

## SPO ALERT

Date: 12/15/2023  
To: State Agencies  
From: State Procurement Office  
Re: SPO Alert - Standard work documents for protests

The following files were updated on the SPO For Agencies site within the [Determinations Library](#) page with the following information:

**A900 Protest Response Process Overview (standard work)** - Thank you to SPO procurement officers Yanneth Montes, Francine Whittington, Jim Atkins, Michael Hillebrand, and Shawnesy Summers for jump-starting the content of the overview. SPO Compliance was able to integrate their additional best practices and input into an existing drafted timeline of events for the protest process.

**Existing standard work documents revised** based on the procurement officers' input (in alpha-numeric order):

- A901(E) Additional Time to Protest Request
- A901(G) Notice of Protest Received
- A902 Stay of Procurements During the Protest
- A903 ACPO Protest Decision
- A903(C) ACPO Protest Decision Extension Request
- A908 Agency Report
- A908(B) Agency Report Extension Request
- A910 Informal Settlement Conference Notice to Interested Parties
- A910 Request to ADOA Director for Informal Settlement Conference

*Please note: In order to ensure that you are utilizing the most updated version(s), please refrain from saving the file(s) (as it/they will be a static version). Instead, always use the link(s) above to be confident you have retrieved the most recent version(s).*

If you have any questions, please contact [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov).  
Thank you.

SPO Compliance

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