

**Procurement Determination:
Sole Source Authorization
A.A.C. R2-7-E301**

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. Sole Source

10. Requesting Term

11. Estimated Cost

12. Commodity

SECTION III - Justification

13. Rationale

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

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

16. 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.

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.**

26. Use section as necessary

Owner	State Procurement Office, Compliance Unit		
Form Number	SPO 103 - Sole Source Procurement Authorization	Version	rev 09-21

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
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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	Sole Source	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
12	Commodity	eProcurement system Commodity code(s)

SECTION III - Justification

13	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
14	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; agency 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.
15	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.

16	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.
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-E301(D):
		- Request Authorized Pursuant to R2-7-E301
		- Request Authorized with Conditions/Restrictions R2-7-E301
		- Request Denied
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

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