

**Procurement Determination:  
Brand Name Only Authorization  
R2-7-403**

**SECTIONS 1 THROUGH 3 MUST BE COMPLETED BY THE REQUESTOR**  
USE ADDITIONAL PAGE AS NECESSARY

**SECTION I - Agency Request**

Agency

Requestor

Email

Title

Telephone

**SECTION II - Background**

Service / Materials

Name of Brand

Solicitation ID

Commodity

Estimated Cost

Requesting Term

Identify available suppliers from which the brand can be obtained (include address and phone number)

**SECTION III - Justification**

Describe why only the identified brand name item will satisfy the State's needs and why the specification is in the best interest of the State

Describe the procurement process to be utilized and how this proces will foster as much competition as possible

Date of request

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, which will be made part of the final Contract, you must receive prior approval from the Office of the Attorney General. Approval of this request does not allow for agencies to exceed their dollar acquisition amount of delegated authority.

**SECTION IV - Authorization**

**TO BE COMPLETED BY PROCUREMENT AUTHORITY**

Determination

Approved Expiration Date

Comments, conditions or restrictions (as applicable)

Print name

Date

Title

Signature

AGENCY NOTICE: This is an official written determination in response to a procurement authorization request. The original request shall be maintained in the State Procurement Office.

**USE AS NECESSARY**

SPO 105 Standard Work

Owner	State Procurement Office, Compliance Unit		
Form Number	SPO 105 - Brand Name Only Procurement Authorization	Version	rev 03-21

Process	Standard Work / Instruction for completion and submittal of the SPO 105 form. The form is available on the SPO website, section Resources / Standard Forms and Documents.
---------	---

Section	Action	Action Detail / Key Points
<b>Sections I through III to be completed and signed by the Requestor (in collaboration with the Procurement Officer):</b>		
SECTION I Agency Request	Agency	Name of the requesting agency
SECTION I Agency Request	Requestor	Name of the requestor
SECTION I Agency Request	Title	Job title of the requestor
SECTION I Agency Request	Email	Email of the requestor
SECTION I Agency Request	Telephone	Telephone number of the requestor
SECTION II Background	Service / Materials	Description of service / materials, or Contract title (APP Label)
SECTION II Background	Name of Brand	Provide name of the brand
SECTION II Background	Solicitation ID	APP sollicitaion number (if available)
SECTION II Background	Estimated Cost	Forecasted expenditures
SECTION II Background	Commodity	APP Commodity code(s)
SECTION II Background	Term	Specify the contract term
SECTION II Background	Identify available suppliers from which the brand can be obtained (include address and phone number)	Identify sources from which the designated brand name item can be solicited from to achieve the maximum practical competition
SECTION III Justification	Describe why only the identified brand name item will satisfy the State's needs and why the specification is in the best interest of the State	Provide details regarding the standard of quality, performance, and characteristics desired, and justifiacstion the brand name is not to limit or restrict competition
SECTION III Justification	Describe the procurement process to be utilized and how this proces will foster as much competition as possible	Provide details of the procurement process

SPO 105 Standard Work

SECTION III Justification	Date of request	Specify date
SECTION III Justification	Signature	Signature of the authorized requestor
<b>Upon completion, forward the signed form to the agency Chief Procurement Officer.</b>		
<b>Section IV to be completed by the Procurement Authority:</b>		
SECTION IV Authorization	Determination	Select applicable option: - Request Authorized Pursuant to A.R.S. §41-2565 and A.A.C. R2-7-403 (A) - Request Authorized with Conditions/Restrictions - Request Returned for Additional Information - Request Denied
SECTION IV Authorization	Approved Expiration Date	Specify date or term
SECTION IV Authorization	Comments, conditions or restrictions	Complete as needed
SECTION IV Authorization	Print name	Printed name of the approver
SECTION IV Authorization	Title	Job title of the approver
SECTION IV Authorization	Date	Specify date of approval
SECTION IV Authorization	Signature	Signature of the approving authority
Additional section	Section may be used by any party in case the fields within the document were insufficient	