

**Procurement Determination:  
Sole Source Authorization  
R2-7-E301**

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

**SECTION I - Agency Request**

Agency	<input type="text"/>		
Requestor	<input type="text"/>	Email	<input type="text"/>
Title	<input type="text"/>	Telephone	<input type="text"/>

**SECTION II - Background**

Service / Materials	<input type="text"/>		
Supplier	<input type="text"/>		
Contract ID	<input type="text"/>	Sole Source	<input type="text"/>
Requesting Term	<input type="text"/>	Supplier ID	<input type="text"/>
Estimated Cost	<input type="text"/>	Commodity	<input type="text"/>

Provide full description of services or materials

**SECTION III - Justification**

Rationale

Provide details of the procurement need, reason for the single source and how the proposed procurement is advantageous to the state

Describe the procurement process, efforts to locate other sources / evidence of one source and details about price fair and reasonable determination pursuant to R2-7-702

A notice was posted in the state's e-procurement system to registered vendors with an invite to comment on the sole-source request for three working days, and it was determined no reasonable alternative source exists for the procurement need.

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. A copy of the request shall be maintained by the State Procurement Office.

Use section as necessary

SPO 103 Standard Work

Owner	State Procurement Office, Compliance Unit		
Form Number	SPO 103 - Sole Source Procurement Authorization	Version	rev 03-21

Process	Standard Work / Instructions for completion and submittal of the SPO 103 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
<b>Sections I through III to be completed by the Requestor (in collaboration with the Procurement Officer):</b>		
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	Sole Source Procurement	Select applicable option: - Authorization request - Authorization modification request
SECTION II Background	Requesting Term	Specify contract term or extension period, as applicable, based on the SS Type selected in the previous section
SECTION II Background	Supplier ID	APP Supplier ID
SECTION II Background	Estimated Cost	Forecasted expenditures for the duration of the SS Term or extension period
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 R2-7-E301.A - There is only a single source for the material or service - No reasonable alternative source exists
SECTION III Justification	Provide details of the procurement need, the sole source and how the proposed procurement is advantageous to the state	Detail information regarding the rationale selected in the previous section; agency use of the materials or services; if the statewide contracts were explored; the limitation which led to sole source and how the state would benefit from the procurement

SPO 103 Standard Work

SECTION III Justification	Describe the procurement process, the fostered competition and details about price fair and reasonable determination pursuant to R2-7-702	Detail strategy for the proposed procurement; considered competition and reason for selecting specific supplier and negotiations strategy.
SECTION III Justification	A notice was posted in the state's e-procurement system to registered vendors with an invite to comment on the sole-source request for three working days, and it was determined no reasonable alternative source exists for the procurement need.	Check the box confirming the sole source request notice was posted in the state's e-procurement system
SECTION III Justification	Date of request	Specify date
SECTION III Justification	Signature	Signature of the authorized requestor
<p><b>Upon completion, forward the form to the agency Chief Procurement Officer (CPO) or designee. If anticipated expenditure is above Agency's delegation, the CPO shall forward document to SPOCompliance@azdoa.gov.</b></p>		
<b>Section IV to be completed by the Procurement Authority:</b>		
SECTION IV Authorization	Determination	Select applicable option in accordance with A.A.C R2-7-E303.D: - Request Authorized Pursuant to R2-7-E303 - Request Authorized with Conditions/Restrictions R2-7-E303 - Request Returned for Additional Information - Request Denied
SECTION IV Authorization	Approved Expiration Date	Specify date or term
SECTION IV Authorization	Comments, conditions or restrictions	Complete as needed
SECTION IV Authorization	Print name	Printed name of the approver
SECTION IV Authorization	Title	Job title of the approver
SECTION IV Authorization	Date	Specify date of approval
SECTION IV Authorization	Signature	Signature of the approver
Additional section		Section may be used by requesting agency or SPO, in case the fields within the document were insufficient