



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

TECHNICAL BULLETIN No. 022

TITLE **ProcureAZ Pricing**
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. § 41-2533 Competitive Sealed Bidding
- A.R.S. § 41-2534 Competitive Sealed Proposals
- A.R.S. § 41-2535 Procurements not exceeding the amount prescribed

B. Applicable Code

- A.A.C. R2-7-201 State Procurement Administrator: Duties and Qualifications
- A.A.C. R2-7-B301 Solicitation
- A.A.C. R2-7-C301 Solicitation
- A.A.C. R2-7-D303 Solicitation – Request for Quotation

II. Definitions

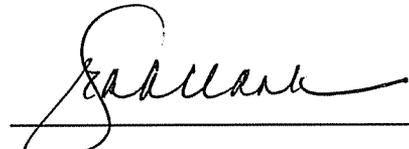
- A. ProcureAZ. The State of Arizona's eProcurement system which allows for the electronic registration of vendors, creation of requisitions, issuance of solicitations, submission of offers, award and administration of contracts, issuance of purchase and receipt of goods and services.
- B. Line Item. The mechanism available within ProcureAZ to describe the State's need and request pricing information within a solicitation and award contracts.
- C. Punch Out. The mechanism available with ProcureAZ which allows an end user to shop a state contractor's electronic catalog and automatically populate a requisition.

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III. Policy

- A. Purpose. The purpose of this policy is to ensure proper utilization of the line item and punch out functionalities within ProcureAZ to facilitate end user ordering and receiving as well as the collection of spend data.
- B. Line Items. Individual line items should be created for each orderable item or service which will be available under an awarded contract.
- C. Punch Out. If the solicitation contains hundreds of individual line items, a punch out electronic catalog should be utilized. The requirement regarding the creation of a punch out must be included in the solicitation. The solicitation should clearly identify that the expense of creating the punch out is the contractor's responsibility.
- D. Price Schedule Attachments. The practice of attaching a separate Price Schedule rather than using ProcureAZ's line item functionality is to be avoided. In solicitations with a considerable number of items or services, a separate attachment may be utilized if the intent is gather data to conduct the evaluation of price. In such solicitations, the end result should be either import of the line item information or utilization of a punch out.

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



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State Procurement Administrator