

# 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](mailto: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 for their use only, it is known as a single agency contract(s). 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 the agency needs to get the approval of the Arizona Department of Administration State Procurement Department (ADOA/SPO).

## Request

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

## Change

1. If approval is granted and the change occurs 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.
2. If it is a Statewide contract, select the **Statewide Contract** checkbox.
3. Select the **State of Arizona** from the **Agencies** dropdown. Select all agencies receiving access to the contract if it is a multiple-agency contract.
4. Click **Save**.
5. Click the **Send Contract for Approval** button.

The screenshot shows the SPO Form 106A interface. At the top, there are buttons for 'Save & Close', 'Save', 'Forward', 'Send Contract for Approval', and 'Mark Contract as Private'. The form is divided into two main sections: 'Contract Header' and 'General Information'. The 'Contract Header' section includes fields for 'Contract ID' (CTR066127), 'Label\*' (test add doc), 'Contract Description', 'Supplier\*' (Office Depot Business Solutions LLC - ODP Business Solutions LLC), 'Contracting Agency\*' (Arizona Department of Administration), 'Agency Project ID', 'Federal Project ID', 'Project Investment Justification #', 'Alternate Contract ID', and 'Compensation Type' (Public only). The 'General Information' section includes 'Type' (Master Agreement), 'Status' (Draft), 'Amendment #' (2), and a 'Statewide Contract' checkbox. The 'Scope of Application' section includes an 'Agencies\*' dropdown menu with 'State of Arizona' and 'Arizona Department of Administration' selected. Callouts 3, 4, and 5 point to the 'Agencies' dropdown, the 'Save' button, and the 'Send Contract for Approval' button respectively.



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

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## Resources

Click the link below for more information on the contract creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176>