

**Procurement Determination:  
Competition Impracticable Authorization  
A.A.C. R2-7-E303**

**SECTIONS I THROUGH III MUST BE COMPLETED BY THE REQUESTOR**  
USE ADDITIONAL PAGE AS NECESSARY

**SECTION I - Agency Request**

1. Agency

2. Requestor

3. Email

4. Title

5. Telephone

**SECTION II - Background**

6. Service(s)/Material(s)

7. Supplier

8. Contract ID

9. CI Type

10. Requesting Term

11. Estimated Cost

12. Commodity

**SECTION III - Justification**

**13. Rationale**

**14. Provide details of the procurement need, reason for the competition impracticable, and how the proposed procurement is advantageous to the State**

**15. Describe the procurement process, strategy to promote competition, and determination that the price is fair and reasonable**

**16. I have conducted research and determined that no mandatory state contract is available for the service(s)/material(s)**

**17. Signature**

**18. Date of Request**

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, these will need additional review to ensure that the terms and conditions do not invalidate the Arizona Uniform Terms and Conditions. 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**

19. Determination

20. Approved Expiration Date

21. Comments, conditions, or restrictions (as applicable)

22. Print Name

23. Title

24. Signature

25. Date of Approval

***AGENCY NOTICE: This is an official written determination in response to a procurement authorization request.  
A copy of the form shall be maintained by the Agency and the State Procurement Office.  
Upon completion, Requestor shall forward the signed form to the Contract Owner.  
Contract Owner shall upload the signed approval version of this form in the eProcurement system.  
If anticipated expenditure is above Agency's delegation, forward document to [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov).***

26. Use section as necessary

SPO 101 Standard Work

<b>Owner</b>	State Procurement Office, Compliance Unit		
<b>Form Number</b>	SPO 101 - Competition Impracticable Authorization	<b>Version</b>	rev 09-21

**Process** Standard Work/Instructions for completion and submittal of the SPO 101 form. The form is available on the [SPO website: For Agencies > Resources > Standard Forms and Documents](#).

No.	Action	Action Detail/Key Points
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**Sections I through III to be completed by the requesting Agency/Division:**

**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 - Background**

6	Service(s)/Material(s)	Description of service(s)/material(s) or Contract title (eProcurement Label)
7	Supplier	Name of supplier(s)
8	Contract ID	eProcurement contract number (if available)
9	CI Type	Select applicable option: - Authorization Request for a new CI - Modification pursuant to R2-7-E303(E) for a CI modification
10	Requesting Term	Specify contract term or extension period, as applicable, based on the CI
11	Estimated Cost	Forecasted expenditures for the duration of the CI term
12	Commodity	eProcurement system Commodity code(s)

**SECTION III - Justification**

13	Rationale	Select applicable option in accordance with A.A.C R2-7-E303(A): - Compliance with A.R.S. §§ 41-2533, 41-2534, 41-2538, or 41-2578 is impracticable - Compliance with A.R.S. §§ 41-2533, 41-2534, 41-2538, or 41-2578 is unnecessary - Compliance with A.R.S. §§ 41-2533, 41-2534, 41-2538, or 41-2578 is contrary to public interest - Documented lack of suppliers - Procurement requires an open and continuous availability of offerors
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SPO 101 Standard Work

14	Provide details of the procurement need, reason for the competition impracticable, and how the proposed procurement is advantageous to the State	Detail information regarding the rationale selected in the previous section; agency use of the material(s) or service(s); if mandatory state contracts were explored; the limitation which led to the competition impracticable, and how the State would benefit from the procurement. If there is previous contract which requires modification pursuant to R2-7-E303(E) or contract that reached beyond the maximum 5-year term, provide the contract number and copy of that CI.
15	Describe the procurement process, strategy to promote competition, and determination that the price is fair and reasonable	Detail strategy for the proposed procurement, considered competition, reason for selecting specific supplier, and negotiations strategy.
16	I have conducted research and determined that no mandatory state contract is available for the service(s) /material(s)	Check the box confirming research was conducted. If the CI pertains to a modification pursuant to R2-7-E303(E), leave field empty.
17	Signature	Signature of the authorized requestor
18	Date of Request	Select the date of request from the drop-down calendar

**Section IV to be completed by the Procurement Authority:**

**SECTION IV - Approval**

19	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
20	Approved Expiration Date	Specify date or term of expiration
21	Comments, conditions, or restrictions (as applicable)	Complete as needed
22	Print Name	Printed name of the approver
23	Title	Job title of the approver
24	Signature	Signature of the approving authority
25	Date of Approval	Select the date of approval from the drop-down calendar
26	Use section as necessary	Section may be used by any party in case the fields within the document were insufficient

***AGENCY NOTICE: This is an official written determination in response to a procurement authorization request. A copy of the form shall be maintained by the Agency and the State Procurement Office. Upon completion, Requestor shall forward the signed form to the Contract Owner. Contract Owner shall upload the signed approval version of this form in the eProcurement system. If anticipated expenditure is above Agency's delegation, forward document to SPOCompliance@azdoa.gov.***