



ARIZONA DEPARTMENT OF ADMINISTRATION
STATE PROCUREMENT OFFICE

STANDARD PROCEDURE

DESCRIPTION

Title: **Design Professional and Construction Document Submission for Statutory Review Prior to Contract Award**

Effective: **July 16, 2018**

No. SP 044

Revision: **3**

Located in the Arizona Department of Administration, General Services Division (GSD), Planning and Construction Services Group has statutory responsibility to review all architectural, engineering and construction contracts (ARS § 41-791.01) for State funded construction projects, Capital Outlay or Building Renewal. Because of this statutory responsibility, agencies will be required to have the GSD Planning and Construction Services Group review contracts, and approve plans, specifications and progress payments.

PROCEDURES FOR ARCHITECTURAL AND ENGINEERING (DESIGN PROFESSIONAL) AND CONSTRUCTION CONTRACT AWARDS (Article 5)

Responsible Procurement Officer Duties:

- 1) Prior to contract award, the responsible agency procurement officer shall forward the following documents to the GSD Planning and Construction Services Group procurement officer for review.

Statement of Work

Schedule of Values/Fee Summary

Insurance Certificate

Copy of Solicitation

Copy of Short List or Bid Tabulation

Copy of Solicitation/Request for Quotes

Confirmation of JCCR Review (if applicable)

Payment and Performance Bonds (if applicable)

Additional documents may be requested during the review process for clarification.

- 2) Following GSD review, the responsible agency procurement officer shall proceed with the award unless GSD provides feedback that must be addressed prior to award. Any feedback provided by GSD shall be addressed appropriately in accordance with the Procurement Code.

and all applicable rules and statutes. This includes any GSD Planning and Construction Services Group's objections or reservations, including but not limited to continuing negotiations with the current firm or terminating negotiations and engaging in negotiations with the next firm.

- 3) The agency and assigned procurement officer bear the ultimate responsibility for the resultant contracts.
- 4) After GSD review, the responsible procurement officer shall obtain the prospective awardee's signature on the required contract. Procurement officer will then sign the contract and upload all required documents to the e-procurement file.

GSD Procurement Officer Responsibilities:

- 1) Confirm Confidentiality Statement. The GSD procurement officer shall ensure that all involved GSD employees has a signed Annual Confidentiality Statement in effect pertaining to all confidential documents reviewed prior to contract awards.
- 2) GSD Procurement Office will review for compliance with all applicable laws and statutes, rules, and ensure that the project costs, schedule, and scope are fair and reasonable.
- 3) GSD Planning and Construction Services will provide feedback to responsible procurement officer including objections or reservations.
- 4) After feedback has been addressed (if applicable) GSD will compile all contract documents and attachments. Additional documents may be requested during the review process for clarification.
- 5) GSD Procurement will send compiled contract package back to responsible procurement officer for signature.

This Standard Procedure is hereby authorized and effective this 16th day of July, 2018, unless otherwise revised or repealed.



Ed Jimenez
State Procurement Administrator