

SPO ALERT

Date: 3/28/2022

To: State Agencies

From: State Procurement Office

Re: SPO Forms for Procurement Exception Requests

On 3/10/2022, a SPO Alert regarding fillable web forms for procurement exception requests was communicated. The fillable web form versions were retracted due to the limitations and complexities of Adobe Sign's setup for multiple recipients.

Please revert to downloading the PDF fillable versions and sending approval requests to the appropriate procurement authority and/or SPOCompliance@azdoa.gov (if needed outside of the state governmental unit's delegation).

The following files were updated on the [SPO For Agencies site within the Resources - Standard Forms and Documents](#) along with a visual process flowchart for completing the forms:

- SPO Form 101 - Competition Impracticable (CI) Authorization
- SPO Form 102 - Emergency Procurement Authorization
- SPO Form 103 - Sole Source (SS) Procurement Authorization
- SPO Form 104 - Off-Contract Authorization
- SPO Form 105 - Brand Name Authorization

Please note: In order to ensure that you are utilizing the most updated version(s), please refrain from saving the file(s) (as it/they will be a static version). Instead, always refer to the link(s) above to be confident you have the most recent version(s).

If you have any questions, please contact SPOCompliance@azdoa.gov.

Thank you,

SPO Compliance

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