



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

STANDARD PROCEDURE

DESCRIPTION

Title: ProcureAZ Request for Proposal (RFP) Invitation for Bid (IFB), Request for Quotation **Effective:** September 13, 2013

No. SP 024 **Revision:** 3

Standard Procedure for conducting a formal or informal solicitation through ProcureAZ in accordance with the Arizona Procurement Code

The Request for Proposals (RFP) [ARS §41-2534] process is intended for procurements of \$100,000 or greater in aggregate value where the State seeks Best Value over Low Bid. The Invitation for Bid (IFB) [ARS §41-2533] process is used in procurements of \$100,000 or greater where the contract is awarded to the lowest responsible and responsive bidder. The Request for Quotation (RFQ) ([R2-7-D302]) is used for purchases estimated to exceed \$5,000 but less than \$100,000.

STANDARD PROCEDURE

1. DETERMINE NEED

1.1. Identify Need. Identify Agency or Agency Program need and submit a Requisition through ProcureAZ.

See: ProcureAZ Quick Reference Guide – General Navigation (Requisition)
Scope of Work / Statement of Work
Specification

1.2. Identify Procurement Employees with a Significant Procurement Role. Identify employees who may have a Significant Procurement Role as defined in A.R.S. §41-2503. Complete and file appropriate NDA form.

See: Standard Procedure 003 – Significant Procurement Role

1.3. Determine Procurement Method. Determine Source Selection method (RFP, IFB, RFQ) or existing state contract.

See: A.R.S. § 41-2532 Methods of Source Selection
A.R.S. § 41-2537 Emergency/Competition Impracticable Procurements
A.R.S. § 41-2536 Sole Source Procurement
A.R.S. § 41-2534; R2-7-C301 Request for Proposal (RFP) Determination

NOTICE: This Standard Procedure is provided as a resource to the Procurement Officers of the Agencies, Boards and Commissions of the State of Arizona. While this Standard Procedure is an example of a legally compliant, procedurally efficient and fiscally prudent process, it is not intended to represent the only such process allowable under the Arizona Procurement Code, ARS 41 § 41-2501, et. seq. Depending on the circumstances surrounding a given procurement, deviation from this Standard Procedure may be necessary and/or preferable. Procurement Officers should consult with their Agency Chief Procurement Officer and/or the State Procurement Office if they have any questions regarding the application of this Standard Process.

2. OBTAIN SERVICE/SPECIFICATION REQUIREMENTS

- 2.1. Receive/obtain requirements. Meet with customers to receive all required information and documents.

See: SPO Alert Focus Group Notice (Statewide solicitations)

Focus Group Agenda and Sign-In Sheet (if conducting a meeting vs. written response)

- 2.2. Market Research Action or Request for Information. Conduct Market Research including identification of any recommended suppliers; inquire with business or industry associations; research information available from procurement professional associations or national organizations on best practices; seek advice from professional network or conduct a Request for Information.

See: A.R.S. § 41-2555 Request for Information

R2-7-G301 Request for Information

- 2.3. Obtain Specification/Statement of Work/Scope of Work. Meet with customers to obtain specifications/statement of work/scope of work.

3. DEVELOP A SOLICITATION

- 3.1. Develop the Solicitation. Develop the Solicitation and the process by which the source selection shall occur.

See: R2-7-B301 Solicitation – IFB; R2-7-C301 Solicitation – RFP; R2-7-D302 Solicitation RFQ Solicitation Plan

Special Terms and Conditions – SPO Website:

http://spo.az.gov/Admin_Policy/SPM/Forms/default.asp, Standard Forms and Documents or Department specific Special Terms and Conditions

http://www.azrisk.state.az.us/agency_information/insurance/insurance_module_guidelines.asp; Insurance Modules

Statement of Work/Scope of Work/Specification

Special Instructions (Department specific)

Attachments (documents to be submitted)

Exhibits – (documents for review and reference)

SPO Website: http://spo.az.gov/Admin_Policy/SPM/Forms/default.asp

Uniform Terms and Conditions; Offer and Acceptance Form; Special Instructions; Uniform Instructions

