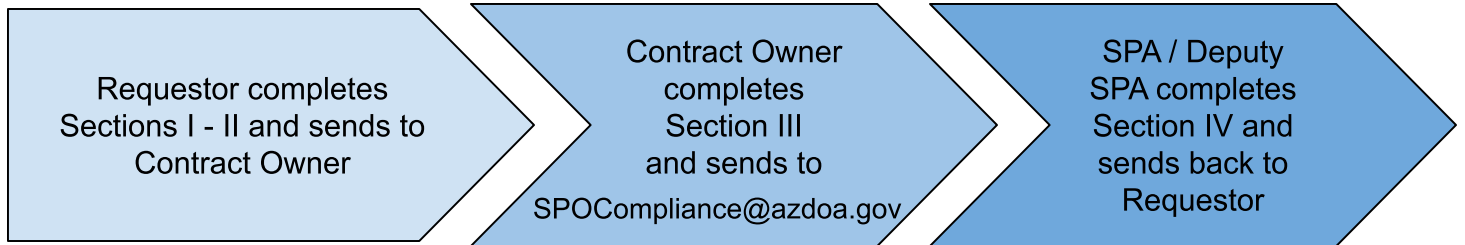


Owner	State Procurement Office, Compliance Unit		
Form Number	SPO 106A - Single-Agency Cooperative Contract Purchase Authorization	Version	11/12/2024

Process	Standard Work / Instruction for completion of the SPO Form 106A
---------	--

Form Completion Process



No.	Action	Action Detail / Key Points
Sections I through II to be completed by the requesting State Governmental Unit:		
SECTION I - Agency Request		
1	Agency	Name of the requesting agency
2	Requestor	Name of the requestor
3	Email	Email of the requestor
4	Title	Job title of the requestor
5	Telephone	Telephone number of the requestor
SECTION II A and B - Background		
6	Description	Description of service(s)/material(s) or Contract title (eProcurement Label)
7	Contractor	Name of the contractor
8	Contract ID	eProcurement contract number (if available)
9	Purchase Type	Select applicable option:
		- One Time Purchase
		- Full Use of Contract
		- Partial Use of Contract
10	Contracting Agency	Agency that awarded the Contract
11	Maximum End Date	Select from the drop-down calendar the maximum end date of the contract
12	Estimated Total Current Contract Spend	Forecasted expenditures for the current contract if State Agency contract.

13	Estimated Cost of Increase (if applicable)	Forecasted expenditures for the duration of the Cooperative purchase , including the current
14	Description	Description of service(s)/material(s) or Contract title (eProcurement Label)
15	Solicitation ID	eProcurement solicitation number (if available)
16	Estimated Spend of Contract	Forecasted expenditures for the duration of the Cooperative purchase, including the lead Agency
17	Lead Agency	Agency that is running the solicitation
18	Maximum Term	Maximum term allowed by the the contracts terms (including all renewals)
19	A and B: Detail the efforts made to secure a contract for the specific Materials or Services requested and explain why purchasing from a Cooperative Contract (piggyback) is in the best interest of the State per Technical Bulletin 005.	Detail the efforts made to secure a contract for the specific Materials or Services requested and explain why purchasing from a Cooperative Contract (piggyback) is in the best interest of the State per Technical Bulletin 005.
20	A and B: Was the contract awarded through the competitive process? A.A.C. R2-7-1003(B)(1)	Select applicable option:
		- Yes
		- No
21	A: The Estimated Cost of the Increase (for added agency) exceeds 25% of the estimated cost of the existing contract. In accordance with A.A.C. R2-7-1003(C) and R2-7-702, the increase is determined fair and reasonable based on adequate price competition and is determined advantageous to the state based upon the justification provided in box 19.	- Solicitation Pending
		Check the if the Estimated Cost of the Increase (for added agency) exceeds 25% of the estimated cost of the existing contract. In accordance with A.A.C. R2-7-1003(C) and R2-7-702, the increase is determined fair and reasonable based on adequate price competition and is determined advantageous to the state based upon the justification provided in box 19.
22	Date of request	Select the date of request from the drop-down calendar
23	Requester Signature	Signature of the authorized requestor
24	Requester: Upon completion of Section I and II, send this signed form to Contract Owner listed in the eProcurement System for review	

