State of Arizona House of Representatives Fifty-first Legislature Second Regular Session 2014

CHAPTER 145

HOUSE BILL 2321

AN ACT

AMENDING SECTIONS 41-741, 41-753, 41-1231, 41-1233.01, 41-2501, 41-2503, 41-2517 AND 41-2546, ARIZONA REVISED STATUTES; RELATING TO THE ARIZONA PROCUREMENT CODE.

(TEXT OF BILL BEGINS ON NEXT PAGE)

- i -

Be it enacted by the Legislature of the State of Arizona:

Section 1. Section 41-741, Arizona Revised Statutes, is amended to read:

41-741. <u>Definitions</u>

In this article and articles 5 and 6 of this chapter, unless the context otherwise requires:

- 1. "Appointing authority" means the person or group of persons authorized by law or delegated authority to make appointments to fill positions.
- 2. "At will" means an employment relationship where either party to the relationship may sever the relationship at any time for any reason other than an unlawful reason.
- 3. "Break in service" means a separation from state employment, regardless of the reason for separation.
- 4. "Change in assignment" means movement of an employee to a different position in the same state agency or another state agency.
 - 5. "Covered employee" means an employee who:
- (a) Before September 29, 2012, is in the state service, is not uncovered pursuant to section 41-742, subsection A and has remained in covered status without a break in service since that date.
- (b) Before September 29, 2012, is in the state service, is employed as a correctional officer I, correctional officer II, correctional officer III or community corrections officer and has remained in covered status without a break in service since that date.
- (c) Before September 29, 2012, is in the state service, is a full authority peace officer as certified by the Arizona peace officer standards and training board and has remained in that status without a break in service since that date.
- (d) On or after September 29, 2012, is a correctional officer I, correctional officer III or community corrections officer and is appointed to a position in the covered service, but does not include a position in any other class in the correctional officer class series or the community correctional officer class series or in any other correctional class series.
- (e) On or after September 29, 2012, is a full authority peace officer as certified by the Arizona peace officer standards and training board and is appointed to a position that requires such a certification in the covered service.
- 6. "Covered service" means that employment status conferring rights of appeal as prescribed in sections 41-782 and 41-783 or section 41-1830.16, as applicable.
- 7. "Director" means the director of the department of administration, or the director's designee, who is responsible for administering the state personnel system pursuant to applicable state and federal laws.
- 8. "Employee" means all officers and employees of this state, whether in covered service or uncovered service, unless otherwise prescribed.

- 1 -

- 9. "Full authority peace officer" means a peace officer whose authority to enforce the laws of this state is not limited by the rules adopted by the Arizona peace officer standards and training board.
- 10. "Original probationary period" means the specified period following initial appointment to covered service.
- 11. "Probationary period" means a working test period of employment in a covered service position for evaluation of the employee's work.
- 12. "Promotional probation" means the specified period of employment following promotion of a permanent status employee to another covered service position that has a higher pay grade.
- 13. "Rules" means rules adopted by the department of administration, human resources division.
 - 14. "Significant procurement role":
 - (a) Means any role that includes any of the following duties:
- $\frac{\text{(a)}}{\text{(i)}}$ Participating in the development of a procurement as defined in section 41-2503.
 - (b) (ii) Participating in the development of an evaluation tool.
- $\frac{\text{(c)}}{\text{(iii)}}$ Approving a procurement as defined in section 41-2503 or an evaluation tool.
- $\frac{\text{(d)}}{\text{(iv)}}$ Soliciting quotes greater than ten thousand dollars for the provision of materials, services or construction.
- $\frac{\text{(e)}}{\text{(v)}}$ Serving as a technical advisor or an evaluator who evaluates a procurement as defined in section 41-2503.
- (f) (vi) Recommending or selecting a vendor that will provide materials, services or construction to this state.
- $\frac{\text{(g)}}{\text{(vii)}}$ Serving as a decision maker or designee on a protest or an appeal by a party regarding an agency procurement selection or decision.
- (b) DOES NOT INCLUDE MAKING DECISIONS ON DEVELOPING SPECIFICATIONS AND THE SCOPE OF WORK FOR A PROCUREMENT AS DEFINED IN SECTION 41-2503 IF THE DECISION IS BASED ON THE APPLICATION OF COMMONLY ACCEPTED INDUSTRY STANDARDS OR KNOWN PUBLISHED STANDARDS OF THE AGENCY AS APPLIED TO THE PROJECT, SERVICES, GOODS OR MATERIALS.
- 15. "State agency" means a department, board, office, authority, commission or other governmental budget unit of this state and includes an agency assigned to a department for administrative purposes. State agency does not include the legislative and judicial branches, the Arizona board of regents, state universities, the Arizona state schools for the deaf and the blind, the department of public safety, the Arizona peace officer standards and training board, the cotton research and protection council or public corporations.
- 16. "State personnel board" means the board established by section 41-781.
- 17. "State personnel system" means all state agencies and employees of those agencies that are not exempted by this article.
- 18. "State service" means all offices and positions of employment in state government that, before September 29, 2012, were subject to the

- 2 -

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

2324

25

26 27

28

29

30

31

32

33

34

35

3637

38

39

40

41

42

43

44

45

46

provisions of articles 5 and 6 of this chapter that were in effect before September 29, 2012.