A.R.S. §41-2573 Bid Security; R2-7-508 Performance and Payment Bonds (if applicable)

Evaluation Criteria IFB: A.R.S. 41-2533 E;

Develop Evaluation Tool based on solicitation and evaluation criteria (not link)

Secure Room for Pre-Offer Conference if conducting one (not a link)

- 3.2. Prepare Documents. Prepare documents in final form to be added to ProcureAZ for publication. After final review and approval by the customer and Procurement Management, prepare the documents to be added in ProcureAZ. Documents not requiring vendor completion should be formatted as a PDF.

See: ProcureAZ Quick Reference Guide - Solicitations

- 3.3. Submit Newspaper Notice. Prior to publishing the RFP, submit newspaper notice (legal ad) to the newspaper for publication. Publication of the Notice for IFB and RFP for services is required. Newspapers may require a 7 day advance notice prior to actual publication date. Send and retain documentation of the Notice to the selected Newspaper(s). Upload into ProcureAZ solicitation. Receive and document Affidavit(s) of the Notice after it runs. You may issue bulk email in ProcureAZ regarding upcoming solicitation(s).

See: A.R.S. §41-2533C (IFB)

A.R.S. §41-2534C (RFP)

ProcureAZ Quick Reference Guide – Bids

- 3.4. Create Evaluation Committee. Obtain recommended evaluation committee members names from customers or other State Agencies. Distribute and obtain a completed Evaluation Committee Member Statement from each committee member. Review any conflicts with CPO to determine if another individual should serve on the committee. After offers are received, request committee members to review offers to determine if a conflict exists and to update the forms.

See: Procurement Disclosure Statement

A.R.S. §41-753 Unlawful acts; violation; classification

A.R.S. §41-2616 C Violation; classification; liability; civil penalty; enforcement authority

4. PUBLISH SOLICITATION

- 4.1. Publish Solicitation in ProcureAZ.

See: ProcureAZ Quick Reference Guide – Bids

- 4.2. Receive Inquiries. Receive and document inquiries including phone calls, emails (establish a dedicated folder in the e-mail system); and any facsimiles. Respond to any inquires as necessary. Use Question and Answer function in ProcureAZ if desired.

See: ProcureAZ Quick Reference Guide – Bids

Technical Bulletin 043 – Inquires and Other Pre-Offer Exchanges

- 4.3. Hold Pre-Offer Conference (Optional). Retain all documents disseminated or submitted at the Pre-Offer Conference
- See: Standard Procedure - Pre-Offer Conferences
Pre-Offer Sign In Sheet
Pre-Offer Agenda (Optional)
Pre-Offer Conference Presentation (Optional)
Pre-Offer Survey (Optional)
R2-7-B302 Pre-Offer Conference (IFB)
R2-7-C302 Pre-Offer Conference (RFP)
- 4.4. Amend Solicitation (if needed). Create and publish solicitation amendment(s) as necessary.
- See: ProcureAZ Quick Reference Guide Solicitation Amendments
R2-7-B303 Solicitation Amendment (IFB)
R2-7-C303 Solicitation Amendment (RFP)
- 4.5. Finalize Evaluation Tool. Train Evaluation Committee on roles and responsibilities of an evaluation committee, present final draft of evaluation tool based on the amended solicitation and obtain consensus approval of the tool prior to vendor proposal opening.
- See:
Evaluator Committee Training Guide (Optional)
Published/amended solicitation
Evaluation Tool
- 5. OPEN OFFERS**
- 5.1. Open offers in ProcureAZ. Make copies of Bid Tabulation from ProcureAZ and email to Evaluation Committee Members to determine if any conflict of interest exists. Copy offers on CD and present to Evaluation Committee along with the copy of the final approved evaluation tool.
- See:
ProcureAZ Quick Reference Guide – Bids
- 5.2. Evaluate Offers. Evaluation Committee individually reviews offers. Procurement Officer facilitates consensus evaluation committee and documents consensus comments and scores. Determine Responsiveness, Responsibility and Susceptibility. Clarify offers as necessary (RFP and RFQ (if permitted)). Review documents that have been identified as confidential and make determination.

