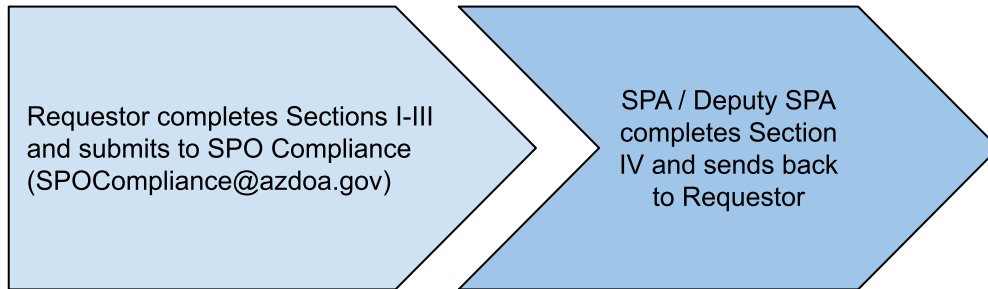


## Standard Work

<b>Owner</b>	State Procurement Office, Compliance Unit		
<b>Form Number</b>	SPO Form 109 - Beyond 5 Year Request	<b>Version</b>	11-14-2022

<b>Process</b>	Standard Work/Instructions for completion and submittal of the SPO 109 form. The form is available on the <a href="#">SPO website: For Agencies &gt; Resources &gt; Standard Forms and Documents</a> .
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### Form Completion Process



No.	Action	Action Detail/Key Points
<b>Sections I through III to be completed by the requesting State Governmental Unit:</b>		
<b>SECTION I - State Governmental Unit Request</b>		
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
<b>SECTION II - Background</b>		
6	Service(s)/Material(s)	Description of service(s)/material(s)
7	Solicitation Type	Select applicable option:
		- Request for Proposal (RFP)
		- Invitation for Bid (IFB)
		- Request for Quotes (RFQ)
		- Request for Qualifications (RFQu)
7	Solicitation Type	- Limited Competition
8	Requesting Initial Contract Term + Renewal Options	Specify requested contract term and the renewal options Examples: 3 year initial, 3 2- year renewal options, 9 years total 5 year initial, 1 5- year renewal option, 10 years total 2 year initial, 2 2-year renewal options, 6 years total
9	Estimated Cost	Forecasted expenditures for the duration of the contract term including renewal options.
10	Describe pricing structure and how pricing will be controlled through initial term and contract renewals.	Some things to consider include: Will price increases be allowed? Are increases capped or tied to an inflation index? Is pricing fix for the initial term? Is pricing pre-determined for all terms (i.e. Year 1, Year 2,... Year 10)?

### SECTION III - Justification

11	Rationale	Checkbox which indicates the following rationale is met: In accordance with A.R.S. § 41-2546 (B): B. Before the use of a multiterm contract, it shall be determined in writing that: 1. Estimated requirements cover the period of the contract and are reasonable and continuing 2. Such a contract will serve the best interests of this state by encouraging effective competition or otherwise promoting economies in the state procurement.
12	Provide details of the procurement need, reason for the extended contract term, how the estimated requirements are reasonable and continuing, why more frequent competition is not practicable, and how the proposed procurement is in the best interest of the State in accordance with A.A.C. R2-7-605(B).	Provides explanation to meet the determination requirements in A.A.C. R2-7-605(B) which states: The agency chief procurement officer shall submit a request to the state procurement administrator in writing indicating: 1. The time period requested for the contract; 2. Documentation that the estimated requirements are reasonable and continuing; 3. Documentation to demonstrate why more frequent competition is not practicable and that such a contract will serve the best interests of the state.
13	Signature	Signature of the authorized requestor
14	Date of Request	Specify the date of request
15	<b>Requestor: Upon completion of Sections I - III, send this signed form to <a href="mailto:SPOCompliance@azdoa.gov">SPOCompliance@azdoa.gov</a> for processing</b>	

Section IV to be completed by the Procurement Authority:

### SECTION IV - Approval

16	Determination	Select applicable option in accordance with A.A.C. R2-7-605 - Request Authorized Pursuant to R2-7-605 - Request Authorized with Conditions/Restrictions R2-7-605 - Request Returned for Additional Information - Request Denied
17	Approved Expiration Date	Specify the date or term of expiration
18	Comments, conditions, or restrictions (as applicable)	Complete as needed
19	Print Name	Printed name of the approver
20	Title	Job title of the approver
21	Signature	Signature of the approving authority
22	Date of Approval	Specify the date of approval
23	Use section as necessary	Used by any party in case the fields within the form were insufficient

**STATE GOVERNMENTAL UNIT NOTICE: This is an official written determination in response to a procurement authorization request.**

**A copy of the form shall be maintained by the State Governmental Unit and the State Procurement Office.**

**Upon completion, Requestor shall forward the signed form to the Contract Owner.**

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

**If anticipated expenditure is above State Governmental Unit's delegation, forward document to [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov).**

Procurement Determination:  
**Beyond Five (5) year Contract Request**  
**A.R.S. § 41-2546 & A.A.C. R2-7-605**

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

**SECTION I - State Governmental Unit Request**

**1. State Governmental Unit**

**2. Requestor**

**3. Email**

**4. Title**

**5. Telephone**

**SECTION II - Background**

**6. Service(s)/Material(s)**

**7. Solicitation Type**

**8. Requesting Initial Contract Term + Renewal Options**

**9. Estimated Cost**

**10. Describe pricing structure and how pricing will be controlled through initial term and contract renewals.**

### SECTION III - Justification

#### 10. Rationale

- ☐ In accordance with A.R.S. § 41-2546 (B):
- B. Before the use of a multiterm contract, it shall be determined in writing that:
1. Estimated requirements cover the period of the contract and are reasonable and continuing
  2. Such a contract will serve the best interests of this state by encouraging effective competition or otherwise promoting economies in the state procurement.

**11. Provide details of the procurement need, reason for the extended contract term, how the estimated requirements are reasonable and continuing, why more frequent competition is not practicable, and how the proposed procurement is in the best interest of the State in accordance with A.A.C. R2-7-605(B).**

#### 12. Signature

#### 13. Date of Request

**14. Requestor: Upon completion of Sections I - III, send this signed form to [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov) for processing**

In accordance with the Procurement Rules, the Arizona Uniform Terms and Conditions must be made a part of all Contracts. If you will be required to sign a software licensing agreement or sign any other agreement containing terms and conditions, these will need additional review to ensure that the terms and conditions do not invalidate the Arizona Uniform Terms and Conditions. Approval of this request does not allow for agencies to exceed their dollar acquisition amount of delegated authority.

**TO BE COMPLETED BY PROCUREMENT AUTHORITY**

**SECTION IV - Approval**

15. Determination

16. Approved Expiration Date

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

18. Print Name

19. Title

20. Signature

21. Date of Approval

22. Use section as necessary

**STATE GOVERNMENTAL UNIT NOTICE:** *This is an official written determination in response to a procurement authorization request.*

*A copy of the form shall be maintained by the State Governmental Unit and the State Procurement Office.*

*Upon completion, Requestor shall forward the signed form to the Contract Owner.*

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