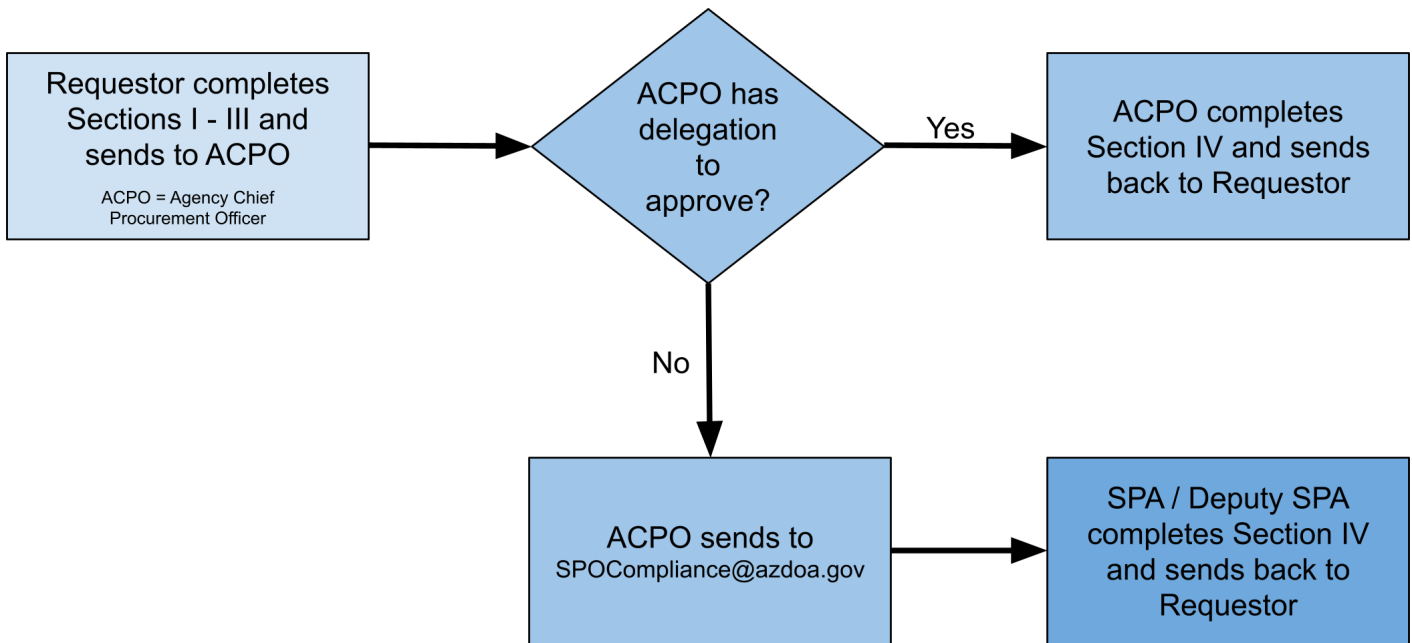


## Standard Work

<b>Owner</b>	State Procurement Office, Compliance Unit		
<b>Form Number</b>	SPO Form 103 - Sole Source (SS) Procurement Authorization	<b>Version</b>	Revised 3/21/2022

### Form Completion Process

**Process** Standard Work/Instructions for completion and submittal of the SPO 103 form. The form is available on the [SPO website: For Agencies > Resources > Standard Forms and Documents](#).



No.	Action	Action Detail/Key Points
<b>Sections I through III to be completed by the requesting State Governmental Unit</b>		
<b>SECTION I - State Governmental Unit Request</b>		
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
<b>SECTION II - Background</b>		
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	Sole Source Type	Select applicable option:
		- Authorization request
		- Authorization modification request

10	Requesting Term	Specify contract term or extension period, as applicable, based on the SS
11	Estimated Cost	Forecasted expenditures for the duration of the SS Term or extension period
<b>SECTION III - Justification</b>		
12	Rationale	Select applicable option in accordance with R2-7-E301(A): - There is only a single source for the material(s) or service(s) - No reasonable alternative source exists
13	Provide details of the procurement need, reason for the single source, and how the proposed procurement is advantageous to the State	Detail information regarding the rationale selected in the previous section; State Governmental Unit use of the material(s) or service(s); if mandatory state contracts were explored; the limitation which led to sole source; and how the State would benefit from the procurement.
14	Describe the procurement process, efforts to locate other sources/evidence of one source, 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	A notice was posted in the State's eProcurement system to registered vendors with an invite to comment on the sole-source request for three (3) working days, and it was determined that no reasonable alternative source exists for the procurement need.	Check the box confirming the sole source request notice was posted in the State's eProcurement system for three (3) working days prior to the request.
16	Signature	Signature of the authorized requestor
17	Date of Request	Specify the date of request
<b>Section IV to be completed by the Procurement Authority:</b>		
<b>SECTION IV - Approval</b>		
18	Determination	Select applicable option in accordance with A.A.C R2-7-E301(D): - Request Authorized Pursuant to R2-7-E301 - Request Authorized with Conditions/Restrictions R2-7-E301 - 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
<p><b>STATE GOVERNMENTAL UNIT NOTICE: This is an official written determination in response to a procurement authorization request.</b></p> <p><b>A copy of the form shall be maintained by the State Governmental Unit and the State Procurement Office.</b></p> <p><b>Upon completion, Requestor shall forward the signed form to the Contract Owner.</b></p> <p><b>Contract Owner shall upload the signed approval version of this form in the eProcurement system.</b></p> <p><b>If anticipated expenditure is above State Governmental Unit's delegation, forward document to <a href="mailto:SPOCompliance@azdoa.gov">SPOCompliance@azdoa.gov</a>.</b></p>		

**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. Sole Source Type

10. Requesting Term

11. Estimated Cost

**SECTION III - Justification**

**12. Rationale**

**13. Provide details of the procurement need, reason for the single source, and how the proposed procurement is advantageous to the State**

**14. Describe the procurement process, efforts to locate other sources/evidence of one source, and determination that the price is fair and reasonable**

**15. A notice was posted in the State's eProcurement system to registered vendors with an invite to comment on the sole-source request for three (3) working days, and it was determined that no reasonable alternative source exists for the procurement need.**

**16. Signature**

**17. 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**

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.*

*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](mailto:SPOCompliance@azdoa.gov).*