SECTION III - Contract Owner Review

25	Comments, conditions, and restrictions (as applicable)	Complete as needed
26	I acknowledge that upon approval of SPO Form 106A, the Contract will require an amendment to add the additional agency and the additional agency will need to be added as a user in the state's eProcurement System. This completed form will be included in the request to the help desk.	Click the box to acknowledge that upon approval of SPO Form 106A, the Contract will require an amendment to add the additional agency and the additional agency will need to be added as a user in the state's eProcurement System. This completed form will be included in the request to the help desk.
27	Print Name	Name of the Contract Owner
28	Title	Job title of the Contract Owner
29	Signature	Signature of the contract owner
30	Date of Review	Select the date of review from the drop-down calendar
31	Contract Owner: Upon completion of Section III, send this signed form to SPOCompliance@azdoa.gov and cc Requestor for processing	

Section IV to be completed by SPO:

32	Determination	Select applicable option in accordance with A.A.C. R2-7-1001:
		- Request Authorized
		- Request Authorized with Conditions/Restrictions
		- Request Returned for Additional Information
33	Approved Expiration Date	Select the date from the drop-down calendar
34	Comments, conditions or restrictions (as applicable)	Complete as needed
35	Print name	Printed name of the approver
36	Date	Select the date of approval from the drop-down calendar
37	Title	Job title of the approver
38	Signature	Signature of the approving authority
Use this addition section as necessary		
39	Use this additional section as necessary	Section may be used by requesting agency or SPO, in case the fields within the document were insufficient

**Procurement Determination:
 Single-Agency Cooperative Purchase
 Authorization A.A.C. R2-7-1001 and R2-7-1003**

SECTIONS I-II MUST BE COMPLETED BY THE REQUESTOR

SECTION I - Agency Request*

1. Agency	<input type="text"/>		
2. Requestor	<input type="text"/>	3. Email	<input type="text"/>
4. Title	<input type="text"/>	5. Telephone	<input type="text"/>

* For limited delegation agencies, please work with your Enterprise Procurement Services (EPS) liaison.

SECTION II.A - Background (if contract is in place)

6. Description	<input type="text"/>		
7. Contractor	<input type="text"/>		
8. Contract ID	<input type="text"/>	9. Purchase Type	<input type="text"/>
10. Contracting Agency	<input type="text"/>	11. Maximum End Date	<input type="text"/>
12. Estimated Total Current Contract Spend	<input type="text"/>	13. Estimated Cost of Increase (if applicable)	<input type="text"/>

SECTION II.B - Background (if prior to contract award)

14. Description	<input type="text"/>		
15. Solicitation ID	<input type="text"/>	16. Estimated Spend of Contract	<input type="text"/>
17. Lead Agency	<input type="text"/>	18. Maximum Term	<input type="text"/>

19. A and B: Detail the efforts made to secure a contract for the specific Materials or Services requested and explain why purchasing from a Cooperative Contract (piggyback) is in the best interest of the State per Technical Bulletin 005.

20. A and B: Was the contract awarded through the competitive process? A.A.C. R2-7-1003(B)(1)

21. A: The Estimated Cost of the Increase (for added agency) exceeds 25% of the estimated cost of the existing contract. In accordance with A.A.C. R2-7-1003(C) and R2-7-702, the increase is determined fair and reasonable based on adequate price competition and is determined advantageous to the state based upon the justification provided in box 19.

22. Date of request

23. Requester Signature

24. Requester: Upon completion of Section I and II, send this signed form to Contract Owner listed in the eProcurement System for review

Approval of this request does not allow for agencies to exceed their delegated authority.

TO BE COMPLETED BY THE CONTRACT OWNER

SECTION III - Contract Owner Review

25. Comments, conditions, and restrictions (as applicable)

26. I acknowledge that upon approval of SPO Form 106A, the Contract will require an amendment to add the additional agency and the additional agency will need to be added as a user in the state's eProcurement System. This completed form will be included in the request to the [help desk](#).

27. Print Name

28. Title

29. Signature

30. Date of Review

31. Contract Owner: Upon completion of Section III, send this signed form to SPOCompliance@azdoa.gov and cc Requestor for processing

SECTION IV - Approval

TO BE COMPLETED BY PROCUREMENT AUTHORITY

32. Determination

33. Approved Expiration Date

34. Comments, conditions or restrictions (as applicable)

35. Print name

36. Date

37. Title

38. Signature

AGENCY NOTICE: This is an official written determination in response to a procurement authorization request. The original request shall be maintained in the State Procurement Office.

39. Use this additional section as necessary