



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

TECHNICAL BULLETIN No. 020

TITLE **Arizona Procurement Portal (APP) – The Official State eProcurement System**
REVISION **Number 3**
DATE **October 22, 2018**

I. Authority

A. Applicable Statute

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| <u>A.R.S. § 41-2511</u> | Authority of the director |
| <u>A.R.S. § 41-2512</u> | Delegation of authority or functions by the director |
| <u>A.R.S. § 41-2515</u> | Collection of data concerning public procurement |
| <u>A.R.S. § 41-2672</u> | On-line bidding |
| <u>A.R.S. § 41-2632</u> | Cooperative purchasing authorized; definitions |
| <u>A.R.S. § 41-2636</u> | Procurement from AZ Industries for the blind, certified nonprofit agencies that serve individuals with disabilities and Arizona correctional industries; definitions |

B. Applicable Administrative Code

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|-------------------------|---|
| <u>A.A.C. R2-7-201</u> | State Procurement Administrator: Duties and Qualifications |
| <u>A.A.C. R2-7-202</u> | Delegation of Procurement Authority to State Governmental Units |
| <u>A.A.C. R2-7-208</u> | Authorization of Electronic Transactions |
| <u>A.A.C. R2-7-1001</u> | Approval to Enter into a Cooperative Purchasing Agreement |
| <u>A.A.C. R2-7-1008</u> | Contract Awards Directed by the Committee |
| <u>A.A.C. R2-7-1009</u> | Contract Awards Initiated by an Agency Chief Procurement Officer or Local Public Procurement Unit |

II. Definition

- A. Agency Chief Procurement Officer. The person within a state governmental unit, who is acting under specific, written authority from the state procurement administrator in accordance with R2-7-202 or any person delegated that authority, in writing, under R2-7-203. The term does not include any other person within a state governmental unit who does not have this written delegation of authority. [Source: A.A.C. R2-7-101]
- B. Arizona State Contract. A contract established or authorized by the state procurement administrator for use by state governmental units and eligible procurement units. [Source: A.A.C. R2-7-101]
- C. Procurement Officer. Any person duly authorized to enter into and administer contracts and make written determinations with respect to the contracts.

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Includes an authorized representative (POR) acting within the limits of the authorized representative's authority. [Source: A.R.S. § 41-2503]

- D. Arizona Procurement Portal (APP) The official designated state electronic procurement system.
- E. 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 commission of this state. [Source: A.R.S. § 41-2503]
- F. State Procurement Office. An office that acts under the authority delegated to the state procurement administrator. [Source: A.A.C. R2-7-101]

III. Policy

It is the policy of the State of Arizona that:

- A. The state procurement administrator has designated the Arizona Procurement Portal (APP) 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 the Arizona Procurement Portal (APP) training.
- C. The Arizona Procurement Portal (APP) is considered the official repository of the procurement file. 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, §41-2554 Procurement of earth moving, material handling, road maintenance and construction equipment, and §41-2672 On-line bidding shall be processed through the Arizona Procurement Portal (APP).
- 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.(Limited Competition Procurement)
- F. Consultants, interns and non-state employees shall have access as delegated by a person who is empowered to delegate authority.
- G. Requisitions and purchase orders should be created or uploaded in the Arizona Procurement Portal (APP).

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IV. Effective

This Technical Bulletin is hereby authorized and effective this 22nd day of October 2018, unless otherwise revised or repealed.



Edward Jimenez

Arizona State Procurement Administrator