

Certification Acceptance Request: Procurement Code Checklist

Enter Requesting LPA Name

Task	Reference Document (Title, section, paragraph, page)	Meets	
		Y	N
1. Procurement authority is provided by city, county, or state statute <i>(Refer to A.R.S. §41-2511 as a guideline)</i>		<input type="checkbox"/>	<input type="checkbox"/>
2. Written delegation of authority <i>(Refer to A.R.S. §41-2512 as a guideline)</i>		<input type="checkbox"/>	<input type="checkbox"/>
3. Authority is managed by a named procurement officer <i>(Refer to A.A.C R2-7-201 & R2-7-202 as a guideline)</i>		<input type="checkbox"/>	<input type="checkbox"/>
4. Oversight regarding sub-delegation of authority <i>(Refer to A.A.C. R2-7-203 as a guideline)</i>		<input type="checkbox"/>	<input type="checkbox"/>
5. Procurement staff should possess sufficient expertise or knowledge <i>(Refer to A.A.C. R2-7-202 as a guideline)</i>		<input type="checkbox"/>	<input type="checkbox"/>
6. Does the agency have a policy or procedure to ensure compliance with Significant Procurement Role requirements? <i>(Refer to A.R.S § 41-2517)</i>		<input type="checkbox"/>	<input type="checkbox"/>
7. Written competitive bidding thresholds for informal and formal bids <i>(Refer to A.R.S. §41-2533, A.R.S. §41-2534, and A.R.S. §41-2535 as guidelines)</i>		<input type="checkbox"/>	<input type="checkbox"/>
8. Purchases between \$10k and \$100k shall be to a Small Business <i>(Refer to A.R.S. §41-2535 as a guideline)</i>		<input type="checkbox"/>	<input type="checkbox"/>
9. Written determinations maintained in procurement file; i.e. Sole Source, Emergency, Competition Impracticable, etc. <i>(Refer to A.R.S. §41-2502 & A.C.C. R2-7-102 as a guideline)</i>		<input type="checkbox"/>	<input type="checkbox"/>
10. Use of non-restrictive specifications required, cannot use proprietary or brand-name specifications without prior written approval <i>(Refer to A.A.C. R2-7-401 & R2-7-402)</i>		<input type="checkbox"/>	<input type="checkbox"/>
11. A centralized list of prospective suppliers is compiled and maintained <i>(Refer to A.A.C. R2-7-209 as a guideline)</i>		<input type="checkbox"/>	<input type="checkbox"/>
12. Adequate public notice of solicitations, both informal and formal, is required. Legal advertisement mandated for service related procurements above the formal threshold <i>(Refer to A.R.S. §41-2533 as a guideline)</i>		<input type="checkbox"/>	<input type="checkbox"/>
13. Instructions provided in the solicitation regarding the evaluation of bids or proposals; local preference not allowed <i>(Refer to A.R.S. §§41-2533, 41-2534, 41-2535, A.C.C. R2-7-B312, R2-7-C316, R2-7-D302 as a guideline)</i>		<input type="checkbox"/>	<input type="checkbox"/>
14. Instructions provided in the solicitation regarding the basis of award for bids or proposals <i>(Refer to A.R.S. §§41-2533, 41-2534, 41-2535, and A.C.C. R2-7-B314, R2-7 C317, R2-7-D303 as a guideline)</i>		<input type="checkbox"/>	<input type="checkbox"/>

15. Contracts are not awarded unless sufficient funds are available (Refer to A.A.C. R2-7-A301 (D) and A.R.S. § 35-154 as a guideline)		<input type="checkbox"/>	<input type="checkbox"/>
16. Are solicitation/ contract files and related records made available for public inspection within 3 days of award? (Refer to A.A.C. R2-7-B314(E), R2-7-C317(D) as a guideline)		<input type="checkbox"/>	<input type="checkbox"/>

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17. Terms and Conditions contain appropriate language regarding contract changes (Refer to State of Arizona Uniform Terms and Conditions as a guideline)		<input type="checkbox"/>	<input type="checkbox"/>
18. Terms and Conditions contain appropriate language regarding rights and remedies (Refer to State of Arizona Uniform Terms and Conditions and A.R.S §41-2611, R2-7-B901 – R2-7-B905 as a guideline)		<input type="checkbox"/>	<input type="checkbox"/>
19. Does the agency have a procedure for responding to protests and claims? If so attach a current copy. (Refer to State of Arizona Uniform Terms and Conditions and A.R.S § 41-2611, R2-7-A901 – R2-7-A911 as a guideline)		<input type="checkbox"/>	<input type="checkbox"/>
20. Is the agency verifying employment records of contractors and subcontractors? (Applicable to the procurement of services.) (Refer to A.R.S §§ 23-214 and 41-4401 as a guideline. Include a current copy of procedure or policy.)		<input type="checkbox"/>	<input type="checkbox"/>
21. Does the agency have a purchasing policies and procedures manual and/or solicitation checklist? (If so, attach a current copy.)		<input type="checkbox"/>	<input type="checkbox"/>

In addition to the references listed above, the following regulations govern the procurement activities of most State agencies and should be adhered to:

Task	Reference Document (Title, section, paragraph, page)	Meets	
		Y	N
AAC, Title 2, Chapter 7: Department of Administration - State Procurement Office		<input type="checkbox"/>	<input type="checkbox"/>
ARS §34-451: Energy Conservation Standards for State Buildings		<input type="checkbox"/>	<input type="checkbox"/>
ARS §35-154: Unauthorized Obligations; Effect; Liability		<input type="checkbox"/>	<input type="checkbox"/>

ARS §35-214: Inspection and Audit of Contract Provisions		<input type="checkbox"/>	<input type="checkbox"/>
ARS §38-511: Cancellation of State Contracts Due to Conflicts of Interest		<input type="checkbox"/>	<input type="checkbox"/>