



PROCUREMENT GROUP

Building Procurement Bridges Across Teams

Presented by ADOT Procurement

Simplifying the process, strengthening our partnerships.

Today's Journey

1. Welcome & Why We're Here

What Procurement is all about - and why it matters to you

2. Who We are and What Procurement Really Does

Breaking Down Myths and Explaining the Process

3. Tips, Tools & Support

Resources to make your life easier (and your purchases faster)

4. Common Pitfalls & How to Avoid Them

A few friendly “don’ts” with some useful “do’s”

5. Q&A + Feedback



Why We Are Here - and why it matters to you

We want to help simplify the process and strengthen our partnerships with you!

Procurement is not just paperwork - It's how we get things done!

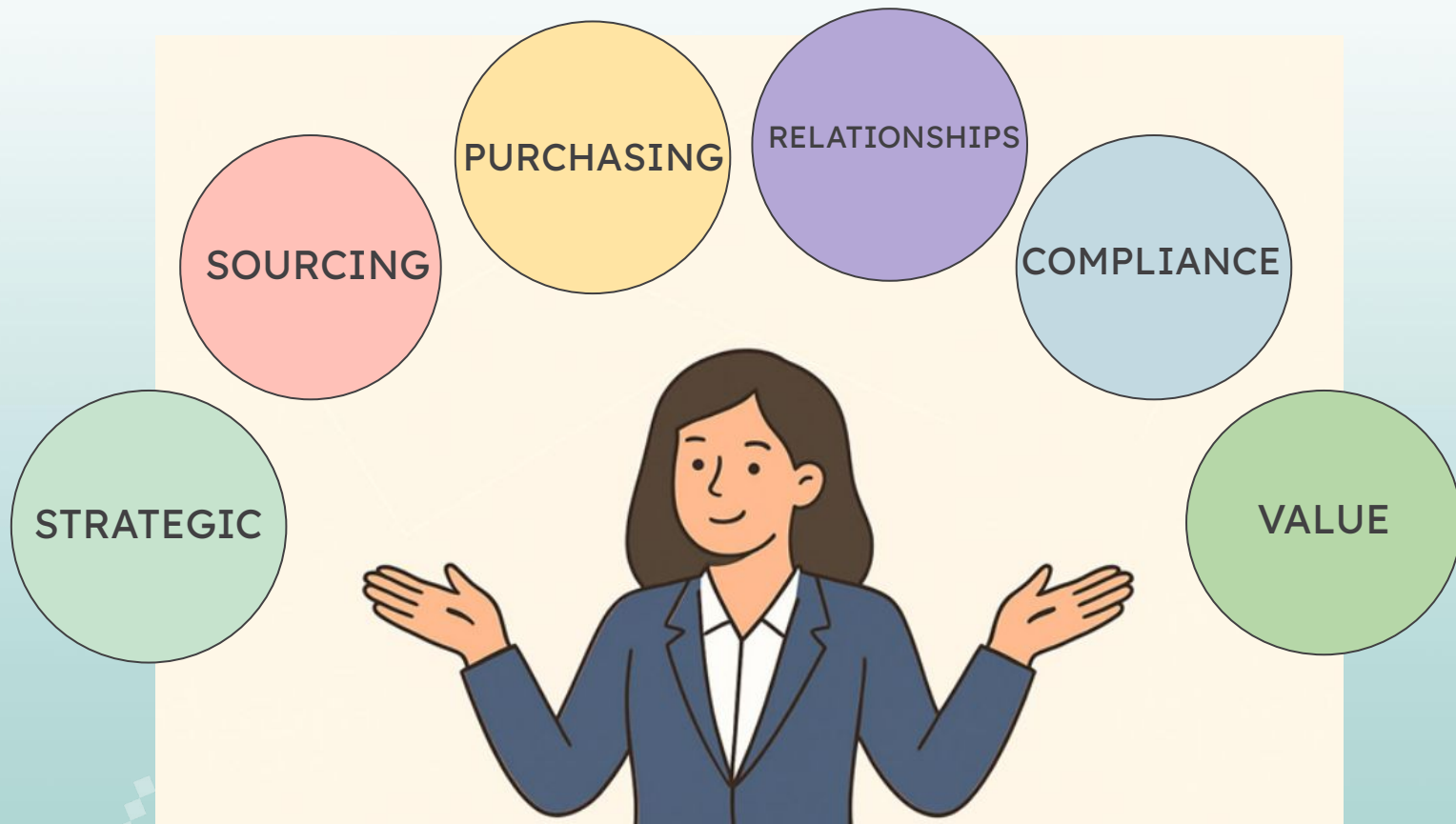
- **It helps you do your job**

You need tools, services, or equipment to deliver results - procurement helps make that happen.

