

## SPO Newsletter

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*Our vision is to be the #1 state procurement office in the nation,  
where adding value is the norm and customer service is second to none.*

### A message from Ed

Hello Procurement Teammates!

Well, the time has come for me to ride off in my 1966 Mustang and enjoy a nice cruise across Arizona.



But, first I'd like to thank all of you for a wonderful journey over the last 5 ½ years here at the State of Arizona. I am so proud of SPO and our CPO teams at the agencies, boards and commissions. Your dedication and untiring efforts continue to offer our customers the best valued services and customer service second to none.

I look forward to staying in touch and hearing about all the great successes you bring to Arizona.

Wishing you and your families all the best and much success!!

Warm regards,

Ed

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## Jessica Klein, from Deputy SPA to General Counsel

Jessica Klein, Deputy Assistant Director for Compliance and Procurement Counsel for SPO has been named ADOA General Counsel effective immediately!

Jessica had been in her role with SPO since July 2021, leading the compliance team which ensures agencies follow the Arizona Procurement Code and led the SPO Determinations Library team, which standardized and provided written guidance on every determination in the Arizona Procurement Code and was recognized with a Bronze Cronin Award for Procurement Excellence. Prior to joining ADOA, she worked for nearly five years at the Attorney General's Office, serving as Assistant Attorney General, Agency Counsel Section, State Government Division, specializing in contract and procurement law and worked closely with ADOA SPO.

## David Steuber on Connect live!

On the February 5th Edition of Connect Live, David Steuber was interviewed by Megan Rose. Get to know David his history, goals, and priorities as he takes over the role as State Procurement Administrator.

<https://www.youtube.com/watch?v=DcLkCMt677M>



## SPO Staff

Joyann George joined SPO Compliance as a Statewide Compliance Manager. Tej Mistry joins the SPO OPs team as a Procurement Intern.

We would also like to celebrate the work milestones of Maria Adame, who has been with the State for 20 years, and Jenn Calimag, who has been with the State for 15 years!

## It's Officially Procurement Month!

Not only recognized by the NIGP, as of February 26th, 2024, Governor Katie Hobbs has officially named March 2024 Arizona Procurement Month.

We take this month to recognize the hard work of all the Public Procurement Professionals. The public procurement profession plays a significant role in the efficiency and effectiveness of both government and business.



## Upcoming SPO Academy Training

We have some exciting SPO Academy Training coming up for 2024!

4/23/24 Basics of IT Procurement

4/25/24 Lunch & Learn: RFQ Template, Award Determination, & Standard Work

5/8/24 Lunch & Learn: RFP Executive Summary, Award Determination, & Best Practices

5/15/24 Procurement Ethics

5/16/24 Basics Risk Management

5/21/24 Request for Proposal (in person)

5/30/24 \$10K Delegation Training

6/13/24 \$100K Delegation Training

To view a brief course description of upcoming SPO Academy training and the Course IDs visit the [SPO Academy Training Page](#).

To register for a visit [TraCorp](#), and log in.

1. Select Assigned Content.
2. Type the COURSE ID (Session #) in the Search field and press Enter.
3. Select the Course.
4. Select the Register button to register for the course. (*Users are welcome to join the waitlist if a course is full*)
5. Users will receive a confirmation email from Tracorp.

If there are any questions, please feel free to contact John Jimenez, Chief Learning Officer at [john.jimenez@azdoa.gov](mailto:john.jimenez@azdoa.gov).

## NASPO Exchange

The NASPO Exchange happened in early March. The NASPO Exchange builds relationships among the supplier community and state governments, the

largest consumers of goods and services in the country. This conference is a place where learning, networking, and partnering come together to support public procurements that are effective, efficient, transparent, and fair.

## Join us!



SPO has bi-weekly **Strategic Initiative Update Meetings** every other Wednesday from 1:00 p.m. - 2:00 p.m.

