

SPO ALERT

DATE: March 6, 2020
TO: State Agencies and State Cooperative Members
FROM: State Procurement Office
RE: **Revised: FOCUS GROUP: Legal Processing Services**

The Arizona State Procurement Office (SPO) will be conducting a Focus Group Meeting on **March 16, 2020** to discuss current and future requirements for the **Statewide Legal Processing Services.**

Current contracts for this service include:

ADSP017-144736 – Nationwide Legal Services
ADSP017-144786 – Arizona Premier Legal Services
ADSP017-144799 – Hawkins and EZ Messenger

The discussion will include the scope of work for the current contract, potential changes or additions for new scope, current End User requirements and any other pertinent discussion points.

Please be prepared to provide the following information at the Focus Group Meeting:

- How your Agency/Entity currently uses this Contract
- What you like about this Contract – what you don't like
- Current Vendor Performance:
- Questions you may have.

MEETING LOCATION:

Arizona Department of Administration
100 North 15th Avenue
Conference Room – 431
Phoenix, AZ 85007

DATE/TIME

Monday, March 16th. 2020 at 1:30 P.M.

Picture ID is now required to enter the building. Please bring your State ID or a picture ID. Plan on arriving 5-10 minute early as you will have to check in at the badging office to obtain a visitor's badge.

Parking is northeast of the building

If you can participate in this focus group, please RSVP no later than March 13, 2020 by sending an email to Yanneth.montes@azdoa.gov.

Buyers and Procurement Professionals **please forward this notice to your subject matter experts and encourage their participation as well.**

If you have any questions regarding this announcement, please contact Yanneth Montes at Yanneth.montes@azdoa.gov, 602.542.7165.