

**Procurement Determination:
Emergency Procurement Authorization
R2-7-E302**

SECTIONS 1 THROUGH 3 MUST BE COMPLETED BY THE REQUESTOR
USE ADDITIONAL PAGE AS NECESSARY

SECTION I - Agency Request

Agency

Requestor

Email

Title

Telephone

SECTION II - Background

Service / Materials

Supplier

Contract ID

Procurement

Requesting Term

Supplier ID

Estimated Cost

Commodity

Provide full description of services or materials

SECTION III

There is an immediate and serious need for material, services or construction

Rationale

Provide details of the procurement need and reason for the emergency

Describe the procurement process and strategy to promote competition and details about fair and reasonable price determination pursuant to R2-7-702

I have conducted research and determined the state's best interests may not be met through the use of other source-selection methods

Date of request

Signature

In accordance with the Procurement Rules, the Arizona Uniform Terms and Conditions must be made a part of all Contracts. If you will be required to sign a software licensing agreement or sign any other agreement containing terms and conditions, which will be made part of the final Contract, you must receive prior approval from the Office of the Attorney General. Approval of this request does not allow for agencies to exceed their dollar acquisition amount of delegated authority.

TO BE COMPLETED BY PROCUREMENT AUTHORITY

SECTION IV - Approval

Determination

Approved Expiration Date

Comments, conditions or restrictions (as applicable)

Print name

Date

Title

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.

Use section as necessary

SPO 102 Standard Work

Owner	State Procurement Office, Compliance Unit		
Form Number	SPO 102 - Emergency Procurement Authorization	Version	rev 03-21

Process	Standard Work / Instruction for completion and submittal of the SPO 102 form. The form is available on the SPO website, section Resources / Standard Forms and Documents.
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Section	Action	Action Detail / Key Points
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Sections I through III to be completed by the Requestor (in collaboration with the Procurement Officer):

SECTION I Agency Request	Agency	Name of the requesting agency
SECTION I Agency Request	Requestor	Name of the requestor
SECTION I Agency Request	Title	Job title of the requestor
SECTION I Agency Request	Email	Email of the requestor
SECTION I Agency Request	Telephone	Telephone number of the requestor
SECTION II Background	Service / Materials	Description of service / materials, or Contract title (APP Label)
SECTION II Background	Supplier	Name of supplier(s)
SECTION II Background	Contract ID	APP contract number (if available)
SECTION II Background	Procurement	Select applicable option: - Authorization Request - Notification pursuant to R2-7-E302.E
SECTION II Background	Requesting Term	Specify the contract term
SECTION II Background	Supplier ID	APP Supplier ID
SECTION II Background	Estimated Cost	Forecasted expenditures for the duration of the Emergency Procurement Term, per A.A.C. R2-7-E302.B and A.R.S. § 41-2535
SECTION II Background	Commodity	APP Commodity code(s)
SECTION II Background	Provide full description of services or materials	Detailed description of the agency need
SECTION III Justification	Rationale	Select applicable option in accordance with A.A.C. R2-7-E302 - Immediate and serious need for material, services or construction that is threatening the functioning of state government - Immediate and serious need for material, services or construction for urgent preservation or protection of state property - Immediate and serious need for material, services or construction that is threatening the health and safety of the population

SPO 102 Standard Work

SECTION III Justification	Provide details of the procurement need and reason for the emergency	Detail information regarding the rationale selected in the previous section, the immediate need for material, services or construction, the emergency condition which led to the Emergency Procurement request; if the statewide contracts were explored; how the state would benefit from the procurement and if the emergency procurement is limited to such actions necessary to address the emergency
SECTION III Justification	Describe the procurement process, strategy to promote competition and details about fair and reasonable price determination pursuant to R2-7-702	Detail strategy for the proposed procurement, considered competition, reason for selecting specific supplier and the negotiations strategy given the circumstances, employed to protect the interests of the state
SECTION III Justification	I have conducted research and determined the state's best interests may not met through the use of other source-selection methods	Check the box confirming a research was conducted.
SECTION III Justification	Date of request	Specify date
SECTION III Justification	Signature	Signature of the requestor.

Upon completion, forward the signed form to SPOCompliance@azdoa.gov

Section IV to be completed by the Procurement Authority:

SECTION IV Review	Determination	Select applicable option in accordance with A.A.C R2-7-E302.D: <ul style="list-style-type: none"> - Request Authorized Pursuant to R2-7-E302 - Request Authorized with Conditions/Restrictions - Request Returned for Additional Information - Request Denied
SECTION IV Review	Approved Expiration Date	Specify date or term
SECTION IV Review	Comments, conditions or restrictions	Complete as needed
SECTION IV Review	Print name	Printed name of the approver
SECTION IV Review	Title	Job title of the approver
SECTION IV Review	Date	Specify date of approval
SECTION IV Review	Signature	Signature of the approving authority
Additional section		Section may be used by any party in case the fields within the document were insufficient