FAST FIVE – INFORMATIONAL SHEET

SECTION Procurement Group

MISSION STATEMENT

To provide value added public procurements in accordance with the Arizona Procurement Code to support our Customer's needs.

KEY RESPONSIBILITIES

Advertise and bid out contracts for ADOT goods, services, planning and maintenance services.

HOW WE INTERACT WITH PRIMES AND SUBS

Primes and subs respond to solicitations for goods and services needed by ADOT. The Procurement Group coordinates Pre-Bid meetings and answers questions from primes and subs during the solicitation and contract negotiation process. They also help ensure that primes and subs adhere to contract requirements.

TOP FIVE SUCCESSFUL TIPS

1. Register with ProcureAZ using correct commodity codes so you are notified of upcoming solicitations;
2. Attend Pre-Bid meetings for solicitation you want to bid so you can meet other firms and partner;
3. Complete all bid requirements in the solicitation accurately and completely;
4. Submit information on time; Proof read documents for errors before submitting;
5. Check ProcureAZ to view winning proposals to get ideas for future proposals; Call and ask questions;

KEY CONTACT INFORMATION

CONTACT PERSON

Susan Bayer, Chief Procurement Officer

WEBSITE URL

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KEY STAFF (NAME/TITLE)

1. Christine Fruitman, Deputy Chief Procurement Officer CPPB
2. Valarie Erwin, Manager CPPB
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