



Request for Proposal

Solicitation No.
BPM002979
Moving and Relocation Services

Arizona Department of Administration
State Procurement Office
100 N 15th Ave., Suite 402
Phoenix, AZ 85007

Section 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 Moving and Relocation Services.

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

A list of all state agencies and purchasing cooperative members is available on the State Procurement Office website at: <https://spo.az.gov/procurement-services/cooperative-procurement/state-purchasing-cooperative>

The State anticipates awarding multiple Contracts to begin providing services by a target date of 2/1/2021.

OFFERORS SHOULD READ THE ENTIRE SOLICITATION CAREFULLY.

2.0 What's in the Solicitation

Part 1	Section 1: Solicitation Summary	<i>The State's e-Procurement System file #1: BPM002979 PART 1 Moving and Relocation Services OPEN FIRST</i>
Part 2	Section 2-A: Scope of Work	<i>The State's e-Procurement System file #2: BPM002979 PART 2 Moving and Relocation Services RFP (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	<i>The State's e-Procurement System file #3: BPM002979 PART 3 Moving and Relocation Services Offer Forms (Or as amended)</i>
	Section 3-B: Offer forms	



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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