

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

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

JAC:jh

Attachments

Arizona State Procurement Office
Technical Bulletins Index
Updated May 3, 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
TB 046	Information Technology Terms and Conditions Usage	5/3/2012	0

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

Arizona State Procurement Office
Standard Procedures Index
Updated May 3, 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	3/15/2012	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	ProcureAZ Downtime Affects Bid Availability and Vendor Response Time	5/3/2012	0
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