

## SPO ALERT

**Date:** March 06, 2020

**To:** State Agency Chief Procurement Officers, Procurement Officers and Cooperative Members

**From:** State Procurement Office

**Re** Hearing Aids Technology and Accessories and Assistive Technology Products Aids and Devices

As a planning step, the Arizona State Procurement Office (SPO) is inviting all Eligible Agencies, Co-Op Members, Chief Procurement Officers and Procurement Officers to participate in the Focus Group Meeting with the purpose to discuss current and future requirements for an upcoming for Hearing Aids Technology and Accessories and Assistive Technology Products Aids and Devices solicitation.

The Meeting will take a place on Tuesday, March 24, 2019; at 11:00 AM, at Arizona Department of Administration (100 North 15th Avenue, Phoenix, AZ 85007), Room 300, 3<sup>rd</sup> floor and should last no longer than two (2) hours.

Discussion will include the current scope of work, Eligible Agencies and Co-Op Members requirements and any other relevant discussion points that would bring a value to the solicitation process. Your expertise and opinions regarding for Assistive Technology and Hearing Aids are welcome and needed for the success of the upcoming solicitation.

We will send more information and meeting agenda to those confirming attendance before the focus group.

Members of the focus group will be required to review solicitation documents, provide input and feedback on various items. These members will be the initial group that will evaluate qualified responses from vendors and make recommendations for award.

Procurement Officers, please forward this notice to your Agency's subject matter experts and encourage their participation as well.

If you would like to be part of the focus group, please RSVP no later than Friday, March 20, 2020 to Sabina B. Moore via email [Sabina.Moore@azdoa.gov](mailto:Sabina.Moore@azdoa.gov) or at 602-542-8911

Please note:

- Visitor parking is located northeast of the main entrance of the building.
- Picture ID is required to enter the building. Please plan to arrive 5-10 minutes early, as you may have to check in at the badging office and obtain a visitor badge.