- 19. "Supervisor" means a state employee who has one or more other state employees reporting directly to the person and, for those state employees, typically has the authority to:
 - (a) Approve sick or annual leave.
 - (b) Recommend hiring, discipline or dismissal.
 - (c) Assign or schedule daily work.
 - (d) Complete a performance evaluation.
 - 20. "Uncovered employee" means an employee in uncovered service.
- 21. "Uncovered service" means employment at will and includes all state employees except those in covered service.
 - Sec. 2. Section 41-753, Arizona Revised Statutes, is amended to read: 41-753. Unlawful acts; violation; classification
- A. A person shall not make any false statement, certificate, mark, rating or report with regard to any test, certification or appointment made under this article or in any manner commit any fraud preventing the impartial execution of this article or rules adopted under this article.
- B. A person shall not, directly or indirectly, give, render, pay, offer, solicit or accept any money, service or other valuable consideration for or on account of any appointment, proposed appointment, promotion or proposed promotion to, or any advantage in, a position in the state personnel system.
- C. An employee of any state agency, examiner or other person shall not obstruct any person in the person's right to examination, eligibility, certification or appointment under this article, or furnish to any person any special or secret information for the purpose of affecting the rights or prospects of any person with respect to employment in the state personnel system.
- D. An employee of any agency as defined in section 41–1001, including the office of the governor, who has a significant role in the procurement of materials, services or construction shall not accept an offer of employment from or have employment discussions with any person or entity lobbying for or potentially responding to a solicitation during a period beginning on signature of the first nondisclosure agreement pertaining to a particular solicitation or at the time of request for a sole source procurement or competition impracticable procurement AND ENDING AT THE TIME OF THE CONTRACT AWARD. AN EMPLOYEE OF ANY AGENCY AS DEFINED IN SECTION 41-1001, INCLUDING THE OFFICE OF THE GOVERNOR, WHO HAS A SIGNIFICANT ROLE IN THE PROCUREMENT OF MATERIALS, SERVICES OR CONSTRUCTION SHALL NOT ACCEPT AN OFFER OF EMPLOYMENT FROM OR HAVE EMPLOYMENT DISCUSSIONS WITH THE SUCCESSFUL OFFEROR OR OFFERORS AND THEIR LOBBYISTS DURING A PERIOD BEGINNING ON SIGNATURE OF THE FIRST NONDISCLOSURE AGREEMENT PERTAINING TO A PARTICULAR SOLICITATION OR AT THE TIME OF REQUEST FOR A SOLE SOURCE PROCUREMENT OR COMPETITION IMPRACTICABLE PROCUREMENT and ending one year after the purchased materials are delivered or the purchase of services or construction begins. THE DIRECTOR OF THE

- 3 -

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

1 DEPARTMENT OF ADMINISTRATION MAY WAIVE ANY OR ALL OF THE WAITING PERIOD IN 2 EXCESS OF TWENTY-FOUR MONTHS FOR A PROCUREMENT OFFICER OR AN EMPLOYEE WITH A 3 SIGNIFICANT PROCUREMENT ROLE IF THE PERIOD OF TIME THAT FOLLOWS THE SIGNATURE OF THE NONDISCLOSURE AGREEMENT EXCEEDS TWENTY-FOUR MONTHS. A PROCUREMENT 4 5 OFFICER OR AN EMPLOYEE SEEKING A WAIVER SHALL MAKE A WRITTEN REQUEST TO THE 6 OFFICER'S OR EMPLOYEE'S STATE AGENCY DIRECTOR, AND THE DIRECTOR OF THE STATE 7 AGENCY SHALL FORWARD THE REQUEST WITH A WRITTEN RECOMMENDATION TO THE DIRECTOR OF THE DEPARTMENT OF ADMINISTRATION. THE DIRECTOR OF THE DEPARTMENT 8 9 OF ADMINISTRATION SHALL PROVIDE A WRITTEN DECISION AND JUSTIFICATION WITHIN FIFTEEN BUSINESS DAYS AFTER THE RECEIPT OF THE COMPLETE REQUEST. THE 10 11 DIRECTOR OF THE DEPARTMENT OF ADMINISTRATION MAY NOT APPROVE WAIVER REQUESTS 12 FOR MATTERS STILL IN EVALUATION OR WITHIN SIX MONTHS FOLLOWING THE CONTRACT 13 AWARD. IF THE REQUESTING PARTY IS THE DIRECTOR OR A DEPUTY DIRECTOR OF A 14 STATE AGENCY, THE REQUEST FOR A WAIVER AND ALL WRITTEN MATERIALS, INCLUDING A 15 DIRECTOR RECOMMENDATION, MUST BE FORWARDED TO THE GOVERNOR FOR A FINAL 16 DECISION, EXCEPT THAT THE DIRECTOR MAY NOT MAKE ANY RECOMMENDATION OR 17 DETERMINATION ON THE DIRECTOR'S OWN REQUEST. An agency as defined in section 18 41-1001, including the office of the governor, shall inform its employees 19 the first nondisclosure agreement is signed on a particular 20 solicitation, and the agency shall notify the state procurement administrator 21 who shall post information regarding the date of the first nondisclosure 22 agreement pertaining to a particular procurement activity on the department 23 of administration's website. THIS SUBSECTION DOES NOT APPLY TO A PROCUREMENT 24 OFFICER OR AN EMPLOYEE WHO IN GOOD FAITH RELIES ON A DETERMINATION ISSUED BY 25 THE DIRECTOR PURSUANT TO SECTION 41-2517, SUBSECTION D THAT THE PROCUREMENT 26 OFFICER OR EMPLOYEE HAS NOT HAD A SIGNIFICANT PROCUREMENT ROLE.

- E. Any person who knowingly violates subsection A, B, C or D of this section is guilty of a class 2 misdemeanor.
- F. An elected or appointed official shall not with corrupt intent use the official's political influence or position to cause the firing, promotion or demotion of any public employee or the hiring of or failure to hire any applicant for public employment.
- G. An elected or appointed official who knowingly and with corrupt intent violates subsection F of this section is guilty of a class 2 misdemeanor.
- H. Any person who is convicted of a class 2 misdemeanor under this article, for a period of five years, is ineligible for appointment to or employment in a position in the state personnel system and, if the person is an employee of this state at the time of conviction, is subject to suspension for not less than ninety days or dismissal.
- I. A contact by an elected or appointed official with a public agency regarding the qualifications of an applicant shall not be construed as illegally using political influence or position.
 - Sec. 3. Section 41-1231, Arizona Revised Statutes, is amended to read: 41-1231. Definitions

In this article, unless the context otherwise requires:

