



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

TECHNICAL BULLETIN No. 004

TITLE **Arizona Set-Aside Procurement Program**
REVISION **Number 3**
DATE **October 1, 2011**

I. Authority

A. Applicable Statute

A.R.S. § 41-2636 Set-Aside Procurement Program

A.R.S. § 41-2637 Compliance with Federal Regulations

A.R.S. § 41-2531 Source Selection and Contract Formation

A.R.S. § 41-2512 Delegation of Authority by the Director

B. Applicable Administrative Code

R2-7-1003 Establishing of a Committee as Required by A.R.S. § 41-2636

R2-7-1004 Certification as Non-Profit Agency for Disabled Individuals

R2-7-1005 Application for Approval to Become a Certified Non-Profit Agency for Disabled Individuals

R2-7-1006 Approval of Specific Materials or Services for Set-Aside Use

R2-7-1007 Contract Awards Directed by the Committee

R2-7-1008 Contract Awards Initiated by an Agency Chief Procurement Officer or Local Procurement Unit

R2-7-1009 Set-Aside Application Dispute Process

C. Applicable Technical Bulletins

SPO Technical Bulletin No. 002 Delegation of Procurement Authority

II. Definitions

- A. Governor's Executive Order. An order issued by the Governor of Arizona to establish boards or commissions or to authorize the performance of other functions that are appropriate to the executive authority of the Governor.

TITLE Arizona Set-Aside Procurement Program
REVISION Number 3
DATE October 1, 2011

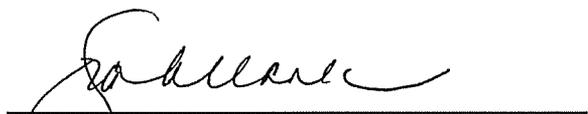
- B. Set Aside Agency. Means the Arizona Correctional Industries, Arizona Industries for the Blind and non-profit agencies for disabled individuals certified by the State for the purpose of being eligible for set-aside contracts.

III. Policy

- A. Purpose. The purpose of this policy is to encourage and increase the use and promotion of set aside agencies when mandatory state contracts do not meet the State Governmental Unit's need. As a routine practice, procurement officers should first consider the use of set aside agency products or services before utilizing other procurement methods.
- B. Due Diligence. State Governmental Units electing to utilize the set aside procurement program shall employ appropriate diligence to ensure that:
 - 1. The delivery and quality of the product, material or service can meet the State Governmental Unit's reasonable requirements;
 - 2. The price of the product, material or service is fair and reasonable before initiating a direct purchase;
- C. Eligible Entities. Any local public procurement unit may use the set-aside procurement program at their discretion.

IV. Effective

This Technical Bulletin is hereby authorized and effective this 1st day of October, 2011, unless otherwise revised or repealed.



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