



ARIZONA DEPARTMENT OF ADMINISTRATION  
STATE PROCUREMENT OFFICE

---

---

## TECHNICAL BULLETIN No. 045

TITLE **Professional and Construction Services**  
REVISION **Number 3**  
DATE **October 15, 2013**

---

---

### I. Authority

#### A. Applicable Statute

<u>A.R.S § 41-791.01</u>	Powers and duties relating to facilities planning and construction; Exemption
<u>A.R.S § 41-2532</u>	Methods of source selection
<u>A.R.S § 41-2533</u>	Competitive sealed bidding
<u>A.R.S § 41-2534</u>	Competitive sealed proposals
<u>A.R.S § 41-2535</u>	Procurements not exceeding a prescribed amount; small businesses; Simplified construction procurement program
<u>A.R.S § 41-2537</u>	Emergency procurements
<u>A.R.S § 41-2571.1</u>	Definitions
<u>A.R.S § 41-2578</u>	Procurement of specified professional and construction services
<u>R2-7-E303</u>	Competition Impracticable Procurements

### II. Definitions

N/A

### III. Policy

- A. The Arizona Procurement Code, (Article 5) incorporates ARS § 41-2578. This statute covers the purchasing/procurement of construction services and specified professional services.

In approximately July 2010, Senate Bill 1406 resulted in a new version of ARS § 41-2578. The updated/revised version SB 1406 no longer allows for the Annual Professional Services list which historically had been solicited and

TITLE Professional and Construction Services  
REVISION Number 3  
DATE October 15, 2013

awarded under the Request for Qualifications statutes of ARS and applicable rules of the Arizona Procurement Code.

- B. Based on the revised version of ARS § 41-2578 and for applicable procurements under \$100,000, the procurement of professional services shall be accomplished under ARS § 41-2535. Additionally, for applicable procurements exceeding \$100,000, the new provisions of ARS § 41-2578 shall apply.
- C. Notwithstanding the requirements of ARS § 41-2578, the Arizona Department of Administration's Building and Planning Services, General Services Division, retains the statutory responsibility for reviewing all state funded architectural, engineering, and construction projects. Therefore, the submission for statutory review of contracts for capital outlay and/or building renewal projects exceeding \$100,000 in total cost shall be accomplished in accordance with Standard Procedure No. 044.
- D. For capital outlay and/or building renewal projects NOT exceeding \$100,000 in total cost conducted under the authority of ARS § 41-2535, the following items shall be obtained by the Procurement Officer and submitted to the Arizona Department of Administration's Building and Planning Services, General Services Division for statutory review:
1. A/E written quotation/proposal on A/E's letterhead;
  2. A/E's Acord Insurance Certificates;
  3. A signature page shall be developed by the Procurement Officer and shall be used by the agency's project manager, A/E, and the authorized purchasing manager of the State agency to execute the contract.

This Technical Bulletin is hereby authorized and effective this 15<sup>th</sup> day of October, 2013, unless otherwise revised or repealed.



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