

## SPO ALERT

Date: 1/25/2024  
To: State Agencies  
From: State Procurement Office

Re: NEW Direct Contract Templates & 403(C) Brand Name or Equivalent SW & templates

The following NEW template and standard work is now on the SPO For Agencies site within the [Determinations Library](#) page:

- **403(C) Brand Name or Equivalent SW & template**

This template and standard work is for determinations related to Brand Name Equivalent requests. This is to be used prior to solicitation publication. If your agency does not have delegation to approve this type of determination, please contact your EPS agency for assistance.

Requests for Brand Name ONLY specifications can continue to be submitted using the SPO Form 105 that is currently available on the SPO website.

The following NEW Direct Contract templates are now available on the SPO For Agencies site within the [Standard Forms and Templates](#) page under "Solicitation Templates":

- **Direct Contract Simple**

This template would be used for simple, one-time purchases, contracts awarded through a NPTQ process, or direct awards made to Set-Aside providers. These are examples of when this template would be needed, but it is for any direct contract where extensive terms and conditions are not needed and simplified terms are sufficient.

- **Direct Contract Complex**

This template would be used for direct contracts resulting from Sole Source and CI determinations, Exempt contracts with a direct award, and direct awards made to Set-Aside providers. These are some examples of when this template would be needed, but it is for any direct contract need which requires extensive terms and conditions.

- **Direct Contract PA Complex**

This template would be used when entering into a Participating Addendum (PA) agreement on a cooperative contract. Agencies are only able to do this if they have written delegation to do so, or have received approval from SPO using a SPO Form 106B request.

If you have any questions, please contact [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov).

Thank you,

SPO Compliance

ADOA – State Procurement Office | State of Arizona

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