Part 1:  
Solicitation Summary

1. **What the State Is Soliciting**

The Arizona Department of Administration, State Procurement Office division (the State), as authorized under A.R.S.§ 41‑2501 is seeking to establish one or more “statewide” contracts to provide *(Label)*……...

The State anticipates awarding multiple Contracts to begin providing services by a target date of month day year.

The Special Terms and Conditions provide a more detailed definition of Eligible Agencies.

List of all state agencies is available at: <https://azdirect.az.gov/agencies>

*Active Co-Op Members List* is available at: <https://spo.az.gov/procurement-services/cooperative-procurement/state-purchasing-cooperative> .

**Persons With Disabilities**

*Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Solicitation contact person. Requests shall be made as early as possible to allow time to arrange for the accommodation.*

**OFFERORS SHOULD READ THE ENTIRE SOLICITATION CAREFULLY.**

1. **What’s in the Solicitation**

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| --- | --- | --- |
| Part 1 | Section 1: Solicitation Summary | *Part\_1\_BPM000XX\_OPEN\_FIRST\_Solicitation name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.PDF (or as amended)* |
| Part 2 | Section 2-A: Scope of Work | *Part\_2\_BPM0000XX\_RFP\_\_(Solicitation name)\_\_\_\_\_\_\_\_.PDF (or as amended)* |
| Section 2-B: Pricing Document |
| Section 2-C: Special Terms and Conditions |
| Section 2-D: Uniform Terms and Conditions |
| Part 3 | Section 3-A: Instructions to Offerors | *Part\_3\_BPM0000XXOffer\_Forms\_(solicitation name).DOC (or as amended)* |
| Section 3-B: Offer forms |

1. **How and When Proposals Are Due**

Proposals will only be accepted **online in “The State’s e-Procurement System” at** [**https://app.az.gov**](https://app.az.gov) **until the “Bid/Offer Due Date” indicated in “The State’s e-Procurement System” for the Solicitation No. shown at the top of this page**. Proposals must be in the State Procurement Office’s possession online no later than that deadline.

Submit technical inquiries about navigating and/or submitting proposals in the State’s e-Procurement System to the State’s e-Procurement System Help Desk:

* by phone at (602) 542-7600, option2; or
* by email to [app@azdoa.gov](mailto:app@azdoa.gov)

LATE PROPOSALS WILL NOT BE CONSIDERED. No extension or grace period will be given for delays or incomplete proposals caused by internet connectivity problems, file uploading difficulties, or misunderstanding of the requirements or procedures for online submission in “The State’s e-Procurement System”.

1. **Pre-Offer Conference**

The State WILL conduct a Pre-Offer Conference for this Solicitation at the time and place indicated in the solicitation’s ‘**Process**’ field as found within “The State's e-Procurement System” (<https://app.az.gov>). Attendance is optional but encouraged**.** Refer to paragraph 2.7 of the Instructions to Offerors for more information.

1. **Inquiries**

Any question related to this Request for Proposal shall be submitted utilizing the State’s “**Discussions with Buyer**” Tab in the e-procurement system. The Offeror shall not contact or ask questions of the department for which the requirement is being procured.

End of Section 1