

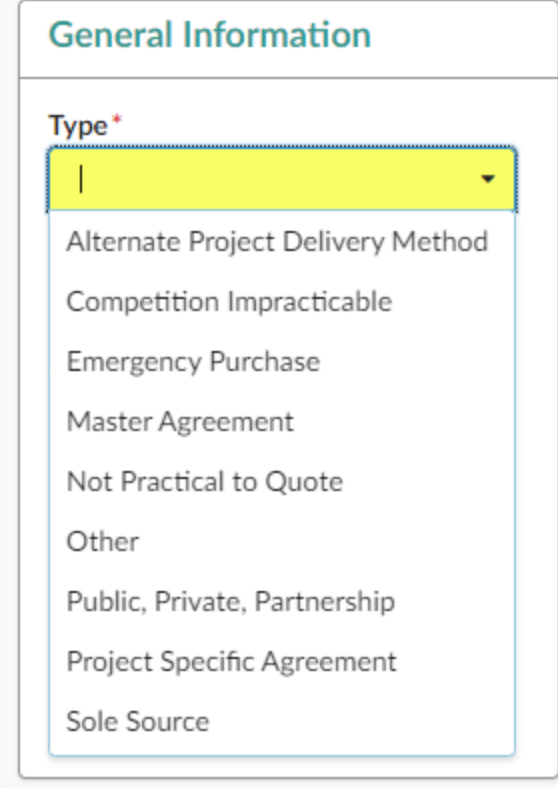
Creating a Direct Contract

This document is a quick reference guide for users wishing to create a contract in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

The steps outlined below can be used when creating a Direct Contract without using a solicitation. This is the initial creation process that creates a contract number. Complete the creation process by accessing other Contract Creation QRGs.

Creating a Direct Contract

1. Hover over the Contracts drop-down and select **Create**.
2. On the Contract page, complete all required fields identified with a red asterisk (*).
 - a. Label
 - b. Supplier
 - c. Type



The screenshot shows a form titled "General Information". Below the title is a field labeled "Type*" with a red asterisk indicating it is required. The field is a dropdown menu with a yellow background and a downward arrow. The dropdown is open, showing the following options: "Alternate Project Delivery Method", "Competition Impracticable", "Emergency Purchase", "Master Agreement", "Not Practical to Quote", "Other", "Public, Private, Partnership", "Project Specific Agreement", and "Sole Source".



Competition Impracticable, Emergency Purchase, Not Practical to Quote, and Sole Source are limited competition options that correspond with the type of determination that must be uploaded on the "Add Documents" tab. Otherwise, APP will provide blocks preventing the Direct Contract from being completed. Follow [SP006](#) - Document Standard for APP Document Upload Guidelines and Naming Conventions. Other direct contracts, such as Cooperative contracts with Participating Addendums, are also included in SP006.

- d. Agencies
- e. Other Commodities
- f. Validity Effective Date
- g. Validity Initial Date

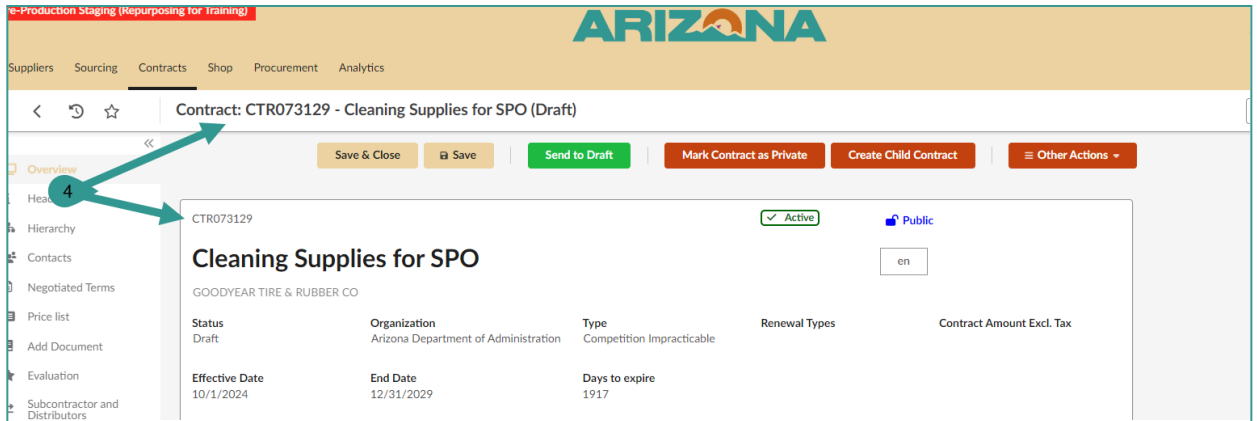
The screenshot shows a web-based contract creation form with the following sections and callouts:

- Contract Header:**
 - Contract ID:** Callout 'a' points to the input field.
 - Label:** Contains 'Cleaning Supplies for SPO' and 'en'.
 - Contract Description:** Callout 'b' points to the text area.
 - Supplier:** 'GOODYEAR TIRE & RUBBER CO'.
 - Contracting Agency:** 'Arizona Department of Administration'.
 - Agency Project ID, Federal Project ID, Project Investment Justification #, Alternate Contract ID, Compensation Type:** Various input fields and a 'Public only' checkbox.
- Validity:**
 - Signature Date:** '10/1/2024'.
 - Initial End Date:** '12/31/2029'. Callout 'g' points to this field.
 - Maximum End Date:** Empty field.
 - Effective Date:** '10/1/2024'. Callout 'f' points to this field.
 - Extended to Date, Notice to Proceed Date:** Empty fields.
- General Information:**
 - Type:** 'Competition Impracticable'. Callout 'c' points to the dropdown.
 - Status:** 'Draft'.
 - Amendment #:** Empty field.
 - Statewide Contract:** Unchecked checkbox.
- Scope of Application:**
 - Agencies:** 'Arizona Department of Administration'. Callout 'd' points to the dropdown.
 - Primary Commodity:** Empty dropdown. Callout 'e' points to the dropdown.
 - Other Commodities:** Includes '47131613 - Mop or broom holder', '47121806 - Mop wringer', '47131618 - Wet mops', and '47131617 - Dust mops'.



Other fields can be completed as applicable.

3. Click **Save**.
4. Your contract is created, and a contract number is assigned.



Resources

Click the link below for more information on creating a contract in APP:

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