Owner	Sta	State Procurement Office, Compliance Unit				
Form N	SPO 106A - Single-Agency Cooperative Contract Purchase Authorization Version 12					
Process	s Sta	ndard Work / Instruction for	r completion of the SPO Form 106A			
Form C	ompletion Pro	cess				
S	Sections I - II	completes and sends to ot Owner	Contract Owner completes Section III and sends to POCompliance@azdoa.gov	SPA / Depu SPA comple Section IV a sends back Requesto	etes and to	
No.		Action	Action Detail / Ke	y Points		
Sections I through II to be completed by the requesting State Governmental Unit:						
0000101	ns i through i	to be completed by the re	equesting State Governmental Unit:			
_	ON I - Agency		equesting State Governmental Unit:	_	_	
_			equesting State Governmental Unit: Name of the requesting agency			
SECTIO	ON I - Agency					
SECTIC	DN I - Agency Agency		Name of the requesting agency			
SECTIO 1 2	ON I - Agency Agency Requestor		Name of the requesting agency Name of the requestor			
SECTIO 1 2 3	DN I - Agency Agency Requestor Email		Name of the requesting agency Name of the requestor Email of the requestor			
SECTIO 1 2 3 4 5	Agency Requestor Email Title	Request	Name of the requesting agency Name of the requestor Email of the requestor Job title of the requestor			
SECTIO 1 2 3 4 5	Agency Agency Requestor Email Title Telephone	Request	Name of the requesting agency Name of the requestor Email of the requestor Job title of the requestor	ract title (eProc	urement Label)	
SECTIO 1 2 3 4 5 SECTIO	Agency Agency Requestor Email Title Telephone DN II - Backgr	Request	Name of the requesting agency Name of the requestor Email of the requestor Job title of the requestor Telephone number of the requestor	ract title (eProc	urement Label)	
SECTIO 1 2 3 4 5 SECTIO 6	DN I - Agency Agency Requestor Email Title Telephone DN II - Backgr Description	Request	Name of the requesting agency Name of the requestor Email of the requestor Job title of the requestor Telephone number of the requestor Description of service(s)/material(s) or Contr	X	urement Label)	
SECTIO 1 2 3 4 5 SECTIO 6 7	Agency Agency Requestor Email Title Telephone Description Contractor	Request	Name of the requesting agency Name of the requestor Email of the requestor Job title of the requestor Telephone number of the requestor Description of service(s)/material(s) or Contr Name of the contractor	X	urement Label)	
SECTIO 1 2 3 4 5 SECTIO 6 7	Agency Agency Requestor Email Title Telephone Description Contractor	round	Name of the requesting agency Name of the requestor Email of the requestor Job title of the requestor Telephone number of the requestor Description of service(s)/material(s) or Contr Name of the contractor eProcurement contract number (if available)	X	urement Label)	
SECTIO 1 2 3 4 5 SECTIO 6 7 8	Agency Agency Requestor Email Title Telephone Description Contractor Contract ID	round	Name of the requesting agency Name of the requestor Email of the requestor Job title of the requestor Telephone number of the requestor Description of service(s)/material(s) or Control Name of the contractor eProcurement contract number (if available) Select applicable option:	X	urement Label)	
SECTIO 1 2 3 4 5 SECTIO 6 7 8	Agency Agency Requestor Email Title Telephone Description Contractor Contract ID	rpe	Name of the requesting agency Name of the requestor Email of the requestor Job title of the requestor Telephone number of the requestor Description of service(s)/material(s) or Contr Name of the contractor eProcurement contract number (if available) Select applicable option: - One Time Purchase			
SECTION 1 2 3 4 5 SECTION 6 7 8 9	Agency Agency Email Title Telephone Description Contractor Contract ID	Request ound	Name of the requesting agency Name of the requestor Email of the requestor Job title of the requestor Telephone number of the requestor Description of service(s)/material(s) or Contr Name of the contractor eProcurement contract number (if available) Select applicable option: - One Time Purchase - Full Use of Contract	kimum end date	e of the contract	

		Select applicable option:
13	Was the contract awarded through the competitive process? A.A.C. R2-7-1003 (B)(1)	- 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 System for review	and II, send this signed form to Contract Owner listed in the eProcurement
SECTIO	ON 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:

		Select applicable option in accordance with A.A.C. R2-7-1001:		
24		- Request Authorized		
	Determination	- 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 thi	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		



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		
2. Requestor	3. Email	
4. Title	5. Telephone	

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

SECTION II - Background	
6. Description	
7. Contractor	
8. Contract ID	9. Purchase Type
10. Maximum	11. Estimated
End Date	Spend

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)	13.	Was t	he contract	awarded f	hrough 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 <u>help desk</u>.

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 Exp	iration Date
26. Comments, co	onditions or restrictions (as applicable)
27. Print name	28. Date
29. Title	30. Signature
AGENCY NOTICE: This Procurement Office.	is an official written determination in response to a procurement authorization request. The original request shall be maintained in the State

31. Use this additional section as necessary