



STANDARD PROCEDURE

DESCRIPTION

Title: Significant Procurement Role

Effective: June 20, 2014

No. SP 003

Revision: 1

The following is the Standard Procedure to be followed by procurement personnel for collecting and publicly posting information regarding significant procurement role activity in the State of Arizona.

STANDARD PROCEDURE

1 Identify Procurement Personnel

- 1.1 Identify procurement personnel. Agencies will identify employees whose regular job responsibilities include:
 - 1.1.1 Soliciting quotes greater than ten thousand dollars for the provision of materials, services or construction;
 - 1.1.2 Issuing open market purchase orders with Department Buyer or Basic Purchasing (including BP Supervisor) roles in ProcureAZ; and,
 - 1.1.3 Making decisions on protests or appeals by a party regarding an agency procurement selection or decision.
- 1.2 Complete Annual Procurement Disclosure Statement (APDS) form. Procurement employees identified in 1.1 will complete the APDS form and update it annually.
- 1.3 File forms. APDS forms are kept on file by the Agency.

2 Identify Personnel with a Significant Procurement Role

- 2.1 Identify personnel. Identify employees whose regular job duties do not include procurement activities but who are:
 - 2.1.1 Participating in the development of a procurement as defined in ARS §41-741 and §41-2503.
 - 2.1.2 Participating in the development of an evaluation tool.
 - 2.1.3 Approving a procurement as defined in ARS §41-741 and §41-2503 or an evaluation tool.
 - 2.1.4 Serving as a technical advisor or an evaluator who evaluates a procurement as defined in ARS §41-741 and §41-2503.
 - 2.1.5 Recommending or selecting a vendor that will provide materials, services or construction to this state.
 - 2.1.6 Requesting or approving sole source and competition impracticable purchase justification.
- 2.2 Complete Procurement Disclosure Statement (PDS) form. Employees identified in 2.1 complete the appropriate PDS form provided by the procurement officer.
- 2.3 File forms. The procurement officer keeps completed PDS forms in the procurement file.

3 Notifications of Procurement Activity

3.1 Director notifies agency employees. An agency director or designee shall inform employees when the first PDS is signed on a particular solicitation.

3.2 Agency notifies the State Procurement Administrator. An agency director or designee shall inform the State Procurement Administrator when the first PDS is signed on a particular solicitation or purchase identified under 2.1.6.

Notify the State Procurement Administrator via the email address spo@azdoa.gov.

3.3 Information required by the State Procurement Administrator. The agency shall provide the State Procurement Administrator the following information:

3.3.1 Agency Name

3.3.2 Chief Procurement Officer Name

3.3.3 Solicitation Title

3.3.4 Date the first PDS was signed or the first focus group meeting is held, whichever comes first.

3.3.5 First Delivery Date (when it becomes available)

4 Posting Solicitation Information on the SPO Website

4.1 Posting solicitation information. Information from 3.3 will be posted on the SPO website at: <https://spo.az.gov/state-procurement-activities>.

4.2 Maintaining information. The Agency Chief Procurement Officer shall notify the State Procurement Administrator of the first delivery date.

Notify the State Procurement Administrator via the email address spo@azdoa.gov.

4.3 Removing information. Information will be posted through the first delivery date plus one year. Information will be removed by the 15th of the month following.


Barbara M. Corella
State Procurement Administrator

June 20, 2014

Date

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 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.