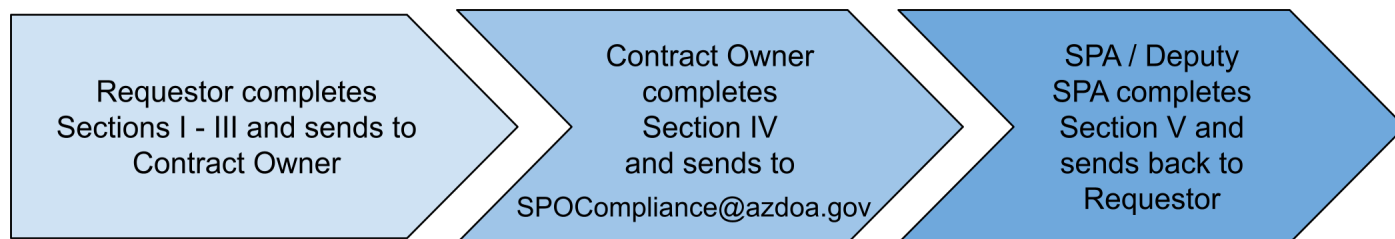


Owner	State Procurement Office, Compliance Unit		
Form Number	SPO Form 104 - Off-Contract Procurement Authorization	Version	Revised 3/21/2022

Process Standard Work / Instructions for completion and submittal of the SPO 104 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
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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	Provide the number(s) of the mandatory state contract(s) that is/are not meeting the State Governmental Unit need	Provide the number(s) of the mandatory state contract that is/are subject of the Off-Contract request
8	Suggested Supplier Name and Address	Name of supplier and address
9	Off-Contract Procurement	Select applicable option: - Authorization request - Authorization modification request
10	Requesting Term	Specify contract term or extension period, as applicable
11	Estimated Cost	Forecasted expenditures for the duration of the term or extension period

SECTION III - Justification

12	Rationale	The state contract(s) designated as mandatory pursuant to A.A.C. R2-7-201(B) (4) does not/do not meet the need
13	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 State Governmental Unit use of the material(s) or service(s); which mandatory state contracts were explored; the limitations which led to the off-contract request; and how the State would benefit from the procurement

14	Describe the procurement process, efforts to locate other sources, 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	Signature	Signature of the authorized requestor
16	Date of Request	Select the date of request from the drop-down calendar
17	Requestor: Upon completion of Sections I - III, send this signed form to the Contract Owner listed in the eProcurement system for their review and signature	Contract Owner's contact information is listed within the eProcurement system (APP Contracts > Contacts > Internal team)

SECTION IV - Contract Owner Review

18	Comments, conditions, and restrictions (as applicable)	Contract Owner to review the request and confirm whether the procurement need may not be met through the mandatory state contract. <i>Note(s):</i> - Contract Owner shall retain a copy of the request and if possible, include the procurement need in the scope of work when the mandatory state contract is resolicited - Contract Owner shall upload the signed approval version of this form in the eProcurement system.
19	Print Name	Printed name of the Contract Owner
20	Title	Job title of the Contract Owner
21	Signature	Signature of the Contract Owner
22	Date of Review	Select the date of review from the drop-down calendar
23	Contract Owner: Upon completion of Section IV, send this signed form to SPOCompliance@azdoa.gov and cc Requestor for processing	

SECTION V - Approval

24	Determination	Select the applicable option: - 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
25	Approved Expiration Date	Specify date or term of expiration
26	Comments, conditions, or restrictions (as applicable)	Complete as needed
27	Print Name	Printed name of the approver
28	Title	Job title of the approver
29	Signature	Signature of the approving authority
30	Date of Approval	Select the date of approval from the drop-down calendar

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.

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

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. Provide the number(s) of the mandatory state contract(s) that is/are not meeting the State Governmental Unit need

8. Suggested Supplier Name and Address

9. Off-Contract Procurement

10. Requesting Term

11. Estimated Cost

SECTION III - Justification

12. Rationale

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

14. Describe the procurement process, efforts to locate other sources, and determination that the price is fair and reasonable

[Empty text area for describing the procurement process]

15. Signature

[Empty signature box]

16. Date of Request

[Empty date box]

17. Requestor: Upon completion of Sections I - III, send this signed form to the Contract Owner listed in the eProcurement system for their review and 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, 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 THE CONTRACT OWNER

SECTION IV - Contract Owner Review

18. Comments, conditions, and restrictions (as applicable)

[Large empty rectangular box for comments, conditions, and restrictions]

19. Print Name

[Empty rectangular box for Print Name]

20. Title

[Empty rectangular box for Title]

21. Signature

[Empty rectangular box for Signature]

22. Date of Review

[Empty rectangular box for Date of Review]

23. Contract Owner: Upon completion of Section IV, send this signed form to SPOCompliance@azdoa.gov and cc Requestor for processing

TO BE COMPLETED BY PROCUREMENT AUTHORITY

SECTION V - Approval

24. Determination

25. Approved Expiration Date

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

27. Print Name

28. Title

29. Signature

30. Date of Approval

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.*