|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Finance and Administration Cabinet**  **Office of Administrative Services**  **SPR1 Request Form** | | | | | | | **Send Forms To[[1]](#endnote-1):**  FIN.OASPURCHASING@KY.GOV  OR  Capitol Annex, Room 195, Frankfort, KY 40601 | | | |
| Requesting Department[[2]](#endnote-2): | |  | | | | | | | | |
| Requestor Name: | |  | | | | | | | | |
| Requestor Phone Number: | |  | | | Requestor e-Mail: | | | |  | |
| Type of Request[[3]](#endnote-3): | |  | | | Request Category: | | | |  | |
| Cost: | |  | | | Vendor Name: | | | |  | |
| Short Description[[4]](#endnote-4): | | | |  | Accounting Template[[5]](#endnote-5): | | | |  | |
|  | | | | | | | | | | |
| Will Personal Security Information and Breach Provisions apply to contract per KRS 61.931? | | | | | | | | | |  |
| Purpose & Justification[[6]](#endnote-6): | | | | | | | | | | |
|  | | | | | | | | | | |
| Agency’s Authorized Approval Signature[[7]](#endnote-7) | | |  | | | | | | | |
| Printed Name: |  | | | | | Date: | |  | | |

**Guidance for completing the SPR1 Request Form**

1. Questions regarding the process or form may be sent to the OAS Purchasing mailbox or you may contact the Procurement and Customer Billing Branch staff directly. [↑](#endnote-ref-1)
2. OAS is responsible for processing all purchase requests for the agencies identified in the “Requesting Department” drop down list. Contracts that will result in a statewide master agreement should still be routed through OAS who will complete paperwork that will be forwarded to the Office of Procurement Services, the office providing oversight of all statewide contracts. [↑](#endnote-ref-2)
3. Refer to FAP 111-12-00 on the Finance and Administration Cabinet’s website for printing purchasing requirements. [↑](#endnote-ref-3)
4. Provide a summary of what is being requested. This will be used to identify the request within eMARS. [↑](#endnote-ref-4)
5. An Accounting Template is the 6-character eMARS code that identifies how the item will be paid and recorded in eMARS. If you are unsure what that code is, your Budget Officer will be able to assist you. [↑](#endnote-ref-5)
6. Provide a detailed description of what you are requesting to purchase and why the purchase is necessary for operations. Include federal and/or state citations if the purchase is resulting from a statute or regulation. Items that must be included in the Purpose and Justification are:

   * WHAT - Describe in detail the procurement request.   Include any known deliverables, milestones, specifications, requirements, etc.
   * WHY - Describe the business need of the request and include consequences if not approved and/or benefits of approval.  State if the request is required by state or federal law.  State if the request is an effort to streamline or modernize within the agency.
     + HOW - State the procurement method for this request.  The following are the procurement methods:Solicitation (RFQ, RFB, RFP, CT, CT2, PO, PO2)
     + Existing Contract.  State the contract number and attach any quotes, SOWs, etc.
       - If Task Order, include contractor’s name, job title, number of hours, hourly rate, duties, start and end date
       - If Task Order modification, include the original cost, modification cost and reason for additional hours or contractors
     + Contract Modification.  State the contract number and attach any quotes, SOWs, etc.
     + Bidding Exemption (Sole Source, Not Practicable or Feasible to Bid, etc.)
   * HOW MUCH - State the cost and any savings, increases or decreases.  State the funding source (federal, state, grant, etc.)
   * WHEN - State the timeline for the request to include planned solicitation timeline, planned order date, planned implementation, etc.  State if the request is time sensitive and why.
   * WHO - State the name of the Project Manager, Contract Manager/Contracting Officer Representative and/or Procurement Officer

   [↑](#endnote-ref-6)
7. The Agency’s Authorized Approver should be a Branch Manager or higher who has been authorized to approve purchases for your agency. OAS will accept a signed form or an email from the Agency’s Authorized Approver that states the purchase/SPR1 is approved. [↑](#endnote-ref-7)