



ARIZONA DEPARTMENT OF ADMINISTRATION  
STATE PROCUREMENT OFFICE

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## TECHNICAL BULLETIN No. 020

TITLE **ProcureAZ – The Official State eProcurement System**  
REVISION **Number 2**  
DATE **February 2, 2015**

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### I. Authority

- A. Applicable Statute
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|-------------------------|--|
| <u>A.R.S. § 41-2511</u> | Authority of the director                            |
| <u>A.R.S. § 41-2512</u> | Delegation of authority or functions by the director |
| <u>A.R.S. § 41-2515</u> | Collection of data concerning public procurement     |
| <u>A.R.S. § 41-2672</u> | On-line bidding                                      |
| <u>A.R.S. § 41-2559</u> | Public-private partnership contracts                 |
| <u>A.R.S. § 41-2632</u> | Cooperative purchasing authorized; definitions       |
- B. Applicable Administrative Code
- |                         |   |
|-------------------------|---|
| <u>A.A.C. R2-7-201</u>  | State Procurement Administrator: Duties and Qualifications  |
| <u>A.A.C. R2-7-202</u>  | Delegation of Procurement Authority to State Governmental Units                                   |
| <u>A.A.C. R2-7-208</u>  | Authorization of Electronic Transactions  |
| <u>A.A.C. R2-7-1001</u> | Approval to Enter into a Cooperative Purchasing Agreement   |
| <u>A.A.C. R2-7-1008</u> | Contract Awards Directed by the Committee   |
| <u>A.A.C. R2-7-1009</u> | Contract Awards Initiated by an Agency Chief Procurement Officer or Local Public Procurement Unit |

### II. Definition

- A. Agency Chief Procurement Officer. The person within a state governmental unit, who is acting under specific, written authority from the state procurement administrator in accordance with R2-7-202 or any person delegated that authority, in writing, under R2-7-203. The term does not include any other person within a state governmental unit who does not have this written delegation of authority. [Source: A.A.C. R2-7-101]
- B. Arizona State Contract. A contract established or authorized by the state procurement administrator for use by state governmental units and eligible procurement units. [Source: A.A.C. R2-7-101]
- C. Procurement Consultant. A contractor hired by a state governmental unit to assist in the development of solicitations. Procurement consultants shall not have delegated authority in which to obligate the state.

TITLE ProcureAZ The Official State e-Procurement System  
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- D. Procurement Officer. Any person duly authorized to enter into and administer contracts and make written determinations with respect to the contracts. Includes an authorized representative (POR) acting within the limits of the authorized representative's authority. [Source: A.R.S. § 41-2503]
- E. ProcureAZ. The official designated state electronic procurement system.
- F. State Governmental Unit. Any department, commission, council, board, bureau, committee, institution, agency, government corporation or other establishment or official of the executive branch or corporation commission of this state. [Source: A.R.S. § 41-2503]
- G. State Procurement Office. An office that acts under the authority delegated to the state procurement administrator. [Source: A.A.C. R2-7-101]

### III. Policy

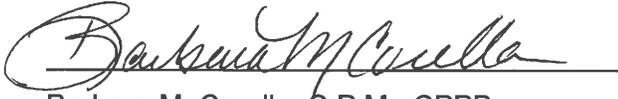
It is the policy of the State of Arizona that:

- A. The state procurement administrator has designated ProcureAZ as the official state electronic procurement system.
- B. The delegation of procurement authority to agency chief procurement officers of state governmental units is contingent upon procurement personnel successfully completing ProcureAZ training.
- C. ProcureAZ is considered the official repository of the procurement file. All written determinations, correspondence and communication shall be uploaded into the system to complete the procurement file.
- D. All competitive solicitations in accordance with A.R.S. §41-2533 Competitive Sealed Bidding, §41-2534 Competitive Sealed Proposals, §41-2535 Procurements not exceeding a prescribed amount, §41-2538 Source selection procedures for certain professional services, §41-2553 Procurement of information systems and telecommunication systems, and §41-2554 Procurement of earth moving, material handling, road maintenance and construction equipment, and §41-2672 On-line bidding shall be processed through the ProcureAZ system.
- E. Limited competition procurements conducted under §41-2536, Sole source procurement, and §41-2537, Emergency procurement, shall be conducted in accordance with Technical Bulletin No. 041.
- F. Procurement consultants and non-state employees shall not have BP (Basic Purchasing) role access into the ProcureAZ production environment. Exceptions require the State Procurement Administrator's approval.
- G. Requisitions and purchase orders should be created or uploaded into the ProcureAZ system.

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#### IV. Effective

This Technical Bulletin is hereby authorized and effective this 2<sup>nd</sup> day of February 2015, unless otherwise revised or repealed.



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