See: A.R.S. § 41-2540 -- Responsibility of Bidders and Offerors
Technical Bulletin 044 - Responsiveness, Responsibility and Susceptibility for Formal and Informal Solicitations

R2-7-C312 -- Responsibility Determinations (RFP)

R2-7-C313 -- Clarification of Offers (RFP)

R2-7-C311 -- Determination of Not Susceptible for Award (RFP)

R2-7-C316 -- Evaluation of Offers

R2-7-B312 -- Bid Evaluation (IFB)

R2-7-B313 -- Responsibility Determination (IFB)

- 5.3. Discussions, Negotiations. (RFP's and RFQ's if appropriate) Conduct negotiations/discussions with all offerors reasonably susceptible of award or found to be in the competitive range. Email a copy of the negotiation notes to the Offerors prior to the negotiations (phone). For RFQ's if Statement of Work (Scope of Work) and Evaluation Criteria were used, and Discussions are determined necessary, hold and document Discussions with all Offerors determined to be susceptible of contract award.

See: R2-7-C314 Negotiations with Responsible Offerors (RFP)
R2-7-D302 Solicitation Request for Quotations

- 5.4. Final Proposal Revisions (Best and Final Offer) Upon conclusion of the negotiations/discussions, issue a request in ProcureAZ for revision from the Offerors with whom negotiations were held. Vendor Submit the Request for Proposal Revision through ProcureAZ.

See: Quick Reference Guide – Requesting Proposal Revision
R2-7-C315 – Final Proposal Revision (RFP)

- 5.5. Evaluate Final Proposal Revisions Copy offers on CD and present to Evaluation Committee.

Evaluation Committee individually reviews offers. Procurement Specialist facilitates consensus evaluation committee and documents consensus, comments and scores. Recommendation on Responsiveness, Responsibility and Susceptibility completed.

See: Technical Bulletin 044 - Responsiveness, Responsibility and Susceptibility

R2-7-C312 -- Responsibility Determinations (RFP)

R2-7-C313 -- Clarification of Offers (RFP)

R2-7-C311 -- Determination of Not Susceptible for Award (RFP)
R2-7-C316 -- Evaluation of Offers

6. AWARD CONTRACTS

- 6.1. Recommend Award Contract(s) to CPO. Based upon the consensus evaluation committee evaluation, determine the successful Offeror(s) based on the responsible Offer(s) that is/are the highest rated based on the Evaluation Criteria. Recommend for the contract award(s) of the offeror(s) determined to be most advantageous to the state in accordance with any evaluation factors identified in the solicitation (RFP and RFQ) For IFB the contract is to be awarded to the lowest responsible and responsive offeror whose offer conforms in all material respects to the requirements set forth in the solicitation. Award Contract in ProcureAZ.

See: R2-7-C317 Contract Award (RFP)
R2-7-B314 Contract Award (IFB)
R2-7-D304 Contract Award (RFQ)

- 6.2. Prepare Procurement File. Assemble Procurement File in preparation of actual contract award. Review Procurement File for all required documentation including Determinations to be added in ProcureAZ. Add in Consensus Evaluation Documents. Print out Offer and Acceptance Form, Sign and add to ProcureAZ.

See: Procurement File
R2-7-C311 - Determination of Not Susceptible for Award (RFP)
R2-7-C312 - Responsibility Determinations (RFP)
R2-7-B313 - Responsibility Determinations (IFB)

- 6.3. Award Contract in ProcureAZ. Once the contract is awarded/approved in ProcureAZ, the system will generate and send an email notice to all offerors informing them of the bid award and the successful offeror(s). Contract files should be made viewable as soon as possible after award.

See: ProcureAZ Quick Reference Guide – Solicitation Award

7. EFFECTIVE

This Standard Procedure is hereby authorized and effective this 13th day of September, 2013, unless otherwise revised or repealed.



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