- **We're your partner - here when you need us**

From planning to paperwork, we're here to guide you every step of the way. You don't have to figure it out alone. We can help you avoid delays and unexpected issues.

What is Procurement?



What is Public Procurement?



- More than buying things - is about getting value, fairness, and results
- Governed by laws, policies, and ethics
- Serves the public interest

What is Public Procurement?

The foundation of public procurement is built on the principles of

- Openness
- Fairness
- Competition
- Economy
- Transparency
- Integrity
- Accountability

These principles guide the statutes and rules included in the



What Procurement Does For You



Procurement works in collaboration with you to ensure ADOT has the goods and services needed to support daily operations.

What we do:

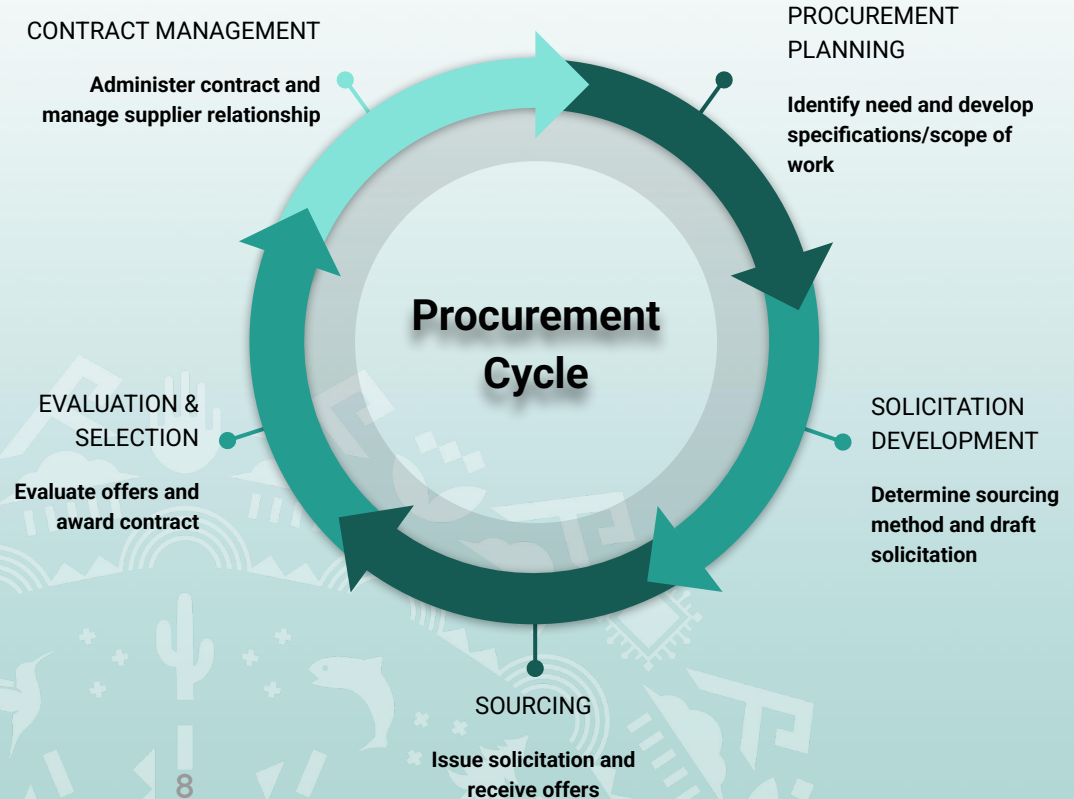
- Help define needs
- Find the right suppliers, contractors and consultants for your project
- Manage the competitive process
- Draft and support contracts
- Keep things running smoothly

The Process at a Glance

Procurement relies on ADOT partners at each phase of the Procurement Cycle.

What is Your Role in the Process?

- Start early and share your goals
- Help write clear requirements
- Be part of evaluations
- Communicate with your Procurement partner
- Stay involved



Delivery of Procurement Projects

PMG

1. Project Initiation
2. IGA
 - a. Who will administer the Project
 - b. This determines who will generate purchase orders
3. DBE Goal
4. Submit Project Request Form
 - a. Scope, schedule, budget
 - b. Clearances
 - c. Draft Federal Authorization Letter (templates available in DocuSign)
5. Federal Authorization

Procurement

1. Reach out to Procurement
 - a. TIP that identifies funding
 - b. IGA
 - c. Who will administer the Project
 - d. This determines who will generate purchase orders
2. Review PRF and begin developing solicitation package
 - a. Scope, schedule, budget
 - b. Terms and conditions
 - c. Solicitation instructions
3. Federal Authorization
4. Issue Solicitation

Connecting procurement to project outcomes.