- 4 -

- 1. "Authorized lobbyist" means any person, other than a designated lobbyist or lobbyist for compensation, who is employed by, retained by or representing a principal, with or without compensation, for the purpose of lobbying and who is listed as an authorized lobbyist by the principal in its registration pursuant to section 41-1232.
- 2. "Authorized public lobbyist" means a person, other than a designated public lobbyist, who is employed by, retained by or representing a public body, with or without compensation, for the purpose of lobbying and who is listed as an authorized public lobbyist by the public body in its registration pursuant to section 41-1232.01.
- 3. "Designated lobbyist" means the person who is designated by a principal as the single point of contact for the principal and who is listed as the designated lobbyist by the principal in its registration pursuant to section 41-1232.
- 4. "Designated public lobbyist" means the person who is designated by a public body as the single point of contact for the public body and who is listed as the designated public lobbyist by the public body in its registration pursuant to section 41-1232.01.
- 5. "Entertainment" means the amount of any expenditure paid or incurred for admission to any sporting or cultural event or for participation in any sporting or cultural activity.
- 6. "Expenditure" means a payment, distribution, loan, advance, deposit or gift of money or anything of value and includes a contract, promise or agreement, whether or not legally enforceable, to make an expenditure that provides a benefit to an individual state officer or state employee and that is incurred by or on behalf of one or more principals, public bodies, lobbyists, designated public lobbyists or authorized public lobbyists.
- 7. "Family gift" means a gift to a state officer or employee or a member of the officer's or employee's household from a principal, lobbyist, designated public lobbyist or authorized public lobbyist who is a relative of the state officer or employee or a member of the household of the state officer or employee if the donor is not acting as the agent or intermediary for someone other than a person covered by this paragraph.
- 8. "Food or beverage" means the amount of any expenditure paid or incurred for food or beverages for a state officer or employee provided at a location at which the principal, public body, lobbyist, designated public lobbyist or authorized public lobbyist who made the expenditure is present.
- 9. "Gift" means a payment, distribution, expenditure, advance, deposit or donation of money, any intangible personal property or any kind of tangible personal or real property. For the purposes of this article, gift does not include:
- (a) A gift, devise or inheritance from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle or first cousin or the spouse of any such individual if the donor is not acting as the agent or intermediary for someone other than a person covered by this subdivision.

- 5 -

- (b) Expenditures that are either properly reported or exempt from reporting under this chapter for:
 - (i) A speaking engagement.
 - (ii) Food or beverages.
 - (iii) Travel and lodging.
 - (iv) Flowers.
- (c) Salary, compensation or employer-reimbursed expenses lawfully paid to a public official.
- (d) The value, cost or price of professional or consulting services that are not rendered to obtain a benefit for any registered principal, public body, lobbyist, designated public lobbyist or authorized public lobbyist or the clients of a principal or lobbyist.
- (e) Expenses relating to a special event or function to which all members of the legislature, either house of the legislature or any committee of the legislature are IS invited.
- (f) A plaque or other form of recognition similar to a plaque to a state officer or state employee to signify the honorary recognition of a service or other notable accomplishment.
- (g) Informational material such as books, reports, pamphlets, calendars or periodicals.
- (h) An item that is not used and that is returned within fifteen days of receipt to the donor or that is delivered within fifteen days of receipt to a charitable organization and that is not claimed as a charitable contribution for state or federal income tax purposes.
- (i) A campaign contribution that is properly received and reported as required by law.
- (j) An item that is given to a state officer or employee if the state officer or employee gives an item of approximately the same value to the giver of the item at the same time that the item is given or on a similar occasion as the one that prompted the original item to be given.
- (k) Gifts of a personal nature that were customarily received by an individual from the donor before the individual became a state officer or employee.
 - (1) An item that is given to the general public at an event.
- 10. "Legislation" means bills, resolutions, memorials, amendments, nominations and other matters that are pending or proposed in either house of the legislature of this state.
 - 11. "Lobbying":
- (a) Means attempting to influence the passage or defeat of any legislation by directly communicating with any legislator or attempting to influence any formal rule making RULEMAKING proceeding pursuant to chapter 6 of this title or rule making RULEMAKING proceedings that are exempt from chapter 6 of this title by directly communicating with any state officer or employee.
- (b) Includes, for a person who is otherwise required to be registered as a lobbyist for compensation pursuant to this article, attempting to

- 6 -

influence the procurement of materials, services or construction by an agency as defined in section 41-1001, including the office of the governor.

- (c) Does not include:
- (i) Interagency communications between state agency employees.
- (ii) Communications between a public official or employee of a public body, designated public lobbyist or authorized public lobbyist and any state officer, except for a member of the legislature, or an employee of the legislature.
- (iii) Oral questions or comments made by a person to a state officer or employee regarding a proposed rule and made in public at a meeting or workshop that is open to the public and that is sponsored by a state agency, board, commission, council or office.
- (iv) Communications between a public body and a self-employed person or person employed by a partnership or company regarding the procurement of materials, services or construction unless the self-employed person or person employed by a partnership or company is otherwise required to register pursuant to this article or is employed by, supervised by at any level or contracted with BY a person who is otherwise required to register AS A LOBBYIST FOR COMPENSATION pursuant to this article.
- 12. "Lobbyist" means any person, other than a designated public lobbyist or authorized public lobbyist, who is employed by, retained by or representing a person other than himself, with or without compensation, for the purpose of lobbying and who is listed as a lobbyist by the principal in its registration pursuant to section 41-1232. Lobbyist includes a lobbyist for compensation, designated lobbyist and authorized lobbyist.
- 13. "Lobbyist for compensation" means a lobbyist who is compensated for the primary purpose of lobbying on behalf of a principal and who is listed by the principal in its registration pursuant to section 41-1232.
- 14. "Person" means an individual, partnership, committee, association or corporation and any other organization or group of persons, except legislators and political parties qualified for representation on the ballot pursuant to section 16-801 or 16-804.
- 15. "Personal hospitality" means hospitality, meals, beverages, transportation or lodging furnished but not commercially provided by a person on property or facilities owned or possessed by the person or the person's family.
- 16. "Principal" means any person, other than a public body, that employs, retains, engages or uses, with or without compensation, a lobbyist. Principal includes any subsidiary of a corporation.
 - 17. "Procurement" has the same meaning prescribed in section 41-2503.
- 18. "Public body" means the Arizona board of regents, a university under the jurisdiction of the Arizona board of regents, the judicial department, any state agency, board, commission or council, any county, any county elected officer who elects to appoint a designated public lobbyist or any city, town, district or other political subdivision of this state that receives and uses tax revenues and that employs, retains, engages or uses,

- 7 -

with or without compensation, a designated public lobbyist or authorized public lobbyist.

