

First Things First operates under grant statute, §41-2701

What is an RFGA?

An RFGA is a Request for Grant Application. It is a formal competitive process required when a state governmental unit (i.e. Board and Regional Partnership Councils) makes grant awards.

What is a grant agreement?

A grant agreement, also referred to as a government to government agreement, is a non competitive process required when a state governmental unit (i.e. Board and Regional Partnership Councils) entered into a contract with a local unit of government, such as; a city, town, tribe, or school district.

(The program or Tribal Department would need to be identified, and then the agreement would be drafted and presented for Tribal Council for approval.)

What is a grantee?

A grantee is a recipient of a grant either through the RFGA process or a grant agreement.

First Things First operates under procurement code, §41-2501

What is procurement?

“Procurement means buying, purchasing, renting, leasing or otherwise acquiring any materials, service or construction.” (ARS 41-2503)

A procurement provides the goods/services within normal business operations; is not subject to assurances and compliance requirements; and is never subject to match requirements

What does it mean when a vendor is on State contract?

This means a vendor has already been through a competitive process, has been awarded a contract and is available to do business with a state governmental unit (i.e. the Board and/or the Regional Partnership Councils)

When do I have to use a vendor on state contract?

If there is contract in place for the services you need, you must ALWAYS use a vendor on that contract. While there are procedures in place to go off contract, this will require an Off Contract Request through AZFTF Purchasing. The request must state the reason for the off contract purchase and "PRICE" cannot be the factor. Once the request is made it is reviewed and forwarded to The State Procurement Office for approval.

Because state contracts generally have very broad scopes of work, you will be hard pressed to be able to go off contract.

What if there is a service I need that is not on state contract?

The process used will depend on the dollar threshold of the service.

\$5,000-\$50,000: Must be awarded to small business if practicable. At least one minority-owned or woman-owned business must be solicited. Solicitations may be mailed, faxed or e-mailed to prospective suppliers. A Scope of Work for the service would be developed, the Procurement Specialist would issue a Request for Quotation ("RFQ"), and the RFQ may be posted on the website for 7 to 10 days or sent to at least three suppliers. The award must be to small business if practicable and rotate vendors according to The State Procurement Rules.

What is an RFQ?

RFQ is a "Request for Quotation", it is a competitive process when procuring professional services for \$5000 to < \$50,000.

What is a vendor?

A vendor is someone who sells a product or performs a service for FTF.

Why do vendors and grantees have to have insurance?

This is a requirement directly from the Arizona Department of Risk Management. Vendors must carry \$1,000,000 of insurance for contracts under \$50,000 and \$2,000,000 of insurance for contracts over \$50,000. There are no exceptions to this rule.