



STANDARD PROCEDURE

DESCRIPTION

Title: ProcureAZ Downtime Affects Bid Availability and Vendor Response Time **Effective:** May 3, 2012

No. SP 021 **Revision:** 0

The following is the Standard Procedure to be followed when ProcureAZ downtime will affect bid availability to vendors.

The ProcureAZ Downtime Affects Bid Availability and Vendor Response Time procedure identifies the procedures to be followed by ProcureAZ users with bids that no longer meet the minimum posting requirements due to ProcureAZ downtime or who have bids that were supposed to be opened during unexpected ProcureAZ downtime or periods of instability.

STANDARD PROCEDURE

1. Scheduled ProcureAZ Downtime

- 1.1. Determine Bids Affected. Review your open bids to determine if scheduled ProcureAZ downtime will reduce the number of posting days below the minimum required.
- 1.2. Amend Bids Affected. Modify bid opening dates/times through the ProcureAZ amendment process to increase the number of posting days to meet the minimum required.

See: SPO website: ProcureAZ State Agency/Solicitation Management page, middle
http://www.spo.az.gov/ProcureAZ/Solicitation_Management/default.asp

- 1.2.1 If a modified bid opening date/time falls on a Friday or Monday amend the bid opening date/time to the first Tuesday after the original bid opening date/time.

2. Unscheduled ProcureAZ Downtime

- 2.1 Determine Bids Affected. Review your open bids to determine if unscheduled ProcureAZ downtime occurred at or after 12:00 p.m. on a bid opening date.
 - 2.1.1 Unscheduled downtimes will be posted in ProcureAZ as News Items with no expiration date.
- 2.2 Bids Affected. Do not open bids affected by unscheduled ProcureAZ downtime.
- 2.3 Amend Bids Affected. Modify bid opening dates/times through the ProcureAZ amendment process to delay the bid opening dates/times by at least 24 hours.

See: SPO website: ProcureAZ State Agency/Solicitation Management page, middle
http://www.spo.az.gov/ProcureAZ/Solicitation_Management/default.asp

2.3.1 If a modified bid opening date/time falls on a Friday or Monday amend the bid opening date/time to the first Tuesday after the original bid opening date/time.

3. ProcureAZ is Undergoing a Documented and Confirmed Period of Instability

3.1. Notification of Instability. The ProcureAZ Help Desk will send out a ProcureAZ Alert to Agency Procurement Technical Leads when ProcureAZ instability has been documented and confirmed.

3.1.1 See SP 020 -- ProcureAZ Agency Support and Escalation (http://spo.az.gov/docs/ADMIN_POLICY/SPM/Procedures/default.asp) for the number of staff per agency who may be listed as an Agency Procurement Technical Lead.

3.2 Determine Bids Affected. Review your open bids to determine if ProcureAZ instability occurred at or after 12:00 p.m. on a bid opening date.

3.3 Bids Affected. Do not open bids affected by ProcureAZ instability.

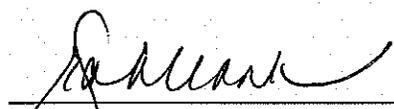
3.4 Amend Bids Affected. Modify bid opening dates/times through the ProcureAZ amendment process to delay the bid opening dates/times by at least 24 hours.

See: SPO website: ProcureAZ State Agency/Solicitation Management page, middle http://www.spo.az.gov/ProcureAZ/Solicitation_Management/default.asp

3.4.1 If a modified bid opening date/time falls on a Friday or Monday amend the bid opening date/time to the first Tuesday after the original bid opening date/time.

4. EFFECTIVE

This Standard Procedure is hereby authorized and effective this 3rd day of May 2012, unless otherwise revised or repealed.



Jean A. Clark, FNIGP, CPPO, CPPB, C.P.M.
State Procurement Administrator