



QUICK REFERENCE GUIDE

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 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. Also select **State of Arizona** from the **Agencies** dropdown for a Statewide contract. 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.

 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.

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>