

Procurement Determination: Off-Contract Procurement Authorization A.A.C. R2-7-201(B)(4)

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

Provide the number(s) of the mandatory state contract(s) that is not meeting the agency need:

Service / Materials

Suggested Supplier

Supplier ID

Address

Requesting Term

Procurement

Estimated Cost

Commodity

Provide full description of services or materials

SECTION III - Justification

Rationale

Provide details of the procurement need, reason for the off-contract request and how the proposed procurement is advantageous to the state

Describe the procurement process, efforts to locate other sources and details about price fair and reasonable determination

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 - Procurement Officer Review

Comments, conditions or restrictions (as applicable)

Print name

Date

Title

Signature

SECTION V - 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 this additional page as necessary

SPO 104 Standard Work

Owner	State Procurement Office, Compliance Unit		
Form Number	SPO 104 - Off-Contract Procurement Authorization	Version	rev 03-21

Process	Standard Work / Instructions for completion and submittal of the SPO 104 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
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	Provide the number(s) of the mandatory state contract(s) that is not meeting the agency need	Provide the number(s) of the mandatory state contract that is subject of the Off-Contract request
SECTION II Background	Service / Materials	Description of service / materials, or Contract title (APP Label)
SECTION II Background	Suggested Supplier	Name of supplier(s)
SECTION II Background	Supplier ID	APP Supplier ID
SECTION II Background	Address	Supplier address
SECTION II Background	Term	Select from the drop-down calendar the contract term or extension period, as applicable, based on the procurement type selected in the previous section
SECTION II Background	Off-Contract Procurement	Select applicable option: - Authorization request - Authorization modification request
SECTION II Background	Estimated Cost	Forecasted expenditures for the duration of the 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	The Arizona state contract(s) designated as mandatory pursuant to A.A.C. R2-7-201(B)(4) does not meet the need

SPO 104 Standard Work

SECTION III Justification	Provide details of the procurement need, reason for the off-contract request and how the proposed procurement is advantageous to the state	Detail information regarding the agency use of the materials or services; which statewide contracts were explored; the limitations which led to the off-contract request and how the state would benefit from the procurement
SECTION III Justification	Describe the procurement process, efforts to locate other sources and details about price fair and reasonable determination	Detail strategy for the proposed procurement; considered competition, reason for selecting specific supplier and negotiations strategy
SECTION III Justification	Date of request	Specify date
SECTION III Justification	Signature	Signature of the authorized requestor

Upon completion, forward the signed form to the Procurement Officer listed as Contract Owner in APP.

Section IV and V to be completed by the Procurement Authority:

SECTION IV Review	Comments	Procurement Officer's or Manager's comments. Complete as needed.
SECTION IV Review	Print name	Printed name of the Procurement Officer or Manager reviewing the Off-Contract request
SECTION IV Review	Title	Job title of the reviewer
SECTION IV Review	Date	Specify date of review
SECTION IV Review	Signature	Signature of the reviewer confirming the request is valid and correct

Upon completion of section IV, Procurement Officer or Manager forward document to SPOCompliance@azdoa.gov

SECTION V Approval	Determination	Select the applicable option: <ul style="list-style-type: none"> - Request Authorized Pursuant to to A.A.C. R2-7-201(B)(4) - Request Authorized with Conditions/Restrictions - Request Returned for Additional Information - Request Denied
SECTION V Approval	Approved Expiration Date	Specify date or term
SECTION V Approval	Comments, conditions or restrictions	Complete as needed
SECTION V Approval	Print name	Printed name of the approver
SECTION V Approval	Title	Job title of the approver
SECTION V Approval	Date	Specify date of approval
SECTION V Approval	Signature	Signature of the approving authority
Additional section		Section may be used by any party in case the fields within the document were insufficient