- 19. "Public official" means a person who is duly elected, appointed or retained through election to an elected state, county or local office.
- 20. "Single expenditure" means an expenditure that provides a benefit of more than twenty dollars to an individual state officer or state employee and that is incurred by or on behalf of one or more principals, public bodies, lobbyists, designated public lobbyists or authorized public lobbyists.
 - 21. "Speaking engagement":
- (a) Means the amount of any expense paid or incurred for entrance fees, lodging, food and beverage, entertainment, travel and other expenses for the state officer's or employee's attendance at an event, committee, meeting, conference or seminar, including meetings of state, regional or national organizations or their committees concerned with legislative or governmental activities if the state officer or employee participates in the event as a speaker or panel participant by presenting information relating to the state officer's or employee's legislative or official duties or by performing a ceremonial function appropriate to the state officer's or employee's position.
- (b) Does not include expenditures for an honorarium or any other similar fee paid to a speaker.
- 22. "State employee" means an employee of the legislature, a university under the jurisdiction of the Arizona board of regents, the judicial department or a state office, agency, board, commission or council.
- 23. "State officer" means a person who is duly elected, appointed or retained through election to any state office, or a member of any state board, commission or council, and includes a member of the legislature.
- Sec. 4. Section 41-1233.01, Arizona Revised Statutes, is amended to read:

41-1233.01. <u>Disclosure</u>

A person who is registered pursuant to this article or who is a designated lobbyist, lobbyist for compensation, authorized lobbyist, designated public lobbyist or authorized public lobbyist shall disclose that fact to:

- 1. Any legislator the person is lobbying for the first time or on any subsequent request of a legislator.
- 2. Any public official or employee of a public body EACH TIME that the person is lobbying for the procurement of materials, services or construction. THE PERSON ALSO SHALL DISCLOSE THE NAME OF THAT PERSON'S CLIENT.
 - Sec. 5. Section 41-2501, Arizona Revised Statutes, is amended to read: 41-2501. <u>Applicability</u>
- A. This chapter applies only to procurements initiated after January 1, 1985 unless the parties agree to its application to procurements initiated before that date.

- 8 -

- B. This chapter applies to every expenditure of public monies, including federal assistance monies except as otherwise specified in section 41-2637, by this state, acting through a state governmental unit as defined in this chapter, under any contract, except that this chapter does not apply to either grants as defined in this chapter, or contracts between this state and its political subdivisions or other governments, except as provided in chapter 24 of this title and in article 10 of this chapter. This chapter also applies to the disposal of state materials. This chapter and rules adopted under this chapter do not prevent any state governmental unit or political subdivision from complying with the terms of any grant, gift, beguest or cooperative agreement.
- C. All political subdivisions and other local public agencies of this state may adopt all or any part of this chapter and the rules adopted pursuant to this chapter.
- D. Notwithstanding any other law, $\frac{\text{section}}{\text{SECTIONS}}$ 41-2517 $\frac{\text{applies}}{\text{APPLY}}$ to any agency as defined in section 41-1001, including the office of the governor.
- E. The Arizona board of regents and the legislative and judicial branches of state government are not subject to this chapter except as prescribed in subsection F of this section.
- F. The Arizona board of regents and the judicial branch shall adopt rules prescribing procurement policies and procedures for themselves and institutions under their jurisdiction. The rules must be substantially equivalent to the policies and procedures prescribed in this chapter.
- G. The Arizona state lottery commission is exempt from this chapter for procurement relating to the design and operation of the lottery or purchase of lottery equipment, tickets and related materials. The executive director of the Arizona state lottery commission shall adopt rules substantially equivalent to the policies and procedures in this chapter for procurement relating to the design and operation of the lottery or purchase of lottery equipment, tickets or related materials. All other procurement shall be as prescribed by this chapter.
- H. The Arizona health care cost containment system administration is exempt from this chapter for provider contracts pursuant to section 36-2904, subsection A and contracts for goods and services, including program contractor contracts pursuant to title 36, chapter 29, articles 2 and 3. All other procurement, including contracts for the statewide administrator of the program pursuant to section 36-2903, subsection B, shall be as prescribed by this chapter.
- I. Arizona industries for the blind is exempt from this chapter for purchases of finished goods from members of national industries for the blind and for purchases of raw materials for use in the manufacture of products for sale pursuant to section 41-1972. All other procurement shall be as prescribed by this chapter.
- J. Arizona correctional industries is exempt from this chapter for purchases of raw materials, components and supplies that are used in the

- 9 -

manufacture or production of goods or services for sale entered into pursuant to section 41-1622. All other procurement shall be as prescribed by this chapter.

- K. The state transportation board and the director of the department of transportation are exempt from this chapter other than section 41-2586 for the procurement of construction or reconstruction, including engineering services, of transportation facilities or highway facilities and any other services that are directly related to land titles, appraisals, real property acquisition, relocation, property management or building facility design and construction for highway development and that are required pursuant to title 28, chapter 20.
- L. The Arizona highways magazine is exempt from this chapter for contracts for the production, promotion, distribution and sale of the magazine and related products and for contracts for sole source creative works entered into pursuant to section 28-7314, subsection A, paragraph 5. All other procurement shall be as prescribed by this chapter.
- M. The secretary of state is exempt from this chapter for contracts entered into pursuant to section 41-1012 to publish and sell the administrative code. All other procurement shall be as prescribed by this chapter.
- N. This chapter is not applicable to contracts for professional witnesses if the purpose of such contracts is to provide for professional services or testimony relating to an existing or probable judicial proceeding in which this state is or may become a party or to contract for special investigative services for law enforcement purposes.
- O. The head of any state governmental unit, in relation to any contract exempted by this section from this chapter, has the same authority to adopt rules, procedures or policies as is delegated to the director pursuant to this chapter.
- P. Agreements negotiated by legal counsel representing this state in settlement of litigation or threatened litigation are exempt from this chapter.
- Q. This chapter is not applicable to contracts entered into by the department of economic security:
- 1. With a provider licensed or certified by an agency of this state to provide child day care services or with a provider of family foster care pursuant to section 8-503 or 36-554.
- 2. With area agencies on aging created pursuant to the older Americans act of 1965 (P.L. 89-73; 79 Stat. 218; 42 United States Code sections 3001 through $\frac{3058ee}{3058ff}$).
 - 3. For services pursuant to title 36, chapter 29, article 2.
- 4. With an eligible entity as defined by Public Law 105-285, section 673(1)(a)(i), as amended, for designated community services block grant program monies and any other monies given to the eligible entity that accomplishes the purpose of Public Law 105-285, section 672.

