

**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 - Agency Request**

1. Agency

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 agency need

8. Suggested Supplier Name and Address

9. Off-Contract Procurement

10. Requesting Term

11. Estimated Cost

12. Commodity

**SECTION III - Justification**

**13. Rationale**

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

**15. 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]

**16. Signature**

[Empty signature box]

**17. Date of Request**

[Empty date box]

**18. Upon completion, forward the signed form to the Contract Owner listed in the eProcurement system**

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**

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

20. Print Name

21. Title

22. Signature

23. Date of Review

24. Upon completion, forward the signed form to [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov)

**TO BE COMPLETED BY PROCUREMENT AUTHORITY**

**SECTION V - Approval**

25. Determination

26. Approved Expiration Date

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

28. Print Name

29. Title

30. Signature

31. 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.*

<b>Owner</b>	State Procurement Office, Compliance Unit		
<b>Form Number</b>	SPO 104 - Off-Contract Procurement Authorization	<b>Version</b>	rev 09-21

**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](#).

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	Provide the number(s) of the mandatory state contract(s) that is/are not meeting the agency 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
12	Commodity	e-Procurement system Commodity code(s)

**SECTION III - Justification**

13	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
14	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 agency 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
15	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.

16	Signature	Signature of the authorized requestor
17	Date of Request	Select the date of request from the drop-down calendar
18	Upon completion, forward the signed form to the Contract Owner listed in the eProcurement system	Contract Owner's contact information is listed within the e-Procurement system (APP Contract > Contacts > Internal team tab)

#### SECTION IV - Contract Owner Review

19	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.
20	Print Name	Printed name of the Contract Owner
21	Title	Job title of the Contract Owner
22	Signature	Signature of the Contract Owner
23	Date of Review	Select the date of review from the drop-down calendar
24	Upon completion, forward the signed form to SPOCompliance@azdoa.gov	After completing sections 19-23, the Contract Owner shall forward the signed form to SPOCompliance@azdoa.gov for processing.

#### SECTION V - Approval

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

**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.**