

SPO 108 Standard Work

<b>Owner</b>	State Procurement Office, Compliance Unit		
<b>Form Number</b>	SPO 108 - Greater than 25% Increase	<b>Version</b>	rev 04-22

**Process** Standard Work/Instructions for completion and submittal of the SPO 108 form. The form is available on the [SPO website: For Agencies > Resources > Standard Forms and Documents](#). If the contract in question includes construction services, please contact the [ADOA General Services Division](#) and do not use this form.

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	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	Contractor(s)	Name of Contractor(s)
8	Contract Number	eProcurement contract number (if available)
9	Contract Type	Select applicable option: - Participating Addendum - Mandatory Statewide - Single/Limited-Use Agency
10	Current Estimated Spend	Current expected spend for the project or contract
11	Estimated Cost of Increase	Forecasted expenditures for the cost increase

**SECTION III - Justification**

12	Rationale	Select applicable option in accordance with A.A.C R2-7-604(B): Proposed change exceeds 25% of the original contract amount Amendment exceeds 25% of the original contract amount
13	Provide details of the increased cost to the contracts. Include an additional table if needed.	Provide the line item/milestone/project/change order descriptions, current pricing, and proposed "New" pricing. The field for "percentage of change" will auto-calculate based upon the entered costs. Attach an additional table using this format if you require more than the provided 14 lines. The formula used to calculate "percentage of change" is =(New Cost-Current Cost)/Current Cost
14	Describe the justification for the increase and the determination that the price is fair and reasonable. What are the reasons for the increase and what measures will be in place to prevent future increases? Detail what the next steps are in this contract with regard to contract extension and potential solicitations (i.e. renewals, resolicitation, etc.).	Detail the reasons for the increase and provide justification and documentation to support the change. Include what the next steps will be regarding this contract regarding future renewals or resolicitation. Also detail any measures put in place to prevent future increases.

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15	I have attached relevant supporting documentation to support the increase, if needed.	Attach any supporting documentation or additional tables to support Steps 13 and 14.
16	I have conducted research and determined that pricing is fair and reasonable and in the best interest to the State.	Check the box confirming research was conducted and detailed in Step 14.
17	Signature	Signature of the authorized requestor
18	Date of Request	Specify date of the request from the drop down calendar.

**Section IV to be completed by the Procurement Authority:**

**SECTION IV - Approval**

19	Determination	Select applicable option in accordance with A.A.C. R2-7-604(B):
		- Request Authorized Pursuant to R2-7-604(B)
		- Request Authorized with Conditions/Restrictions R2-7-604(B)
		- Request Returned for Additional Information
		- Request Denied
20	Comments, conditions, or restrictions (as applicable)	Complete as needed
21	Print Name	Printed name of the approver
22	Title	Job title of the approver
23	Signature	Signature of the approving authority
24	Date of Approval	Specify the date of approval from the drop-down calendar
25	Use section as necessary	Section may be used by any party in case the fields within the form were insufficient

***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. Contract Owner shall upload the signed approval version of this form and any supporting documentation in the eProcurement system.***

**Procurement Determination:  
Greater than 25% Increase  
A.A.C. R2-7-604(B)**

**SECTIONS I THROUGH III MUST BE COMPLETED BY THE REQUESTOR**  
USE ADDITIONAL PAGE AS NECESSARY

**SECTION I - Agency Request**

1. State Governmental Unit

2. Requestor

3. Email

4. Title

5. Telephone

**SECTION II - Background**

6. Service(s)/Material(s)

7. Contractor(s)

8. Contract Number

9. Contract Type

10. Current Estimated Spend

11. Estimated Cost of Increase

**SECTION III - Justification**

**12. Rationale**

**13. Provide details of the increased cost to the contracts. Include an additional table if needed.**

Description	Current Cost	New Cost	Percentage of Change

14. Describe the justification for the increase and the determination that the price is fair and reasonable. What are the reasons for the increase and what measures will be in place to prevent future increases? Detail what the next steps are in this contract with regard to contract extension and potential solicitations (i.e. renewals, resolicitation, etc.).

15. I have attached relevant supporting documentation to support the increase, if needed.

16. I have conducted research and determined that pricing is fair and reasonable and in the best interest to the State.

17. Signature

18. Date of Request

**AGENCY NOTICE:** Upon completion, Requestor shall forward the signed form to the Procurement Authority for review and approval. If anticipated expenditure is above or outside of the Agency's delegation, forward document to [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov).

**TO BE COMPLETED BY PROCUREMENT AUTHORITY**

**SECTION IV - Approval**

19. Determination

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

21. Print Name

22. Title

23. Signature

24. 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.*

*Contract Owner shall upload the signed approval version of this form and any supporting documentation in the eProcurement system.*

25. Use section as necessary