

Changing a Contract from a Single Agency to a Multiple Agency or Statewide

This document is a quick reference guide for users wishing to obtain approval and then change an existing contract(s) from a single agency to a multiple agency contract(s) or a Statewide Contract(s). The list of agency support team contacts is located at <https://spo.az.gov/app/qrgs>. Please contact SPO Compliance at SPOCompliance@azdoa.gov if you have any questions or require assistance regarding SPO Form 106A or the process for requesting approval to change a single-agency contract to one available to additional agencies.

When an agency has a contract or contract set that is currently for their use only, known as a single agency contract(s), and they want to allow one or more other agencies to utilize that contract(s) by making it a multiple agency or Statewide contract(s) that agency needs to get the approval of Arizona Department of Administration State Procurement Department (ADOA/SPO).

Request

1. Follow the steps as outlined in the [SPO Form 106A](#) from the [Standard Forms and Documents](#) page on the SPO site.

Change

1. If approval is granted and the change takes place during a contract period, the Procurement Manager processes a bilateral amendment; once approved, the Procurement Manager adds the new agency(ies) to the Scope of Application section in the contract header and
2. If it is a Statewide contract, select **State of Arizona** from the Agencies dropdown. If it is a multiple agency contract, select all agencies that will have access to the contract.
3. Click Save.
4. Click the Send Contract for approval button.

The screenshot displays the SPO system interface for editing a contract. The 'Contract Header' section contains the following fields: Contract ID (CTR047223), Amendment Reasons (dropdown), Label* (Wellness Screenings and Vaccinations Amendment #1), and Contract Description. The 'General Information' section includes Type (Master Agreement), Status (Draft), and Amendment # (1). The 'Scope of Application' section shows a list of agencies: Arizona Department of Administration and Arizona Department of Health Services. The 'Statewide Contract' checkbox is highlighted with a blue box.

Note: If you are running a solicitation for multiple agencies, you must have delegated authority to do so or get approval from SPO Compliance before proceeding with the solicitation.