

Procurement of Materials and/or Install

Agency Documents Approved By ADOT Procurement Group

- Completed ADOT Procurement Code Checklist (**Appendix C**)
- Procurement Code
- Other Procurement Procedures or Contract Documents, as needed

Submit to ADOT LPA Section before December 7, 2018

Assessment Questions

Question	Y/N	Document, Page, Paragraph
Do the Procurement Procedures or Contract Documents require the following for federal-aid contracts:		
Written competitive bidding thresholds for informal bids and purchases between \$10,000 and \$100,000 are to be awarded to a small business if possible?		
Bid Lists compiled and maintained through ProcureAZ or similar eProcurement method?		
Verification of employment records of contractors and subcontractors using e-verify?		
Compliance with the Significant Procurement Role requirements?		

Agency – Prepared by:	
Signature	
Printed Name	
Title	
Date	

ADOT – Approved by:	
Signature	
Printed Name	
Title	
Date	

Self-Administration Request: Procurement Code Checklist

Enter Requesting LPA Name

Enter Project Name and/or Number

Task	Reference Document (Title, section, paragraph, page)	Meets	
		Y	N
1. Procurement authority is provided by city, county, or state statute /Refer to A.R.S. §41-2511 as a guideline		<input type="checkbox"/>	<input type="checkbox"/>
2. Written delegation of authority / Refer to A.R.S. §41-2512 as a guideline		<input type="checkbox"/>	<input type="checkbox"/>
3. Authority is managed by a named procurement officer, (not an engineer or director) / Refer to A.A.C R2-7-201 & R2-7-202 as a guideline		<input type="checkbox"/>	<input type="checkbox"/>
4. Written competitive bidding thresholds for informal and formal bids / Refer to A.R.S. §41-2533, A.R.S. §41-2534, and A.R.S. §41-2535 as guidelines		<input type="checkbox"/>	<input type="checkbox"/>
5. Purchases between \$10k and \$100k shall be to a Small Business /Refer to A.R.S. §41-2535 as a guideline		<input type="checkbox"/>	<input type="checkbox"/>
6. Written determinations authority; i.e. Sole Source, Emergency, Competition Impracticable, Brand Name Only, One Bid Received, etc. / Refer to A.R.S. §41-2502 & A.C.C. R2-7-102 as a guideline		<input type="checkbox"/>	<input type="checkbox"/>
7. Use of non-restrictive specifications (either developed per project, or “canned” specifications stated as a reference), without prior written approval / Refer to A.A.C. R2-7-401 & R2-7-402		<input type="checkbox"/>	<input type="checkbox"/>
8. Checks and balances regarding delegation of authority / Refer to A.A.C. R2-7-203 as a guideline		<input type="checkbox"/>	<input type="checkbox"/>
9. Prospective suppliers lists are compiled and maintained /Refer to A.A.C. R2-7-209 as a guideline		<input type="checkbox"/>	<input type="checkbox"/>
10. Give adequate notice of solicitation, both informal and formal Legal advertisement, adequate time “on the street” / Refer to A.R.S. §41-2533 as a guideline		<input type="checkbox"/>	<input type="checkbox"/>
11. Instruction on evaluation of bids or proposals; local preference not allowed /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		<input type="checkbox"/>	<input type="checkbox"/>
12. Instruction on award of bids or proposals / 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		<input type="checkbox"/>	<input type="checkbox"/>
13. Documented consideration for use of engineer type services (qualifications versus cost); award based on qualifications and competence /Refer to A.R.S. §41-2578, §41-2580 and A.R.S. §41-2581 as a guideline		<input type="checkbox"/>	<input type="checkbox"/>
14. Can provide evidence of encumbrance or written and authorized request for services and or commodities /Refer to A.A.C. R2-7-A301 (D) and A.R.S. § 35-151 as a guideline		<input type="checkbox"/>	<input type="checkbox"/>
15. Procurement staff is sufficient regarding expertise or knowledge / Refer to A.A.C. R2-7-202 as a guideline		<input type="checkbox"/>	<input type="checkbox"/>
16. Terms and Conditions contain appropriate language regarding Changes Refer to State of Arizona Uniform Terms and Conditions as a guideline		<input type="checkbox"/>	<input type="checkbox"/>

Self-Administration Request: Procurement Code Checklist

Enter Requesting LPA Name

Enter Project Name and/or Number

Task	Reference Document (Title, section, paragraph, page)	Meets	
		Y	N
17. Terms and Conditions contain appropriate language regarding rights and remedies / <i>Refer to State of Arizona Uniform Terms and Conditions and A.R.S §41-2611, R2-7-B901 – R2-7-B905 as a guideline</i>		<input type="checkbox"/>	<input type="checkbox"/>
18. Procedures are not restrictive regarding suppliers, no bias, or excessive requirements / <i>Please include references to applicable procedures, policies, or Procurement Manual sections</i>		<input type="checkbox"/>	<input type="checkbox"/>
19. Set Aside programs are implemented in a fair and equitable manner with no basis / <i>Enter Not Applicable if agency does not have a set aside program in place.</i>		<input type="checkbox"/>	<input type="checkbox"/>
20. Does the agency have a purchasing policies and procedures manual and/or solicitation checklist? <i>(If so– attach a current copy)</i>		<input type="checkbox"/>	<input type="checkbox"/>
21. Does the agency have a procedure for responding to protests and claims? If so attach a current copy. / <i>Refer to State of Arizona Uniform Terms and Conditions and A.R.S § 41-2611, R2-7-A901 – R2-7-A911 as a guideline</i>		<input type="checkbox"/>	<input type="checkbox"/>
22. Is the agency verifying employment records of contractors and subcontractors? <i>(Not applicable for procurement of materials) / Refer to A.R.S §§ 23-214 and 41-4401 as a guideline. Include a current copy of procedure or policy.</i>		<input type="checkbox"/>	<input type="checkbox"/>
23. Is the agency in compliance with the requirements of the Significant Procurement Role? / <i>Refer to A.R.S § 41-2517</i>		<input type="checkbox"/>	<input type="checkbox"/>
24. Are contract files and records complete and available for public inspection within 3 days of award? If no – list number of days contract files and records are made available for public inspection. / <i>Refer to A.A.C. R2-7-B314(E), R2-7-C317(D) as a guideline</i>		<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:

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"/>