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| Who:  Contract Owners | Owner: Mackenzie Hix  Number: | Date: | 03/07/2017 |
| Revision: | Draft |

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| Process: | **Standard Work guide to give specific instructions to CI users in SPO and all State Agencies** |

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|  | **Action** | | **Action Detail / Key Points** |
| **Starting Process** | | | |
| First time | 1 | Download the form from the SPO website | Go to the spo.az.gov website and download the Competition Impracticable form to your personal drive. |
| First time | 2 | Agency Name | Please name your agency at the top of the form. |
| First time | 3 | Requestor | Please print your name in the field. |
| First time | 4 | Title | Please print your official job title in the field. |
| First time | 5 | Phone Number | Please put your office phone number in the field. |
| First time | 6 | Email | Please put your office email in the field. |
| First time | 7 | Contract #, Blanket Purchase Order #, or Purchase Requisition # | Please provide the contract or solicitation number depending on the situation. Be detailed in your explanations and limits of the situation. |
| First Time | 8 | Date Requested | Please print the date of when you are filling out the Competition Impracticable. |
| First Time | 9 | Blanket Purchase Order/ Purchase Requisition Description | Please provide a short description of the contract or solicitation. |
| First Time | 10 | Subject Materials or Services | Provide the materials or services regarding the solicitation or contract. |
| First Time | 11 | Supplier Name(s) | Please list all the suppliers on the contract, Blanket Purchase Order, or Purchase Requisition. |
| First Time | 12 | Supplier ID(ProcureAZ) | Provide the Supplier ID found in ProcureAZ. |
| First Time | 13 | Full Description of Materials/Services being procured | Discuss in detail the description of what the state is soliciting/purchased. |
| First Time | 14 | Estimated Cost (5 years per Procurement Code) | Please put the estimated cost of the contract. |
| First Time | 15 | Duration of C.I | State how long the C.I will extend the contract or solicitation |
|  |  | Justification: Select **ONE** option | 1. Not able to meet competitive requirements of 41-2533, 41-2534, 41-2538 or 41-2578. Selected if, as a part of executing a Bid process no offers are received or deemed qualified and capable and there is insufficient time prior to the Maximum End Date to re-solicit the Bid or 2) the competitive process cannot meet the requirements of A.R.S. Paragraphs 41-2533, 41-2534, 41-2538 or 41-2578. 2. Total Cost: Selected if the Bid indicates that, in addition to the cost of the supply of the Item quoted, the Total Cost indicates that the proposed procurement process is advantageous to the State. Example, Supplier A’s quote for the Item is lower than Supplier B but Total Cost of the Item plus the implementation costs are higher for Supplier B. 3. Exceeding Maximum End Date: Selected when there is insufficient time between the Request Date and the contract Maximum End Date to complete a competitive Bidding process. 4. Business Continuity: Selected when it is necessary to allow for the continued purchases or services during an implementation of a new supplier or a conversion of systems or tools under separate contract. |
| First Time | 16 | Justification: Other | Provide justification as to why the CI should be approved if none of the pre-recorded options applies to the situation. Provide an explanation if you choose “other.” |
| First Time | 17 | Justification as to why it is advantageous to the State | Please provide reasoning in detail as to why the CI would be advantageous to the state. |
| First Time | 18 | Agency Approved Procurement Process to be used(including contracting strategy) | Detailed strategy to be used going further in the procurement process. The Uniform Terms and Conditions must be contained within final contract. Also note how the Purchase order is to confirm that supplier pricing is competitive. |
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| A. Task / Activity | **T. Downloading and Completing a CI by using the instruction guide**  **A.** The following guide outlines the instructions, form and pathway for the CI to be sent and tracked. Please note that this checklist does not include every document that may be required or included in a Procurement file. This is a standard guide for all Agencies, Procurement Officers, and Management to abide by. |
| Reference Doc | **Competition Impracticable Form; CI Approval Standard Work; Overall CI Process Flow** |