



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

STANDARD PROCEDURE

DESCRIPTION

Title: Purchasing from General Services Administration Schedules **Effective:** November 1, 2013

No. SP 041 **Revision:** 1

Standard Procedure for Purchasing Materials and Services from a General Services Administration (GSA) Schedule or Contract.

Federal Reference: Section 211 of the E-Governments Act of 2002

STANDARD PROCEDURE

1. REVIEW AND DETERMINATION

- 1.1. Receive and Review Purchase Request. Receive and review the Purchase Request in ProcureAZ, including the total aggregate cost per year.

See: A.R.S. § 35-154 Unauthorized Obligations: Effect; Liability
A.R.S. § 35-151 Encumbrance documents; Issuance and disposition
A.A.C. R2-7-205 Procurement Request by Purchasing Agencies
A.A.C. R2-7-202 Delegation of Procurement Authority to State Governmental Units
A.A.C. R2-7-203 Agency Chief Procurement Officer

- 1.2. Verify Non-Availability. Verify that material or service is not available from an existing State contract or an existing State agency contract. Determine that the material or service is not available or it is not practicable to purchase from the State's Set-Aside Procurement Program providers. For purchases of less than \$100,000, determine that the required material or service is not available or it is not practicable to purchase from a small business.

See: A.R.S. § 41-2535 Procurements not exceeding a prescribed amount, small businesses; simplified construction procurement program
A.R.S. § 41-2636 Procurement from Arizona industries for the blind, certified nonprofit agencies for disabled
A.A.C. R2-7-201 State Procurement Administrator: Duties and Qualifications
<https://procure.az.gov/bsso/external/advsearch/advanceSearch.sdo>

NOTICE: This Standard Procedure is provided as a resource to the Procurement Officers of the Agencies, Boards and Commissions of the State of Arizona. While this Standard Procedure is an example of a legally compliant, procedurally efficient and fiscally prudent process, it is not intended to represent the only such process allowable under the Arizona Procurement Code, ARS 41 § 41-2501, et. seq. Depending on the circumstances surrounding a given procurement, deviation from this Standard Procedure may be necessary and/or preferable. Procurement Officers should consult with their Agency Chief Procurement Officer and/or the State Procurement Office if they have any questions regarding the application of this Standard Process.

- 1.3. Conduct Market Analysis. Analyze the effect on the local market and small business community of utilizing GSA contracts. The analysis and a justification for the use of GSA shall be signed, dated and maintained in the procurement file.
- 1.4. Seek Competition Among GSA Contractors. If more than one contract is available under GSA schedules, a competitive method for improving pricing and contractual terms shall be utilized. The GSA contractor must accept required state contract terms and conditions.
- 1.5. Prepare Written Determination. Verify and document all required elements of the written determination.

See: A.R.S. § 41-2558 General Services Administration Contracts
A.A.C. R2-7-G304 General Services Administration Contracts

2. DETERMINATION AND DOCUMENTATION

- 2.1. Submit Determination and Documentation. Submit written determination with all completed documentation attached, to State Procurement Administrator and/or Chief Procurement Officer if aggregate amount is within agency delegation for approval.

See: A.A.C. R2-7-G304 (B) General Services Administration Contracts
A.A.C. R2-7-202 Delegation of Procurement Authority to State Governmental Units

- 2.2. Verify Vendor Registration. Verify GSA Contractor is registered in ProcureAZ

See: <https://procure.az.gov>

3. ISSUE PURCHASE ORDER

- 3.1. Create and Send Purchase Order. If the written determination to purchase material or services from GSA is approved by the State Procurement Administrator or the Chief Procurement Officer create and send the Purchase Order to the recommended GSA Contractor utilizing ProcureAZ.

See: A.A.C. R2-7-G304 (B) General Services Administration Contracts
<https://procure.az.gov/bsso/buyer/buyerHome.sdo>

4. EFFECTIVE

This Standard Procedure is hereby authorized and effective this 1st day of November, 2013, unless otherwise revised or repealed.



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