

	Responsible Executive: Senior Vice President for University Finance and Business Services	
	Responsible Office: Contracts, Purchasing and Risk Management	
	Effective Date: 1/1/1999	Last Revised: 7/1/2025
	Policy Title:  <b>5. Specifications (Interim)</b>	

## Definitions

Refer to 1. Procurement General Provisions

## Policy

Under Arizona Revised Statutes (A.R.S.) [§ 41-2501.F](#), the Arizona Board of Regents is mandated to establish rules that outline procurement policies and procedures, ensuring they are substantially similar to those detailed in A.R.S. Chapter 23. The Arizona Board of Regents Policy Manual, specifically Article H-University Procurement Code, sets forth procurement policies for the Arizona Board of Regents in alignment with A.R.S. requirements.

Section [3-805](#) of the University Procurement Code sets forth policies for specifications related to University Procurements. This University Policy supplements such Section [3-805](#).

### Section I: Preparation

- A. CPRM and the requesting department jointly develop specifications and evaluation criteria for selecting a Vendor for an Award. Technical or performance specifications are primarily developed by the department's subject matter expert(s).
- B. Specifications must be written fairly, ensuring they are not unduly restrictive or prejudicial to any Vendor. The CPRM team will update and have final approval of specifications to promote maximum competition.

### Section II: Advertising

- A. Advertising may be used for the Procurement of supplies and equipment not associated with a Solicitation if the buyer recommends additional competition.

### **Section III: Security and Performance Bond**

- A. Performance bonds for material or service Contracts may be required if the Chief Procurement Officer determines the requirement is necessary to protect the interests of the University. The amount of the bond shall be determined by the Chief Procurement Officer or designee.

### **Related Information\***

[Arizona Board of Regents Policy](#)

[Arizona Revised Statutes, Chapter 23](#)

### **Policy History\***

6/30/2025: Interim policy approved effective 7/1/2025.

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\* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.