

SPO ALERT

Date: 11/21/2022

To: State Agencies

From: State Procurement Office

Re: New Solicitation Templates (for RFPs) and SPO Forms

The following updated solicitation forms (for RFPs) are now available on the SPO For Agencies site within the [Standard Forms and Documents](#) web page:

File	Update(s)
Solicitation Requirements (for RFPs)	<ul style="list-style-type: none"> • Incorporates new Uniform Terms & Conditions; • Revisions throughout for clarity; • Insurance requirements moved to Addendum A for ease of editing/formatting; • Includes Addendum B with AZRamp/Homeland data security requirements; and • Table of contents linked to each section.
Solicitation Attachments (for RFPs)	<p>There are two versions of the Solicitation Attachments:</p> <ul style="list-style-type: none"> • Individual attachments were combined; and • Each individual attachment was separated so they can stand-alone. <p>Updates include the following:</p> <ul style="list-style-type: none"> • Requests Certificates of Insurance via email; • Updated language describing the Conformance Statement and use of exceptions; and • Revisions throughout for clarity and ease of use; and • Table of contents linked to each section.

The following **NEW** forms are now available on the SPO For Agencies site within the [Standard Forms and Documents](#) web page as well:

Form	Purpose
SPO Form 106A - Single-Agency Cooperative Purchase Authorization	<ul style="list-style-type: none"> • For use when requesting cooperative access to a single-agency contract; and • Includes standard work with further instructions.

SPO Form 106B - Cooperative Contract Purchase Authorization	<ul style="list-style-type: none"> • For use when an agency requests access to an external (non-state) cooperative contract; and • Includes standard work with further instructions.
SPO Form 109 - Beyond 5 Year Request	<ul style="list-style-type: none"> • For use when requesting approval of a solicitation or contract that will be over five (5) years in length; and • Includes standard work with further instructions.
SPO Form 205A - Annual Forced Labor of Ethnic Uyghurs Ban	<ul style="list-style-type: none"> • For compliance with the Forced Labor of Ethnic Uyghurs law by agencies with repeated off-contract purchases from the same supplier in the same fiscal year; and • Includes standard work with further instructions.

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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