Tips, Tools & Support

The [ADOT Procurement Webpage](#) contains the following:

- Access to dashboards and status of projects
- Templates and Tools
- Contract Status Information
- Procurement Commodity Assignments & Contact Information

[Home](#) » [Our Agency](#) » Procurement

Procurement

The Procurement group is responsible for the expenditure of approximately 22% of the public monies, including federal assistance monies, allocated to ADOT each year in support of ADOT management and operations. These funds must be processed in accordance with the Arizona Procurement Code.

[Submit Procurement Request Form](#)

[Procurement Services Site](#)

[Procurement Project Status](#)

[APP Procurement Resource Center](#)


Procurement
[Procurement Staff Contacts](#)

Contract Information

 [ADOA Statewide Contracts](#)

 [ADOT Contracts Status Report](#)

Top Used Documents

 [Emergency Procurement Request](#)

 [FY25 Fiscal Year-End Memo](#)

 [SPO Form 205A](#)

 [Vendor Performance Report – ADOT](#)

Procurement Services

[Arizona Procurement Portal](#)

[FAQ: Procurement](#)

[Forms and Guides](#)

[Process Improvement Activities](#)

[Significant Procurement Activities](#)

[Contact Us](#)

Useful Procurement Links

[Commodity Assignments](#)

[Procurement Commodity Assignment List](#)

[Procurement Contact Guide](#)

[ADOT Procurement Representative - Statewide Contracts](#)

[Helpful Links](#)

Procurement Request Form (PRF)

Submitting a Request

[Home](#) » [Our Agency](#) » Procurement

Procurement

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[Submit Procurement Request Form](#)

Procurement Request Form

As identified below, all required information must be completed on this form. Attach submittal documentation as required. Incomplete request forms and submittals shall be returned for additional information.

Please refer to the [Procurement Request Form Guidelines](#) for descriptions of the fields included in this form as well as other helpful tips.

ARIZONA
DEPARTMENT OF
TRANSPORTATION

Procurement Request Form Guidelines

Any Procurement of goods and services over \$10,000.00, which cannot be purchased through an existing state contract, will require a Procurement Request Form (PRF). This PRF Guidelines provides descriptions of the fields included on the PRF. There are links throughout this document to inform the requester on how to obtain certain information. To submit a PRF go to the [Procurement Services Site](#) and click the "Request Services" button.

Reminders before submitting a PRF

It is imperative that the Requester coordinate appropriately with their subject matter experts (SME) and/or end users that will receive the goods/services. Some divisions have a standard [list of questions](#) that they ask their SMEs while developing the scope of work and gathering other information for the PRF.

Some procurements may require the review and approval of Information Technology (ITG), Facilities, Physical Security, and Fleet Management before submitting a PRF. See [When to Involve Other Divisions](#) to understand when these groups need to be involved.

The [processing times for solicitations](#) vary depending on the sourcing method. Requesters should discuss any upcoming solicitation with Procurement and plan on submitting a PRF several months in advance of when the goods/services are needed.

Section I – Customer Information

Requestor phone number* - Provide a phone number for the person who is submitting the Procurement Request Form.

Project Name/Description* - Provide a name and short description of the project/materials/services for the PRF (i.e. On-call Concrete Repair & Replacement Services, Statewide). A project/work order/tracking number may be included.

Tips for submitting a PRF

- Not all fields on the PRF are required. Required fields are associated with an asterisk.
- The Scope of Work/Specification should be uploaded in word/google doc version.
- Once a PRF is submitted, you cannot edit the form. If any information needs to be edited or added please reach out to the Procurement Manager for that good/service. If you are unsure of who that is, Procurement's general inbox is Procurement@azdot.gov.
- See Procurement's website on the [ADOTNet](#) for other helpful forms and guides.

Creating a procurement project plan

Once a PRF is submitted, it is reviewed by a Procurement Manager before being assigned to a Procurement Officer. After the Procurement Officer is assigned, they will reach out to the requestor to discuss the project timeline.

The timeline varies depending on the type of sourcing method.

Standard Procurement Solicitation Processing Times

Sourcing Method	Stated Funded	Federally Funded	Threshold	Key Points
Request for Quote (RFQ)	28 Days	68 Days	\$10,000 to \$100,000	Reserved to small business.
Invitation for Bid (IFB)	60 Days	100 Days	> \$100,000	Awarded to lowest bidder, no negotiations.
Request for Proposal (RFP)	120 Days	160 Days	> \$100,000	Awarded to the most advantageous based on evaluation criteria, conduct negotiations.
Request for Qualifications (RFQu)	140 Days	180 Days	n/a	Qualification based selection, fee proposal negotiations.

