

Arizona State Procurement Office
Standard Procedures Index
Updated May 22, 2015

Administration			
Number	Title	Date	Revision
SP 001	Contractor Compliance with the Arizona Legal Workers Act	11/1/2013	6
SP 002	Approving Subcontractors After Contract Award	3/15/2012	0
SP 003	Significant Procurement Role	06/20/2014	1
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	04/24/2011	2
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	Master Contract Setup in ProcureAZ	05/22/2015	0
SP 024	ProcureAZ Request for Proposal (RFP) Invitation for Bid (IFB), Request for Quotation	02/02/2015	4
SP 025	Reverse Auctions	02/02/2015	2
SP 026	Pricing in ProcureAZ	10/1/2011	0
SP 027	Master Blanket Purchase Order (Contract) Input/Set Up	10/1/2011	0
SP028	Unassigned		
SP029	Contacting the ProcureAZ Help Desk for Information to Respond to a Vendor Protest	8/15/2012	0

Procurement			
Number	Title	Date	Revision
SP 040	State Contract Waivers for Off-Contract Purchases	02/02/2015	2
SP 041	Purchasing from General Services Administration Schedules	11/1/2013	1
SP 042	Pre-Offer Conference	02/02/2015	1
SP 043	Evaluations and Discussions	9/13/2013	1
SP 044	Construction Documentation Submission for Statutory Review Prior to Contract Award	02/02/2015	2

Standard Procedures are posted on the State Procurement Office website:
<https://spo.az.gov/administration-policy/state-procurement-resource/standard-procedures>