

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.

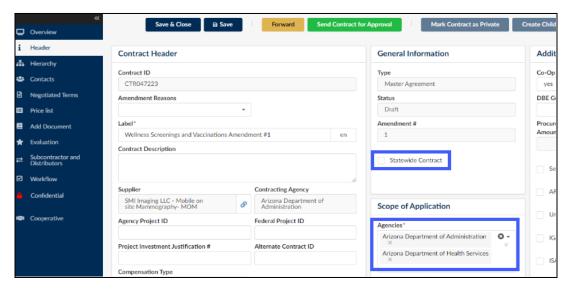
When an agency has a contract or contract set that is currently for their use only, known as a single agency contract(s), and they want to allow one or more other agencies to utilize that contract(s) by making it a multiple agency or Statewide contract(s) that agency needs to get the approval of Arizona 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.
- Click Save
- 4. Click the Send Contract for approval button.



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.