Procurement Project Plan (IFB Process)			PRF ID: 6646jdv
BPM 007104 Town of Gilbert Optical Vehicle Preemption Detectors and Signal Processors			
Procurement Request Form Assigned Date: 07/31/25			
Current Contract Expiration Date: N/A			
Days*	MILESTONE	Date	Actual
5	Review Solicitation package for completeness, review existing contract & usage	08/05/25	
3	Contact customer to discuss request and request customer SPO120. Draft solicitation timeline, create RfX in APP and schedule meetings. Submit timeline to manager for review.	08/08/25	
0	Manager approval of timeline	08/08/25	
6	Refine SOW/specs, create applicable determinations, send SOW to Risk for Insurance module & prepare solicitation documents	08/14/25	
11	Request manager review and comment on solicitation draft	08/25/25	
4	Send Solicitation draft to customer	08/29/25	
5	Customer review of solicitation	09/03/25	
5	Hold customer meeting to revise and finalize solicitation	09/08/25	
1	Upload solicitation documents into APP, submit to for Manager approval	09/09/25	
1	Procurement Manager approval of APP RfX	09/10/25	
1	Prepare and submit legal ad memo to admin (if applicable)	09/11/25	
4	Issue Solicitation in APP	09/15/25	
10	Conduct Pre-Offer Conference	09/25/25	
4	Solicitation Amendment(s)	09/29/25	
7	Solicitation Due Date in APP - Open Offers	10/06/25	
1	Download documents from APP, review confidentiality requests and prepare determinations	10/07/25	
3	Evaluate bid pricing and review low bid for responsiveness	10/10/25	
4	Prepare & send supplier notification of confidentiality determination (if applicable)	10/14/25	
3	Prepare non responsive determination(s) (if applicable)	10/17/25	
3	Review lowest responsive bid for responsibility	10/20/25	
4	Create evaluation & award documents, include any determinations, sign Executive Summary, submit with Offer & Acceptance to manager for review and approval	10/24/25	
3	Procurement Manager reviews evaluation documents for approval	10/27/25	
6	Manager signs Offer and Acceptance via DocuSign	11/02/25	
1	Select supplier for award in APP and create draft contract(s)	11/03/25	
1	Send award notification letter(s), request COI and send unsuccessful letter(s)	11/07/25	
+	Total Time (Allowed 60 days)	11/07/25	
	Send contract to Manager for approval in APP	11/10/25	
	Manager reviews APP contract file, approves contract	11/11/25	
	Receive approved COI, notify customer of award, coordinate post-award meeting	11/14/25	
	Estimated Project Completion date (barring protests):	11/14/25	

MEETING SCHEDULE		
Meeting	Conference Room	Date
Customer Meeting to Finalize Solicitation	Virtual	09/08/25
Pre-Offer Conference	Virtual	09/25/25
Post-Award Meeting	Virtual	11/07/25

PLANNER ACKNOWLEDGEMENT			
Name	Title	Initials	Date
Aimee Fields	Procurement Officer	AF Initial	8/5/2025
Monique Harris	Procurement Manager	MH Initial	8/6/2025
Jeffrey Davidson	Project Manager	JD Initial	8/7/2025
ProcurementCompliance@azdot.gov	Compliance Team	CT Initial	8/7/2025

NOTES		
Federal solicitation:		Additional Days
FAA	☐	
FHWA	☐	40
FTA	☐	
Other:		Additional Days
IT project (PU)	☐	
Demonstrations/Presentations	☐	
Interviews	☐	

Common Pitfalls & How to Avoid Them

- **Starting Too Late** - Rushed timelines lead to poor outcomes or delays
 - Avoid it: Involve Procurement early - as soon as you know you need something. The sooner we know about your needs, the more we can help - from strategy to timelines.
- **Vague or Incomplete Scope** - Unclear specifications lead to confusion, delay, and bad fit
 - Avoid it: Work with Procurement to clearly define needs and deliverables. Tell us what you're trying to achieve, not just what you want to buy - we can help you get the best fit.



Common Pitfalls & How to Avoid Them

- **Skipping the Process** - Bypassing the process (even for small stuff) can cause issues
 - Avoid it: Follow procurement steps every time - we'll help make it easier. Even small buys have thresholds and rules. Sticking to the process helps us protect everyone.
- **Assuming Procurement is a Barrier** - Thinking “they’ll just say no.”
 - Avoid it: We’re here to make your project succeed - ask early, ask often. Don’t worry about not knowing the rules or the process. We’re here to explain and support.



Think of us as a partner, not a Gatekeeper. We're not here to slow you down - we're here to help you succeed.

