



ARIZONA DEPARTMENT OF ADMINISTRATION  
STATE PROCUREMENT OFFICE

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## TECHNICAL BULLETIN No. 043

TITLE **Inquiries and other Pre-Offer Exchanges**  
REVISION **Number 1**  
DATE **October 1, 2011**

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### I. Authority

A. Applicable Statute

A.R.S. § 41-2533 Competitive Sealed Bidding

A.R.S. § 41-2534 Competitive Sealed Proposals

B. Applicable Administrative Code

A.A.C. R2-7-B302 Pre-Offer Conferences

A.A.C. R2-7-B316 Multi-Step Bidding

A.A.C. R2-7-C302 Pre-Offer Conferences

### II. Definitions

A. Pre-Offer Conference. A meeting established to provide an opportunity to discuss the solicitation and determine any ambiguous information and gain understanding.

B. Inquiries. Any question received from an Offeror during the solicitation process by phone, email or through ProcureAZ.

### III. Policy

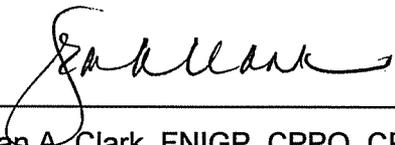
A. Pre-Offer Conference. A meeting established by the Agency Chief Procurement Officer not less than seven days before the bid or offer due date and time to provide an opportunity to discuss the solicitation to determine if there is any ambiguous information and gain understanding. Offerors may ask questions, but statements made during the conference are not amendments to the solicitation, and should not be construed as a change to the written requirements of the solicitation and do not bind the State. Solicitation amendments are issued for any material change to the solicitation. No minutes of the meeting are taken.

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B. Inquiries.

1. If a question is received verbally the Offeror should be redirected to send the question in writing through ProcureAZ. If a question is received by email the Offeror should be re-directed to send the question in writing through ProcureAZ.
2. Questions and answers should be visible to all Offerors to maintain transparency and fairness for all persons interested in the solicitation. Whenever possible, answers should refer the Offeror to the area of the solicitation that includes the information pertaining to their question. Answers to the same or similar questions should be the same to maintain consistency and avoid creating confusion or a misunderstanding of the State's intent.
3. For large and complex solicitations, questions should all be submitted by the date specified in the solicitation instructions. Questions should all be answered at one time and uploaded as an attachment to ProcureAZ. For smaller and less complex solicitations questions can be answered in ProcureAZ on the Q&A Tab.
4. Any material or significant changes to the solicitation must be addressed by a solicitation amendment.
5. Any information shared during a 1:1 meeting with an Offeror that may directly impact the bid or proposal preparation by any Offeror must be shared in a timely manner with all potential Offerors on the bid list to avoid providing any Offeror with an unfair advantage. If material information is exchanged or discussed, a solicitation amendment must be completed and posted in a timely manner. 1:1 meetings should be avoided, as much as possible, during the time of solicitation issuance and the solicitation due date.
6. In all situations, Offerors should always be reminded that verbal comments are not binding by the State. Only information provided in a solicitation amendment are binding.

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



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