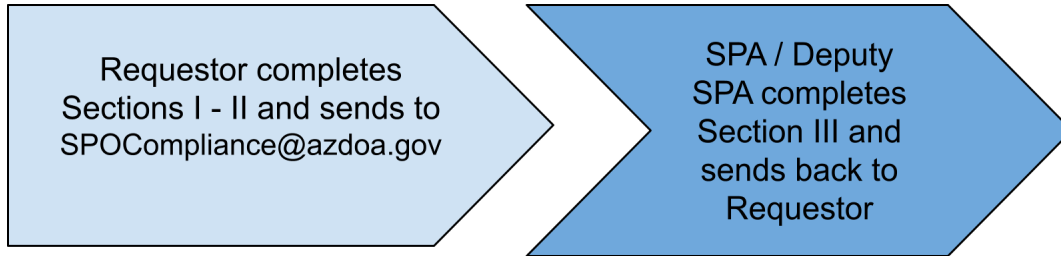


Owner	State Procurement Office, Compliance Unit		
Form Number	SPO 106B - Cooperative Contract Purchase Authorization	Version	11/15/2022

Process	Standard Work / Instruction for completion of the SPO Form 106B
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Form Completion Process



No.	Action	Action Detail / Key Points
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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	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	The agency acknowledges that upon approval, a fully-executed Participating Addendum is required, and resulting contract documents must be uploaded in the state's eProcurement system.	Click the box that the agency acknowledges that upon approval, a fully-executed Participating Addendum is required, and resulting contract documents must be uploaded in the state's eProcurement system.
15	Date of request	Select the date of request from the drop-down calendar
16	Requester Signature	Signature of the authorized requestor
17	Requester: Upon completion of Section I and II, send this signed form to SPOCompliance@azdoa.gov for review	

SECTION III - Approval

18	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
19	Approved Expiration Date	Select the date from the drop-down calendar
20	Comments, conditions or restrictions (as applicable)	Complete as needed
21	Print name	Printed name of the approver
22	Date	Select the date of approval from the drop-down calendar
23	Title	Job title of the approver
24	Signature	Signature of the approving authority
Use this addition section as necessary		
25	Use this additional section as necessary	Section may be used by requesting agency or SPO, in case the fields within the document were insufficient

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
End Date

11. Estimated
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)

14. The agency acknowledges that upon approval, a fully-executed Participating Addendum is required, and resulting contract documents must be uploaded in the state's eProcurement system.

15. Date of request

16. Requester Signature

17. Requester: Upon completion of Section I and II, send this signed form to SPOCompliance@azdoa.gov for review

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

SECTION III - Approval

TO BE COMPLETED BY PROCUREMENT AUTHORITY

18. Determination

19. Approved Expiration Date

20. Comments, conditions or restrictions (as applicable)

21. Print name

22. Date

23. Title

24. 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.

25. Use this additional section as necessary