

## SPO ALERT

Date: 04/03/2024

To: State Agencies

From: State Procurement Office

Re: SPO Alert – Updated Uniform Terms & Conditions, Solicitation & Contract Templates

Updated Uniform Terms and Conditions 10.5 and is available on SPO's [Standard Forms and Documents](#)

- Adds AI Policy language

The following templates have been updated to reflect Uniform Terms and Conditions 10.5

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

Arizona Department of Homeland Security has also updated their policy and procedures to reflect NIST-5 requirements. A link to their updated Information Security Policies, Standards, and Procedures is found here:

<https://azdohs.gov/information-security-policies-standards-and-procedures>.

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

Furthermore, based upon Procurement Officer feedback, SPO Compliance has also updated the following RFP Solicitation 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 to streamline the exceptions request process and eliminates the need for procurement officers to copy and paste exception requests to a separate exceptions tracker form. Also 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 Q&A document. Reduces revisions fields from 4 to 2. Moves revision and BAFO initial and date fields below the initial signature block.

***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).