- 10 -

- R. The department of health services may not require that persons with whom it contracts follow this chapter for the purposes of subcontracts entered into for the provision of the following:
 - 1. Mental health services pursuant to section 36-189, subsection B.
- 2. Services for the seriously mentally ill pursuant to title 36, chapter 5, article 10.
 - 3. Drug and alcohol services pursuant to section 36-141.
- 4. Domestic violence services pursuant to title 36, chapter 30, article 1.
- S. The department of health services is exempt from this chapter for contracts for services of physicians at the Arizona state hospital.
- T. Contracts for goods and services approved by the board of trustees of the public safety personnel retirement system are exempt from this chapter.
- U. The Arizona department of agriculture is exempt from this chapter with respect to contracts for private labor and equipment to effect cotton or cotton stubble plow-up pursuant to rules adopted under title 3, chapter 2, article 1.
- V. The Arizona state parks board is exempt from this chapter for purchases of guest supplies and items for resale such as food, linens, gift items, sundries, furniture, china, glassware and utensils for the facilities located in the Tonto natural bridge state park.
- W. The Arizona state parks board is exempt from this chapter for the purchase, production, promotion, distribution and sale of publications, souvenirs and sundry items obtained and produced for resale.
- X. The Arizona state schools for the deaf and the blind are exempt from this chapter for the purchase of textbooks and when purchasing products through a cooperative that is organized and operates in accordance with state law if such products are not available on a statewide contract and are related to the operation of the schools or are products for which special discounts are offered for educational institutions.
- Y. Expenditures of monies in the morale, welfare and recreational fund established by section 26-153 are exempt from this chapter.
- Z. Notwithstanding section 41-2534, the director of the state department of corrections may contract with local medical providers in counties with a population of less than four hundred thousand persons according to the most recent United States decennial census for the following purposes:
- 1. To acquire hospital and professional medical services for inmates who are incarcerated in state department of corrections facilities that are located in those counties.
- 2. To ensure the availability of emergency medical services to inmates in all counties by contracting with the closest medical facility that offers emergency treatment and stabilization.
- AA. The department of environmental quality is exempt from this chapter for contracting for procurements relating to the water quality

- 11 -

assurance revolving fund program established pursuant to title 49, chapter 2, article 5. The department shall engage in a source selection process that is similar to the procedures prescribed by this chapter. The department may contract for remedial actions with a single selection process. The exclusive remedy for disputes or claims relating to contracting pursuant to this subsection is as prescribed by article 9 of this chapter and the rules adopted pursuant to that article. All other procurement by the department shall be as prescribed by this chapter.

- BB. The motor vehicle division of the department of transportation is exempt from this chapter for third-party authorizations pursuant to title 28, chapter 13, only if all of the following conditions exist:
- 1. The division does not pay any public monies to an authorized third party.
 - 2. Exclusivity is not granted to an authorized third party.
- 3. The director has complied with the requirements prescribed in title 28, chapter 13 in selecting an authorized third party.
- CC. This section does not exempt third-party authorizations pursuant to title 28, chapter 13 from any other applicable law.
- DD. The state forester is exempt from this chapter for purchases and contracts relating to wildland fire suppression and pre-positioning equipment resources and for other activities related to combating wildland fires and other unplanned risk activities, including fire, flood, earthquake, wind and hazardous material responses. All other procurement by the state forester shall be as prescribed by this chapter.
- EE. The cotton research and protection council is exempt from this chapter for procurements.
- FF. Expenditures of monies in the Arizona agricultural protection fund established by section 3-3304 are exempt from this chapter.
- GG. The Arizona commerce authority is exempt from this chapter, except article 10 for the purpose of cooperative purchases. The authority shall adopt policies, procedures and practices, in consultation with the department of administration, that are similar to and based on the policies and procedures prescribed by this chapter for the purpose of increased public confidence, fair and equitable treatment of all persons engaged in the process and fostering broad competition while accomplishing flexibility to achieve the authority's statutory requirements. The authority shall make its policies, procedures and practices available to the public. The authority may exempt specific expenditures from the policies, procedures and practices.
- HH. The Arizona exposition and state fair board is exempt from this chapter for contracts for professional entertainment.
- II. This chapter does not apply to the purchase of water, gas or electric utilities.
- JJ. This chapter does not apply to professional certifications, professional memberships and conference registrations.

- 12 -

- KK. THE DEPARTMENT OF GAMING IS EXEMPT FROM THIS CHAPTER FOR PROBLEM GAMBLING TREATMENT SERVICES CONTRACTS WITH LICENSED BEHAVIORAL HEALTH PROFESSIONALS.
- LL. THIS CHAPTER DOES NOT APPLY TO CONTRACTS FOR CREDIT REPORTING SERVICES.
 - Sec. 6. Section 41-2503, Arizona Revised Statutes, is amended to read: 41-2503. <u>Definitions</u>

In this chapter, unless the context otherwise requires:

- 1. "Architect services" means those professional architect services that are within the scope of architectural practice as provided in title 32, chapter 1.
- 2. "Business" means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or other private legal entity.
- 3. "Change order" means a written order that is signed by a procurement officer and that directs the contractor to make changes that the changes clause of the contract authorizes the procurement officer to order.
 - 4. "Construction":
- (a) Means the process of building, altering, repairing, improving or demolishing any public structure or building or other public improvements of any kind to any public real property.
 - (b) Does not include:
- (i) The routine operation, routine repair or routine maintenance of existing facilities, structures, buildings or real property.
- (ii) The investigation, characterization, restoration or remediation due to an environmental issue of existing facilities, structures, buildings or real property.
- 5. "Construction-manager-at-risk" means a project delivery method in which:
- (a) There is a separate contract for design services and a separate contract for construction services, except that instead of a single contract for construction services, the purchasing agency may elect separate contracts for preconstruction services during the design phase, for construction during the construction phase and for any other construction services.
- (b) The contract for construction services may be entered into at the same time as the contract for design services or at a later time.
 - (c) Design and construction of the project may be either:
- (i) Sequential with the entire design complete before construction commences.
- (ii) Concurrent with the design produced in two or more phases and construction of some phases commencing before the entire design is complete.
- (d) Finance services, maintenance services, operations services, preconstruction services and other related services may be included.
- 6. "Construction services" means either of the following for construction-manager-at-risk, design-build and job-order-contracting project delivery methods:

