3-810 Small Business Procurement Program

Revision Dates

10/1/2026, 11/18/2016, 4/26/1996, 3/22/1986 (adopted)

A. Procurement for Small Business

1. Each fiscal year a University shall Award Contracts or portions of Contracts for Materials, Services, Professional Services, Construction, or Construction Services to Small Businesses as defined in A.R.S. § 41-1001, in accordance with the provisions of this Code and in accordance with University Policies and Procedures.

2. A University will make a good faith effort to ensure that the total value of Contracts or portions of Contracts awarded pursuant to this section is at least fifteen (15) percent of the average of the total value of all competitive Contracts let by the University for each of the previous three (3) fiscal years. For purposes of determining the extent to which the goal set forth in this provision is being or has been met each year, a University may include that portion of any Contract Award which represents work performed by a Subcontractor provided that the Subcontractor, but not the Contractor, is a Small Business.

B. Payment on Contract Awards

1. A Contractor which is a Small Business shall receive payment in full on all sums due and owing on a Contract awarded pursuant to this section no later than thirty (30) Days after the due date of a payment on the Contract. A Subcontractor to a Contract awarded pursuant to this section shall receive payment in full on all sums due and owing by the Contractor which is a Small Business no later than thirty (30) Days after the Contractor receives payment from the University.

2. If a University has received written notice that a Contractor which is a Small Business has not paid a Subcontractor within the thirty (30) Days required by this subsection B, then such Contractor shall not be awarded any Contract by the University for one (1) year from the date of such nonpayment. A University shall not be required to verify the accuracy of any written notice and upon withdrawal of such written notice or upon determining that the information in such notice is inaccurate, the restrictions of this paragraph shall no longer be in effect.

C. Annual Report

1. Within sixty (60) Days after the end of the fiscal year, the CPO at each University shall prepare and have available a report showing University efforts to comply with the requirements of ABOR Policy 3-810(A)(2).

Policy History

3/22/1986 Approved by the Board on second reading.

4/26/1996 Policy revision approved by the Board on second reading.

11/18/2016 Policy revision approved by the Board on second reading.

10/1/2026 Policy revision approved by the Board on second reading.

Related Information