



STANDARD PROCEDURE

DESCRIPTION

Title: Approving Subcontractors After Contract Award

Effective: March 15, 2012

No. SP 002

Revision: 0

The following is the standard procedure for documenting and approving a Contractor's request to add/utilize subcontractors after a contract award. The Contractor shall indicate all subcontractors that the Contractor will use to perform any portion of the contract's Scope of Work.

STANDARD PROCEDURE

1. ACTIONS TO REQUEST THE ADDITION OF A SUBCONTRACTOR

1.1. Contractor's Request. The Contractor shall submit a formal, written request to the Procurement Officer. The request should be on the Contractor's company letterhead, be signed by an authorized representative of the Contractor, and must contain the following information:

- 1.1.1 The subcontractor's name, address, phone number, e-mail and primary point of contact.
- 1.1.2 The certifications required of the subcontractor (if any).
- 1.1.3. The subcontractor's small business status (if applicable).
- 1.1.4. The type of goods and/or services to be provided by the subcontractor.
- 1.1.5. The amount of time or effort (as a percent of total contract performance) that the subcontractor will perform in relation to total performance of the contract's requirements.

1.2. Quality Assurance. The Contractor shall describe the quality assurance measures that the Contractor will use to monitor the subcontractor's performance.

1.3. Additional Information. The State reserves the right to request additional information deemed necessary about any proposed subcontractor.

2. PROCUREMENT OFFICER REVIEW

2.1. Review Request. The Procurement Officer will review the Contractor's request to add/utilize a subcontractor. In accordance with contractual terms and conditions, the Procurement Officer shall review the request and its effect on the Contractor's performance of the Scope of Work.

- 2.1.1. If the request is approved, the Procurement Officer will amend the contract by processing a change order through ProcureAZ to authorize the addition of the subcontractor. The Contractor's request to add a subcontractor shall be attached to the amendment.

2.1.2. If the request is not approved, the Procurement Officer will notify the Contractor that its request has been denied.

3. EFFECTIVE

This Standard Procedure is hereby authorized and effective this 15th day of March, 2012, unless otherwise revised or repealed.



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State Procurement Administrator