- 13 -

- (a) Construction, excluding services, through the construction-manager-at-risk or job-order-contracting project delivery methods.
- (b) A combination of construction and, as elected by the purchasing agency, one or more related services, such as finance services, maintenance services, operations services, design services and preconstruction services, as those services are authorized in the definitions of construction-manager-at-risk, design-build or job-order-contracting in this section.
- 7. "Contract" means all types of state agreements, regardless of what they may be called, for the procurement of materials, services, construction, construction services or the disposal of materials.
- 8. "Contract modification" means any written alteration in the terms and conditions of any contract accomplished by mutual action of the parties to the contract.
- 9. "Contractor" means any person who has a contract with a state governmental unit.
- 10. "Data" means documented information, regardless of form or characteristic.
 - 11. "Department" means the department of administration.
 - 12. "Design-bid-build" means a project delivery method in which:
 - (a) There is a sequential award of two separate contracts.
 - (b) The first contract is for design services.
 - (c) The second contract is for construction.
 - (d) Design and construction of the project are in sequential phases.
- (e) Finance services, maintenance services and operations services are not included.
 - 13. "Design-build" means a project delivery method in which:
- (a) There is a single contract for design services and construction services, except that instead of a single contract for design services and construction services, the purchasing agency may elect separate contracts for preconstruction services and design services during the design phase, for construction and design services during the construction phase and for any other construction services.
 - (b) Design and construction of the project may be either:
- (i) Sequential with the entire design complete before construction commences.
- (ii) Concurrent with the design produced in two or more phases and construction of some phases commencing before the entire design is complete.
- (c) Finance services, maintenance services, operations services, preconstruction services and other related services may be included.
- 14. "Design professional" means an individual or firm that is registered by the state board of technical registration pursuant to title 32, chapter 1 to practice architecture, engineering, geology, landscape architecture or land surveying or any combination of those professions and any person employed by the registered individual or firm.

- 14 -

- 15. "Design requirements":
- (a) Means at a minimum the purchasing agency's written description of the project or service to be procured, including:
- (i) The required features, functions, characteristics, qualities and properties.
- (ii) The anticipated schedule, including start, duration and completion.
- (iii) The estimated budgets applicable to the specific procurement for design and construction and, if applicable, for operation and maintenance.
 - (b) May include:
- (i) Drawings and other documents illustrating the scale and relationship of the features, functions and characteristics of the project, which shall all be prepared by a design professional who is registered pursuant to section 32-121.
- (ii) Additional design information or documents that the purchasing agency elects to include.
- 16. "Design services" means architect services, engineer services or landscape architect services.
 - 17. "Designee" means a duly authorized representative of the director.
 - 18. "Director" means the director of the department of administration.
- 19. "Employee" means an individual drawing a salary from a state governmental unit, whether elected or not, and any noncompensated individual performing personal services for any state governmental unit.
- 20. "Engineer services" means those professional engineer services that are within the scope of engineering practice as provided in title 32, chapter 1.
- 21. "Finance services" means financing for a construction services project.
- 22. "General services administration contract" means contracts awarded by the United States government general services administration.
- 23. "Grant" means the furnishing of financial or other assistance, including state funds or federal grant funds, by any state governmental unit to any person for the purpose of supporting or stimulating educational, cultural, social or economic quality of life.
 - 24. "Job-order-contracting" means a project delivery method in which:
- (a) The contract is a requirements contract for indefinite quantities of construction.
- (b) The construction to be performed is specified in job orders issued during the contract.
- (c) Finance services, maintenance services, operations services, preconstruction services, design services and other related services may be included.
- 25. "Landscape architect services" means those professional landscape architect services that are within the scope of landscape architectural practice as provided in title 32, chapter 1.

- 15 -

26. "Maintenance services" means routine maintenance, repair and replacement of existing facilities, structures, buildings or real property.

27. "Materials":

- (a) Means all property, including equipment, supplies, printing, insurance and leases of property.
- (b) Does not include land, a permanent interest in land or real property or leasing space.
- 28. "Operations services" means routine operation of existing facilities, structures, buildings or real property.
 - 29. "Owner" means a state purchasing agency or state governmental unit.
- 30. "Person" means any corporation, business, individual, union, committee, club, other organization or group of individuals.
- 31. "Preconstruction services" means services and other activities during the design phase.
 - 32. "Procurement":
- (a) Means buying, purchasing, renting, leasing or otherwise acquiring any materials, services, construction or construction services.
- (b) Includes all functions that pertain to obtaining any materials, services, construction or construction services, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.
 - 33. "Procurement officer":
- (a) Means any person duly authorized to enter into and administer contracts and make written determinations with respect to the contracts.
- (b) Includes an authorized representative acting within the limits of the authorized representative's authority.
- 34. "Purchasing agency" means any state governmental unit that is authorized by this chapter or rules adopted pursuant to this chapter, or by way of delegation from the director, to enter into contracts.
 - 35. "Services":
- (a) Means the furnishing of labor, time or effort by a contractor or subcontractor that does not involve the delivery of a specific end product other than required reports and performance.
- (b) Does not include employment agreements or collective bargaining agreements.
 - 36. "Significant procurement role":
 - (a) Means any role that includes any of the following duties:
 - (a) (i) Participating in the development of a procurement.
 - (b) (ii) Participating in the development of an evaluation tool.
 - (c) (iii) Approving a procurement or an evaluation tool.
- $\frac{\text{(d)}}{\text{(iv)}}$ Soliciting quotes greater than ten thousand dollars for the provision of materials, services or construction.
- $\frac{\text{(e)}}{\text{(v)}}$ Serving as a technical advisor or an evaluator who evaluates a procurement.
- (f) (vi) Recommending or selecting a vendor that will provide materials, services or construction to this state.