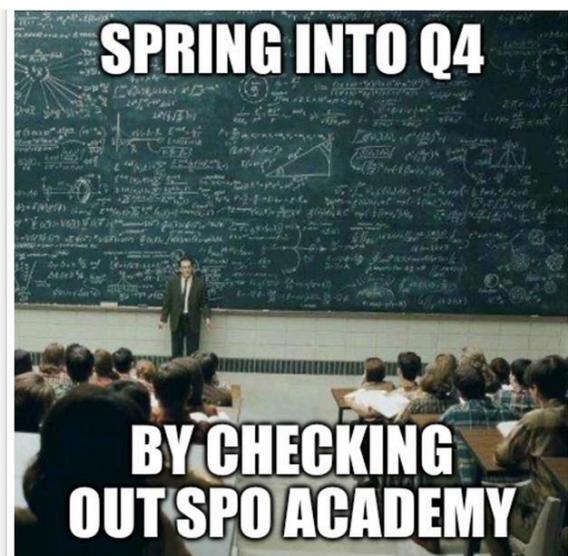
To attend these meetings, use the **Google Meet** invite link ([meet.google.com/oyt-fzyz-ppr](https://meet.google.com/oyt-fzyz-ppr)) or dial:

(US) +1 318-501-3139, PIN: 823 512 388#

## State Procurement Academy

**Training sessions available** through the SPO Academy. Training covers the basics of Arizona State Procurement, requests for proposals, requests for quotations, risk assessment, negotiations, and more.

**FIND OUT MORE  
ABOUT TRAINING**



## Updated Resources

The following documents were substantially updated. The new versions of these documents are on the [SPO For Agencies website](#):

Posted on the [SPO Determination's Library](#):

- **403(C) Brand Name or Equivalent**
- **A900 Protest Response Process Overview** (standard work only)

Posted on the [Standard Forms and Documents section](#):

- **SPO Form 105 - Brand Name Only Authorization**

**Updated Uniform Terms and Conditions 10.5** (*Adds language for State's AI Policy*) posted on the [Standard Forms and Documents section](#) and incorporated into the following templates:

- **Direct Contract Simple**
- **Direct Contract Complex**
- **Direct Contract PA Complex**
- **RFQ Template**
- **[RFx No.] RFP Requirements**

Arizona Department of Homeland Security has updated their policy and procedures to reflect NIST-5 requirements. [\[click here\]](#)

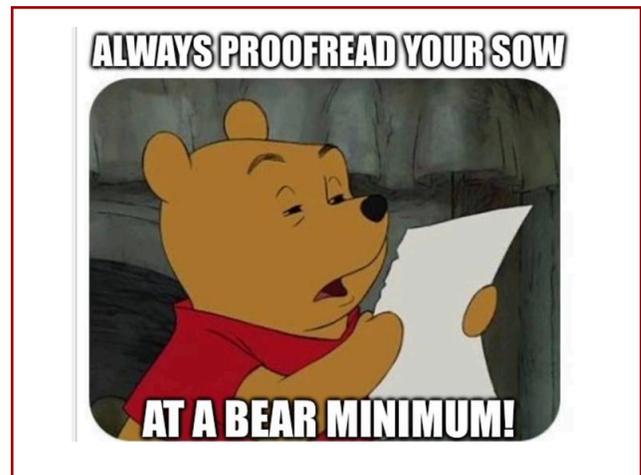
The following templates have been updated to reflect these changes:

- **[RFx No.] RFP Requirements**
  - Scope of Work
  - Special Terms and Conditions
  - Addendum B to Special Terms and Conditions
- **[RFx No.] RFP Instructions to Offerors**
- **[RFx No.] Solicitation Attachment - Arizona Baseline Infrastructure Security Controls**

### [Updated RFP Attachments](#)

- **Removed Combined Attachment** Option from shared drive. Only individual attachments are now available.
- **Confidential Information Designation**
  - Removes the signature block requirement
- **Conformance Statements and Exceptions Request**
  - Moves the document to an Excel/Sheets format and removes the signature block requirement.
- **Offer and Acceptance**
  - Adds date requirement to Offeror's signature block. Removes the requirement for the Offeror to initial and sign O&A document. Reduces revisions fields from 4 to 2. Moves revision and

BAFO initial and date fields below the initial signature block.



## Compliance Hotline

Have you come across a procurement issue that may require intervention from SPO Compliance to resolve? Though SPO encourages state employees to try to resolve these issues at the agency level, the Compliance Hotline is an option when a resolution cannot be reached.

Reporting procurement issues to SPO Compliance is a simple process. Before submitting, be sure to confirm that the issue is within the jurisdiction of SPO Compliance. Such issues include procurement actions of most state governmental units, questions regarding Arizona procurement law, policy, and ethics, or issues related to Arizona state contracts and suppliers.

When using the Compliance Hotline, you will be given the option to remain anonymous. It is important to note that choosing to remain anonymous means that SPO Compliance will not be able to reach out for more information or let you know how and when the issue is resolved.



As always, we are here to help. If you have any questions, please reach out to [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov).