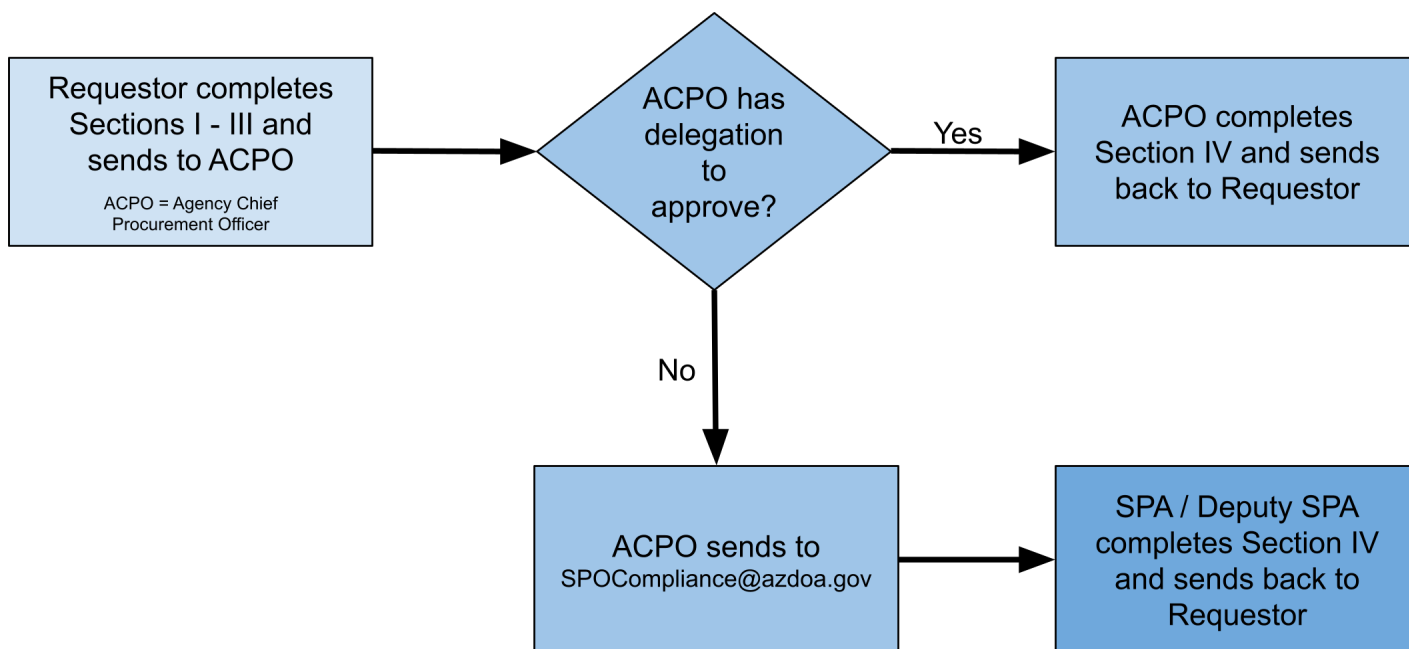


Standard Work

Owner	State Procurement Office, Compliance Unit		
Form Number	SPO Form 102 - Emergency Procurement Authorization	Version	Revised 3/21/2022
Process	Standard Work/Instructions for completion and submittal of the SPO 102 form. The form is available on the SPO website: For Agencies > Resources > Standard Forms and Documents .		

Form Completion Process



No.	Action	Action Detail/Key Points
Sections I through III to be completed by the requesting State Governmental Unit:		
SECTION I - State Governmental Unit Request		
1	State Governmental Unit	Name of the requesting State Governmental Unit (SGU; agency, board, or commission)
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	Procurement Request	Select applicable option: - Authorization Request - Notification pursuant to R2-7-E302(E)

10	Requesting Term	Specify contract term
11	Estimated Cost	Forecasted expenditures for the duration of the Emergency Procurement term per A.A.C. R2-7-E302(B)

SECTION III - Justification

12	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
13	Provide full description of service(s) or material(s), details of the procurement need, and the reason for the emergency procurement	Detail information regarding the rationale selected in the previous section; the immediate need for material(s), service(s) or construction; the emergency condition which led to the Emergency Procurement request; if mandatory state 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.
14	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.
15	I have conducted research and determined the procurement need may not be met through the use of other source-selection methods	Check the box confirming research was conducted
16	Signature	Signature of the authorized requestor
17	Date of Request	Specify the date of request

Section IV to be completed by the Procurement Authority:

SECTION IV - Approval

18	Determination	Select applicable option in accordance with A.A.C R2-7-E302(D):
		- Request Authorized Pursuant to R2-7-E302(D)
		- Request Authorized with Conditions/Restrictions
		- Request Returned for Additional Information
		- Request Denied
19	Approved Expiration Date	Specify date or term of expiration
20	Comments, conditions, or restrictions (as applicable)	Complete as needed
21	Print Name	Printed name of the approver
22	Title	Job title of the approver
23	Signature	Signature of the approving authority
24	Date of Approval	Specify the date of approval
25	Use section as necessary	Used by any party in case the fields within the form were insufficient

STATE GOVERNMENTAL UNIT NOTICE: This is an official written determination in response to a procurement authorization request.

A copy of the form shall be maintained by the State Governmental Unit 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 State Governmental Unit's delegation, forward document to SPOCompliance@azdoa.gov.

**Procurement Determination:
Emergency Procurement Authorization
A.A.C. R2-7-E302**

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

SECTION I - State Governmental Unit Request

1. State Governmental Unit

2. Requestor

3. Email

4. Title

5. Telephone

SECTION II - Background

6. Service(s)/Material(s)

7. Supplier

8. Contract ID

9. Procurement Request

10. Requesting Term

11. Estimated Cost

SECTION III - Justification

12. Rationale

13. Provide full description of service(s) or material(s), details of the procurement need, and the reason for the emergency procurement

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

[Empty text box for describing the procurement process, strategy to promote competition, and determination that the price is fair and reasonable]

15. I have conducted research and determined the procurement need may not be met through the use of other source-selection methods

16. Signature

[Empty signature box]

17. Date of Request

[Empty date of request box]

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

18. Determination

19. Approved Expiration Date

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

21. Print Name

22. Title

23. Signature

24. Date of Approval

25. Use section as necessary

STATE GOVERNMENTAL UNIT NOTICE: *This is an official written determination in response to a procurement authorization request.
A copy of the form shall be maintained by the State Governmental Unit and the State Procurement Office.
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