

Standard Work

Owner	State Procurement Office, Compliance Unit		
Form Number	SPO Form 105 - Brand Name Only Procurement Authorization	Version	Revised 4/28/2022

Process Standard Work/Instruction for completion and submittal of the SPO 105 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 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	Name of Brand	Provide name of the brand
8	Identify supplier(s) from which the brand can be obtained	Identify sources from which the designated brand name item can be solicited from to achieve the maximum practical competition
9	Requesting Term	Specify the contract term
10	Estimated Cost	Forecasted expenditures for the duration of the Brand Name term

SECTION III - Justification

11	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 justification that the brand name is not to limit or restrict competition.
12	Describe the procurement process, strategy to promote competition, 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.
13	Signature	Signature of the authorized requestor
14	Date of Request	Specify the date of request

Section IV to be completed by the Procurement Authority:

SECTION IV - Approval

15	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
16	Approved Expiration Date	Specify date or term of expiration
17	Comments, conditions, or restrictions (as applicable)	Complete as needed
18	Print Name	Printed name of the approver
19	Title	Job title of the approver
20	Signature	Signature of the approving authority
21	Date of Approval	Specify the date of approval
22	Use section as necessary	Used by any party in case the fields within the form were insufficient

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:
Brand Name Only Authorization
A.A.C. R2-7-403**

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. Name of Brand

8. Identify supplier(s) from which the brand can be obtained

9. Requesting Term

10. Estimated Cost

SECTION III - Justification

11. 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

12. Describe the procurement process, strategy to promote competition, and determination that the price is fair and reasonable

13. Signature

14. 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

15. Determination

16. Approved Expiration Date

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

18. Print Name

19. Title

20. Signature

21. Date of Approval

22. Use section as necessary

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