- 16 -

- (yii) Serving as a decision maker or designee on a protest or an appeal by a party regarding an agency procurement selection or decision.
- (b) DOES NOT INCLUDE MAKING DECISIONS ON DEVELOPING SPECIFICATIONS AND THE SCOPE OF WORK FOR A PROCUREMENT IF THE DECISION IS BASED ON THE APPLICATION OF COMMONLY ACCEPTED INDUSTRY STANDARDS OR KNOWN PUBLISHED STANDARDS OF THE AGENCY AS APPLIED TO THE PROJECT, SERVICES, GOODS OR MATERIALS.
- 37. "State governmental unit" means any department, commission, council, board, bureau, committee, institution, agency, government corporation or other establishment or official of the executive branch or corporation commission of this state.
- 38. "Subcontractor" means a person who contracts to perform work or render service to a contractor or to another subcontractor as a part of a contract with a state governmental unit.
- 39. "Using agency" means any state governmental unit that uses any materials, services or construction procured under this chapter.
 - Sec. 7. Section 41-2517, Arizona Revised Statutes, is amended to read: 41-2517. Procurement officers and procurement employees: violation; classification; exception
- A. It is unlawful for a procurement officer or an employee having a significant procurement role to accept any position or have employment discussions with a person or firm lobbying or potentially responding to the solicitation beginning on signature of the first nondisclosure agreement pertaining to a particular solicitation or at the time of request for a sole source procurement or competition impracticable procurement AND ENDING AT THE TIME OF CONTRACT AWARD. IT IS UNLAWFUL FOR A PROCUREMENT OFFICER OR AN EMPLOYEE HAVING A SIGNIFICANT PROCUREMENT ROLE TO ACCEPT ANY POSITION OR HAVE EMPLOYMENT DISCUSSIONS WITH THE SUCCESSFUL OFFEROR OR OFFERORS AND THEIR LOBBYISTS BEGINNING ON SIGNATURE OF THE FIRST NONDISCLOSURE AGREEMENT PERTAINING TO A PARTICULAR SOLICITATION OR AT THE TIME OF REQUEST FOR A SOLE SOURCE PROCUREMENT OR COMPETITION IMPRACTICABLE PROCUREMENT and ending one year after the purchased materials are delivered or the purchase of services or construction begins, if the procurement officer or employee had a significant procurement role in the particular procurement.
- B. It is unlawful for a procurement officer or an employee having a significant procurement role to solicit an employment opportunity, regardless of who would receive such an opportunity, from any person or firm lobbying or potentially responding to a solicitation for the procurement of materials, services or construction beginning on signature of the first nondisclosure agreement pertaining to a particular solicitation or at the time of request for a sole source procurement or competition impracticable procurement AND ENDING AT THE TIME OF CONTRACT AWARD. IT IS UNLAWFUL FOR A PROCUREMENT OFFICER OR AN EMPLOYEE HAVING A SIGNIFICANT PROCUREMENT ROLE TO SOLICIT AN EMPLOYMENT OPPORTUNITY, REGARDLESS OF WHO WOULD RECEIVE SUCH AN OPPORTUNITY, FROM THE SUCCESSFUL OFFEROR OR OFFERORS AND THEIR LOBBYISTS BEGINNING ON SIGNATURE OF THE FIRST NONDISCLOSURE AGREEMENT PERTAINING TO A PARTICULAR

- 17 -

2

3

4

5

6

7

8

9

10

11

12

13

14

15

1617

18

19

20

21

22

23

24

25

26

27

28

29

30 31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

SOLICITATION OR AT THE TIME OF REQUEST FOR A SOLE SOURCE PROCUREMENT OR COMPETITION IMPRACTICABLE PROCUREMENT and ending one year after the purchased materials are delivered or the purchase of services or construction begins, if the procurement officer or employee had a significant role in the particular procurement.

C. It is unlawful for a person or firm lobbying or potentially responding to a solicitation for the procurement of materials, services or construction to offer employment to a procurement officer, a procurement employee or an employee having a significant procurement role beginning on signature of the first nondisclosure agreement pertaining to a particular solicitation or at the time of request for a sole source procurement or competition impracticable procurement AND ENDING AT THE TIME OF CONTRACT AWARD. IT IS UNLAWFUL FOR THE SUCCESSFUL OFFEROR OR OFFERORS AND THEIR LOBBYISTS TO OFFER EMPLOYMENT TO A PROCUREMENT OFFICER, A PROCUREMENT EMPLOYEE OR AN EMPLOYEE HAVING A SIGNIFICANT PROCUREMENT ROLE BEGINNING ON SIGNATURE OF THE FIRST NONDISCLOSURE AGREEMENT PERTAINING TO A PARTICULAR SOLICITATION OR AT THE TIME OF REQUEST FOR A SOLE SOURCE PROCUREMENT OR COMPETITION IMPRACTICABLE PROCUREMENT and ending one year after the purchased materials are delivered or the purchase of services or construction begins, if the procurement officer or employee had a significant role in the particular procurement.

D. THE DIRECTOR OF THE DEPARTMENT OF ADMINISTRATION MAY WAIVE ANY OR ALL OF THE WAITING PERIOD REQUIRED PURSUANT TO SUBSECTIONS A. B AND C OF THIS SECTION IN EXCESS OF TWENTY-FOUR MONTHS FOR A PROCUREMENT OFFICER OR AN EMPLOYEE WITH A SIGNIFICANT PROCUREMENT ROLE IF THE PERIOD OF TIME THAT FOLLOWS THE SIGNATURE OF THE NONDISCLOSURE AGREEMENT EXCEEDS TWENTY-FOUR MONTHS. A PROCUREMENT OFFICER OR AN EMPLOYEE SEEKING A WAIVER SHALL MAKE A WRITTEN REQUEST TO THE OFFICER'S OR EMPLOYEE'S STATE GOVERNMENTAL UNIT DIRECTOR, AND THE DIRECTOR OF THE STATE GOVERNMENTAL UNIT SHALL FORWARD THE REQUEST WITH A WRITTEN RECOMMENDATION TO THE DIRECTOR OF THE DEPARTMENT OF ADMINISTRATION. THE DIRECTOR OF THE DEPARTMENT OF ADMINISTRATION SHALL PROVIDE A WRITTEN DECISION AND JUSTIFICATION WITHIN FIFTEEN BUSINESS DAYS AFTER THE RECEIPT OF THE COMPLETE REQUEST. THE DIRECTOR OF THE DEPARTMENT OF ADMINISTRATION MAY NOT APPROVE WAIVER REQUESTS FOR MATTERS STILL IN EVALUATION OR WITHIN SIX MONTHS FOLLOWING THE CONTRACT AWARD. IF THE REQUESTING PARTY IS THE DIRECTOR OR A DEPUTY DIRECTOR OF A STATE GOVERNMENTAL UNIT, THE REQUEST FOR A WAIVER AND ALL WRITTEN MATERIALS, INCLUDING A DIRECTOR RECOMMENDATION, MUST BE FORWARDED TO THE GOVERNOR FOR A FINAL DECISION, EXCEPT THAT THE DIRECTOR MAY NOT MAKE ANY RECOMMENDATION OR DETERMINATION ON THE DIRECTOR'S OWN REQUEST.

