USFR Compliance Questionnaire for RFP # RFP-017-2714705-SC
HVAC & Building Control Equipment, Installation, Supplies and Related Services

Objective: To determine whether the cooperative contract has followed the State of Arizona procurement laws and the School District Procurement Rules to promote fair and open competition among vendors to help ensure the cooperative's members are receiving the best value for the public monies they spend.

		YES/NO
Based upon review of this contract for the procurement of construction, materials, and services, did the cooperative follow the School District Procurement Rules (R7-2-1001 et seq) and do the following:		
1. Compile and maintain a list of persons who requested to be added to a list of prospective bidders, if any, and furnish those bidders with notice of available bids? R7-2-1023		Yes
Comment: Bidders List		
2. Publish and provide other adequate notice, as applicable, of the issuance of solicitations? R7-2-1022, R7-2-1024(C), or R7-2-1042(C)		Yes
Comment: See Proof of Publication		
3. Issue the solicitation at least 14 days before the due date and time set for bid or proposals, as applicable, unless a shorter time was documented as necessary? R7-2-1024(A) or R7-2-1042(B)		Yes
Comment: See RFP Document, Page 1 and Addendum #2. RFP was published December 12th, 2024. Proposals due April 4th, 2025.		
4. Include all required content in the solicitation, as required by R7-2-1024(B) or R7-2-1042(A), including the requirement that bidders/offerors have taken steps to ensure bidders/offerors did not violate A.R.S. §15-213(O) has occurred? (Note: If the response is "No," the comment should specifically indicate which requirements were not complied with.)		Yes
Comment: See RFP Document		
5. Record the time and date that sealed bids or proposals were received and store bids or proposals unopened until the time and date set for opening? R7-2-1029 or R7-2-1045		Yes
Comment: Time-Stamped Responses		
If a multiple award was made for a solicitation, did the cooperative: (Questions 6 through 9)		
6. Include in the solicitation(s) notification that multiple contracts may be awarded, the cooperative's basis for determining whether to award multiple contracts, and the criteria for selecting vendors for the multiple contracts? R7-2-1031(C) and R7-2-1050(B)		Yes
Comment: See RFP Document, Page 6 of 54.		
7. Documented the specific reason(s), that a single award was not advantageous to the cooperative's members and retained documentation that supported the basis for a multiple award? R7-2-1031(D) and R7-2-1050(C)		Yes
Comment: See Executive Summary For Recommendation Of Contract Award		
8. Establish and communicate to the cooperative's members the procedures for the use of multiple award contracts? R7-2-1031(D) and R7-2-1050(C)		Yes
Comment: See Axia Website. Members may use any, all or none of the awarded contracts.		
9. Limited contract awards to the least number of suppliers necessary to meet the requirements of the District. A.A.C. R7-2-1031(D) and R7-2 1050(C)		Yes
Comment:		

		YES/NO
10. For contracts where only 1 responsive bid or proposal was received, did the cooperative determine that the price submitted was fair and reasonable, and that either other prospective offerors had reasonable opportunity to respond or there was not adequate time for resolicitation, and retain documentation that supported the basis for the determination? R7-2-1032 or R7-2-1046(A)(1)		N/A
Comment:		
11. For contracts awarded through competitive sealed bidding, did the cooperative award the contracts to the lowest responsible and responsive bidder whose bid conformed, in all material respects, to the requirements and evaluation criteria set forth in the invitation for bid (IFB)? (Note: If the response is "No," the comment should specifically indicate which requirements were not complied with.) R7-2-1031		N/A
Comment: RFP Process		
12. For purchases made through an RFP, contracts were awarded to the offerors determined to be the most advantageous, based on the factors set forth in the RFP, and documentation was retained for the determination. A.A.C. R7-2-1050		Yes
Comment: See Executive Summary For Recommendation Of Contract Award		
13. If the cooperative procured construction projects that used construction-manager-at-risk, design-build, job-order-contracting, or qualified select bidders lists to procure construction services, it complied with the requirements of A.A.C. R7-2-1100 through R7-2-1115.		N/A
Comment:		
14. If the cooperative contracted for goods and information services using reverse auctions or electronic bidding, did the cooperative comply with the requirements of R7-2-1018 and R7-2-1021? (Note: If the response is "No," the comment should specifically indicate which requirements were not complied with.)		N/A
Comment:		
15. Did the cooperative obtain signed procurement disclosure statements for all procurement consultants, members of a procurement advisory group, or evaluation committee involved in each specific procurement process? A.A.C. R7-2-1008		Yes
Comment: Evaluation Committee Member Statements		
16. Based on type of procurement tested, did the cooperative prepare applicable written determinations as required throughout the procurement rules and specify the reasons for the determination and how the determination was made. R7-2-1004.		Yes
Comment: See Executive Summary For Recommendation Of Contract Award		
17. If the cooperative used multi-term contracts for any of the contracts tested:		
a. Were the terms and conditions of renewal or extension, if any, included in the IFB or RFP? A.R.S. §15-213(L) and R7-2-1093		Yes
Comment: See HVAC Model Contract Page 9.		
b. For materials or services and *contracts* for job-order-contracting construction services that were entered into for more than 5 years, did the cooperative determine in writing that a contract of longer duration would be advantageous to its members before the procurement solicitation was issued? A.R.S. §15-213(L) and R7-2-1093		N/A
Comment:		

		YES/NO
18. If the cooperative procured contracts for specified professional services, consistent with R7-2-1117 through R7-2-1123 did it provide guidance for use of those contracts to cooperative member districts?		N/A
Comment:		
19. The cooperative's procurement files included the information required by R7-2-1001(97), as applicable, and were the files available to cooperative members for due diligence purposes?		Yes
Comment: Files available publicly on Axia Cooperative website		
20. The cooperative provided training and guidance related to restrictions on soliciting, accepting, or agreeing to accept any personal gift or benefit with a value of $300 or more. A.R.S. §15-213(N) and A.A.C. R-7-2-1003.		Yes
Comment: See HVAC Model Contract Page 7 and Page 10.		
21. Did the cooperative have a procedure to prevent additional purchases by new members that would materially increase the volume of goods or services estimated in the original solicitation? R7-2-1011		Yes
Comment: Axia coordinates with vendors on an ongoing basis.		
22. Did the cooperative have a procedure to verify districts using the cooperative's contracts had an active cooperative purchasing agreement on file? R7-2-1191 through R7-2-1195		Yes
Comment: Free registration on Axia Cooperative website is required to utilize contracts.		