



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

TECHNICAL BULLETIN No. 020

TITLE **ProcureAZ – The Official State eProcurement System**
REVISION **Number 1**
DATE **October 1, 2011**

I. Authority

A. Applicable Statute

- A.R.S. § 41-2511 Authority of the Director
- A.R.S. § 41-2512 Delegation of Authority by the Director
- A.R.S. § 41-2515 Collection of data concerning public procurement
- A.R.S. § 41-2672 On-line Bidding
- A.R.S. § 41-2559 Public private partnership contracts
- A.R.S. § 41-2631 Intergovernmental Procurement
- A.R.S. § 41-2632 Cooperative purchasing authorized

B. Applicable Administrative Code

- A.A.C. R2-7-208 Authorization of Electronic Transactions
- A.A.C. R2-7-1301 On-line Solicitation Process
- A.A.C. R2-7-1001 Approval to Enter into a Cooperative Purchasing Agreement
- A.A.C. R2-7-1007 Contract Awards Directed by the Committee
- A.A.C. R2-7-1008 Contract Awards Initiated by an Agency Chief Procurement Officer or Local Public Procurement Unit

C. Specific Authority

- A.A.C. R2-7-208 Authorization of Electronic Transactions allows for the use of electronic media transactions if the transaction is consistent with state law.

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- A.A.C. R2-7-1301 On-Line Solicitation Process allows for using an on-line system to competitively solicit for goods, services, construction, and information services.
- A.A.C. R2-7-1001 Approval to Enter into a Cooperative Purchasing Agreement allows for state governmental units to enter into cooperative purchasing agreements with the written approval of the State Procurement Administrator.
- A.A.C. R2-7-1007 Contract Awards Directed by the Committee allows for the award of contracts by committee.
- A.A.C. R2-7-1008 Contract Awards Initiated by an Agency Chief Procurement Officer or Local Public Procurement Unit allows for the state enter into contracts for materials offered by set aside agencies.

II. Definition

Where set forth in normal font, the following definitions are directly from the Arizona Procurement Code (APC). Expanded or additional definitions are in Italics from sources noted.

- A. Arizona State Contract. A contract established or authorized by the State Procurement Administrator for use by State Governmental Units and eligible procurement units.
- B. Agency Chief Procurement Officer. The person within a state governmental unit, identified by the agency head, who is acting under specific, written authority from the State Procurement Administrator in accordance with R2-7-202.
- C. Delegated Procurement Officer. Any person with some level of delegated procurement authority by the Chief Procurement Officer in writing, under R2-7-203. This term does not include any other Procurement Officer within a State Governmental Unit who does not have the written delegation of authority.
- D. Director. The Director of the Department of Administration.
- E. 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 (Source: AZ State Library, Archives and Public Records, Law and Research Library Div.)*
- F. Procurement Consultant. A contractor hired by a state governmental unit to assist in the development of solicitations. Procurement consultants shall not have delegated authority in which to obligate the state.

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- G. State Procurement Office. An office that acts under the authority delegated to the State Procurement Administrator.
- H. State Governmental Unit. Any department, commission, council, board, bureau, committee, institution, agency, government corporation or other establishment or official of the executive branch or corporation of this state.
- I. ProcureAZ. The official designated state electronic procurement system.

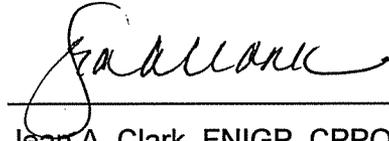
V. Policy

It is the policy of the State of Arizona that:

- A. The State Procurement Administrator has designated the ProcureAZ system as the official state electronic procurement system.
- B. The delegation of procurement authority to Agency Chief Procurement Officers of State Governmental Units is contingent upon procurement personnel successfully completing ProcureAZ training. (Refer to Technical Bulletin No. 002)
- C. The ProcureAZ system is considered the official procurement record. All written determinations, correspondence and communication shall be uploaded into the system to complete the procurement file.
- D. All competitive solicitations in accordance with A.R.S. §41-2533 Competitive Sealed Bidding, §41-2534 Competitive Sealed Proposals, §41-2535 Procurements not exceeding a prescribed amount, §41-2538 Source selection procedures for certain professional services, §41-2553 Procurement of information systems and telecommunication systems, and §41-2554 Procurement of earth moving, material handling, road maintenance and construction equipment, and §41-2672 On-line bidding shall be processed through the ProcureAZ system.
- E. Limited competition procurements conducted under §41-2536 Sole source procurement and §41-2537 Emergency procurement shall be conducted in accordance with Technical Bulletin No. 041.
- F. Procurement consultants and non-state employees shall not have access into the ProcureAZ system.
- G. Requisitioning and purchase orders should be created in, or uploaded into the ProcureAZ system.

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



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