 $\frac{D_{\star}}{C}$ E. In response to a written request from an employee seeking clarification on whether the employee has played a significant role in a procurement, the director shall issue a determination in writing within fifteen days after receiving the request. The director may make a determination in writing that this section and section 41-753, subsection D do not apply if a particular solicitation, sole source procurement or

- 18 -

competition impracticable procurement has been canceled or is associated with the privatization of existing state services that would result in the elimination of the position in state service of an employee with a significant procurement role. The director may delegate the authority to make determinations pursuant to this subsection to a director of a state agency. An agency director or agency deputy director may request a determination from the office of the governor regarding whether the agency director or agency deputy director played a significant role in a particular procurement for the purposes of the one-year employment restriction, and the office of the governor shall make a determination within thirty days after the receipt of the written request.

- E. F. It is unlawful for a procurement officer or an employee who was previously employed by a person or firm responding to a solicitation to serve in a significant procurement role for a period of one year following the person's previous employment.
- G. BEGINNING OCTOBER 1, 2014, IF AN AGENCY USES A QUALIFIED VENDOR LIST OF PERSONS OR ENTITIES THAT ARE ELIGIBLE TO BE SELECTED TO DESIGN, DEVELOP, IMPLEMENT OR CONSTRUCT ANY FORM OF PROJECT ASSOCIATED WITH THE LIST, ANY PROCUREMENT OFFICER WHO WAS ASSIGNED TO WORK EVALUATING OR APPROVING THE VENDOR LIST OR ANY EMPLOYEE HAVING A SIGNIFICANT PROCUREMENT ROLE IN DEVELOPING THE VENDOR LIST SHALL NOT ACCEPT AN OFFER OF EMPLOYMENT FROM OR HAVE EMPLOYMENT DISCUSSIONS WITH A VENDOR ON THE LIST WITHIN ONE YEAR AFTER THE INITIAL PUBLICATION OF THE LIST OR ACCEPT AN OFFER OF EMPLOYMENT FROM OR HAVE EMPLOYMENT DISCUSSIONS WITH A NEWLY ADDED VENDOR WITHIN ONE YEAR AFTER THE VENDOR IS ADDED TO THE ORIGINAL LIST. IF A VENDOR FROM AN APPROVED LIST OF QUALIFIED VENDORS IS AWARDED A CONTRACT THAT IS ASSOCIATED WITH THE LIST, A PROCUREMENT OFFICER INVOLVED IN SELECTING THE VENDOR OR AN EMPLOYEE HAVING A SIGNIFICANT PROCUREMENT ROLE IN SELECTING THE VENDOR SHALL NOT ACCEPT AN OFFER OF EMPLOYMENT FROM OR HAVE EMPLOYMENT DISCUSSIONS WITH THAT VENDOR WITHIN ONE YEAR AFTER THAT VENDOR IS AWARDED THE CONTRACT.
- F. H. On signature of a nondisclosure agreement pertaining to a particular solicitation, or at the time of a request for a sole source or competition impracticable procurement, a procurement officer or an employee having a significant role in the procurement shall provide written disclosure of any financial interest the officer or employee, or the spouse of the officer or employee, may hold.
- G. I. A person who knowingly violates this section is guilty of a class 2 misdemeanor. On conviction the person is ineligible for appointment to or employment in a position in the state personnel system for a period of five years and, if the person is an employee of this state at the time of conviction, is subject to suspension for not less than ninety days or dismissal.
- J. THIS SECTION DOES NOT APPLY TO A PROCUREMENT OFFICER OR EMPLOYEE WHO IN GOOD FAITH RELIES ON A DETERMINATION ISSUED BY THE DIRECTOR PURSUANT TO SUBSECTION D OF THIS SECTION THAT THE PROCUREMENT OFFICER OR EMPLOYEE HAS NOT HAD A SIGNIFICANT PROCUREMENT ROLE.

- 19 -

Sec. 8. Section 41-2546, Arizona Revised Statutes, is amended to read: 41-2546. <u>Multiterm contracts</u>

A. Unless otherwise provided by law, a contract for materials or services may be entered into for a period of time up to five years and a contract for job-order-contracting construction services may also be entered into for a period of time up to five years, as deemed to be in the best interest of this state, if the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and monies are available for the first fiscal period at the time of contracting. NOTWITHSTANDING ANY OTHER LAW, a contract, INCLUDING CONTRACTS NOT OTHERWISE SUBJECT TO THIS CHAPTER, may be entered into for materials or services for a period of time exceeding five years if, under rules adopted pursuant to this chapter, the director determines in writing that such a contract would be advantageous to this state. Payment and performance obligations for succeeding fiscal periods are subject to the availability and appropriation of monies.

- B. Before the use of a multiterm contract, it shall be determined in writing that:
- 1. Estimated requirements cover the period of the contract and are reasonable and continuing.
- 2. Such a contract will serve the best interests of this state by encouraging effective competition or otherwise promoting economies in state procurement.
- C. If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the contractor may only be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the materials or services delivered under the contract or which are otherwise not recoverable. The cost of cancellation may be paid from any appropriations available for such purposes.

APPROVED BY THE GOVERNOR APRIL 22, 2014.

FILED IN THE OFFICE OF THE SECRETARY OF STATE APRIL 23, 2014.

- 20 -