

	<p>Request for Proposal Solicitation No. BPM002338 Description: Software Value-Added Reseller (VAR)</p>	<p>Arizona Department of Administration State Procurement Office 100 N 15th Ave., Suite 402 Phoenix, AZ 85007</p>
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Part 1:
Solicitation Summary

1.0 What the State Is Soliciting

The Arizona Department of Administration, State Procurement Office division (the State), as authorized under A.R.S.§ 41-2501 is seeking to establish one or more “statewide” contracts to provide Software Value-Added Reseller services.

Additionally, this solicitation will be conducted in partnership with the NASPO ValuePoint Cooperation Purchasing Program (NASPO ValuePoint). As such, the Master Agreements awarded through this solicitation may be utilized by states and other political subdivisions throughout the United States.

The State anticipates awarding multiple Contracts to begin providing services by a target date of April 8, 2021.

The Special Terms and Conditions provide a more detailed definition of Eligible Agencies.

List of all state agencies is available at: <https://azdirect.az.gov/agencies>

Active Co-Op Members List is available at: <https://spo.az.gov/procurement-services/cooperative-procurement/state-purchasing-cooperative> .

Persons With Disabilities

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Solicitation contact person. Requests shall be made as early as possible to allow time to arrange for the accommodation.

OFFERORS SHOULD READ THE ENTIRE SOLICITATION CAREFULLY.

2.0 What’s in the Solicitation

Part 1	Section 1: Solicitation Summary	<i>Part_1_BPM002338_OPEN_FIRST_Software VAR.PDF (or as amended)</i>
Part 2	Section 2-A: Scope of Work	<i>Part_2_BPM002338_RFP__Software VAR.PDF (or as amended)</i>
	Section 2-B: Pricing Document	
	Section 2-C: Special Terms and Conditions	
	Section 2-D: Uniform Terms and Conditions	
Part 3	Section 3-A: Instructions to Offerors	

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	Section 3-B: Offer forms	<i>Part_3_BPM002338_Offer_Forms_Software VAR.DOC (or as amended)</i>
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3.0 How and When Proposals Are Due

Proposals will only be accepted **online in “The State’s e-Procurement System”** at <https://app.az.gov> until the **“Bid/Offer Due Date”** indicated in **“The State’s e-Procurement System”** for the **Solicitation No. shown at the top of this page.** Proposals must be in the State Procurement Office’s possession online no later than that deadline.

Submit technical inquiries about navigating and/or submitting proposals in the State’s e-Procurement System to the State’s e-Procurement System Help Desk:

- by phone at (602) 542-7600, option2; or
- by email to app@azdoa.gov

LATE PROPOSALS WILL NOT BE CONSIDERED. No extension or grace period will be given for delays or incomplete proposals caused by internet connectivity problems, file uploading difficulties, or misunderstanding of the requirements or procedures for online submission in “The State’s e-Procurement System”.

4.0 Pre-Offer Conference

The State **WILL** conduct a Pre-Offer Conference for this Solicitation at the time and place indicated in the solicitation’s **‘Process’** field as found within “The State’s e-Procurement System” (<https://app.az.gov>). Attendance **is optional but encouraged**. Refer to paragraph 2.7 of the Instructions to Offerors for more information.

5.0 Inquiries

Any question related to this Request for Proposal shall be submitted utilizing the State’s **“Discussions with Buyer”** Tab in the e-procurement system. The Offeror shall not contact or ask questions of the department for which the requirement is being procured.

End of Section 1