

**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 - Agency Request

1. Agency

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. Solicitation/Contract ID

10. Requesting Term

11. Estimated Cost

12. Commodity

SECTION III - Justification

13. 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

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

[Empty response area for item 14]

15. Signature

[Empty signature box]

16. Date of Request

[Empty date box]

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

17. Determination

18. Approved Expiration Date

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

20. Print Name

21. Title

22. Signature

23. 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.***

24. Use section as necessary

Owner	State Procurement Office, Compliance Unit		
Form Number	SPO 105 - Brand Name Only Procurement Authorization	Version	rev 09-21

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 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	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	Solicitation/Contract ID	eProcurement solicitation or contract number (if available)
10	Requesting Term	Specify the contract term
11	Estimated Cost	Forecasted expenditures for the duration of the Brand Name term
12	Commodity	eProcurement system Commodity code(s)

SECTION III - Justification

13	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.
14	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.
15	Signature	Signature of the authorized requestor

16	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		
17	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
18	Approved Expiration Date	Specify date or term of expiration
19	Comments, conditions, or restrictions (as applicable)	Complete as needed
20	Print Name	Printed name of the approver
21	Title	Job title of the approver
22	Signature	Signature of the approving authority
23	Date of Approval	Select the date of approval from the drop-down calendar
24	Use section as necessary	Section may be used by any party in case the fields within the document were insufficient
<p><i>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.</i></p>		