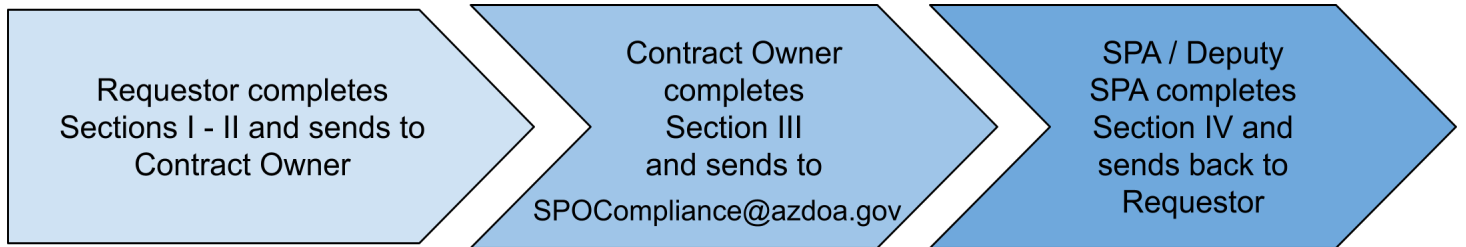


Owner	State Procurement Office, Compliance Unit		
Form Number	SPO 106A - Single-Agency Cooperative Contract Purchase Authorization	Version	11/15/2022

Process Standard Work / Instruction for completion of the **SPO Form 106A**

Form Completion Process



No.	Action	Action Detail / Key Points
Sections I through II to be completed by the requesting State Governmental Unit:		
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	Description	Description of service(s)/material(s) or Contract title (eProcurement Label)
7	Contractor	Name of the contractor
8	Contract ID	eProcurement contract number (if available)
9	Purchase Type	Select applicable option:
		- One Time Purchase - Full Use of Contract
10	Maximum End Date	Select from the drop-down calendar the maximum end date of the contract
11	Estimated Spend	Forecasted expenditures for the duration of the Cooperative purchase
12	Detail the efforts made to secure a contract for the specific Materials or Services requested and explain why purchasing from a Cooperative Contract (piggyback) is in the best interest of the State per Technical Bulletin 005.	Detail the efforts made to secure a contract for the specific Materials or Services requested and explain why purchasing from a Cooperative Contract (piggyback) is in the best interest of the State per Technical Bulletin 005.

13	Was the contract awarded through the competitive process? A.A.C. R2-7-1003 (B)(1)	Select applicable option:
		- Yes
		- No
		- Solicitation Pending
14	Date of request	Select the date of request from the drop-down calendar
15	Requester Signature	Signature of the authorized requestor
16	Requester: Upon completion of Section I and II, send this signed form to Contract Owner listed in the eProcurement System for review	

SECTION III - Contract Owner Review

17	Comments, conditions, and restrictions (as applicable)	Complete as needed
18	I acknowledge that upon approval of SPO Form 106A, the Contract will require an amendment to add the additional agency and the additional agency will need to be added as a user in the state's eProcurement System. This completed form will be included in the request to the help desk.	Click the box to acknowledge that upon approval of SPO Form 106A, the Contract will require an amendment to add the additional agency and the additional agency will need to be added as a user in the state's eProcurement System. This completed form will be included in the request to the help desk.
19	Print Name	Select the date from the drop-down calendar
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 III, send this signed form to SPOCompliance@azdoa.gov and cc Requestor for processing	

Section IV to be completed by SPO:

24	Determination	Select applicable option in accordance with A.A.C. R2-7-1001:
		- Request Authorized
		- Request Authorized with Conditions/Restrictions
		- Request Returned for Additional Information
		- Request Denied
25	Approved Expiration Date	Select the date from the drop-down calendar
26	Comments, conditions or restrictions (as applicable)	Complete as needed
27	Print name	Printed name of the approver
28	Date	Select the date of approval from the drop-down calendar
29	Title	Job title of the approver
30	Signature	Signature of the approving authority

Use this addition page as necessary

31	Use this additional section as necessary	Section may be used by requesting agency or SPO, in case the fields within the document were insufficient
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Procurement Determination:
**Single-Agency Cooperative Purchase
Authorization A.A.C. R2-7-1001**

SECTIONS I-II MUST BE COMPLETED BY THE REQUESTOR

SECTION I - Agency Request*

1. Agency	<input type="text"/>		
2. Requestor	<input type="text"/>	3. Email	<input type="text"/>
4. Title	<input type="text"/>	5. Telephone	<input type="text"/>

* For limited delegation agencies, please work with your Enterprise Procurement Services (EPS) liaison.

SECTION II - Background

6. Description	<input type="text"/>		
7. Contractor	<input type="text"/>		
8. Contract ID	<input type="text"/>	9. Purchase Type	<input type="text"/>
10. Maximum End Date	<input type="text"/>	11. Estimated Spend	<input type="text"/>

12. Detail the efforts made to secure a contract for the specific Materials or Services requested and explain why purchasing from a Cooperative Contract (piggyback) is in the best interest of the State per Technical Bulletin 005.

13. Was the contract awarded through the competitive process? A.A.C. R2-7-1003(B)(1)

14. Date of request

15. Requester Signature

16. Requester: Upon completion of Section I and II, send this signed form to Contract Owner listed in the eProcurement System for review

Approval of this request does not allow for agencies to exceed their delegated authority.

TO BE COMPLETED BY THE CONTRACT OWNER

SECTION III - Contract Owner Review

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

18. I acknowledge that upon approval of SPO Form 106A, the Contract will require an amendment to add the additional agency and the additional agency will need to be added as a user in the state's eProcurement System. This completed form will be included in the request to the [help desk](#).

19. Print Name

20. Title

21. Signature

22. Date of Review

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

SECTION IV - Approval

TO BE COMPLETED BY PROCUREMENT AUTHORITY

24. Determination

25. Approved Expiration Date

26. Comments, conditions or restrictions (as applicable)

27. Print name

28. Date

29. Title

30. 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.

31. Use this additional section as necessary