ARIZONA PROCUREMENT PORTAL

QUICK REFERENCE GUIDE

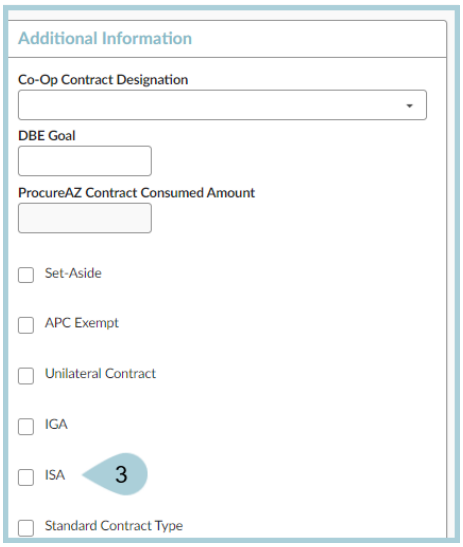
ISA Checkbox

This document is a quick reference guide for users wishing to select the ISA checkbox on 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/.

APP allows users to select the Interagency Service Agreement (ISA) checkbox within the contract Header tab to mark contracts as ISAs. This checkbox is selected when creating a new contract or through a unilateral amendment. Once selected, continue completing the contract following the direct contract process.

ISA Checkbox

1. Create a contract in APP.
2. Click the contract **Header** left margin tab.
3. Select the **ISA** checkbox under the Select the ISA checkbox under the **Additional Information** section.



4. Complete the Header tab information.
5. Click **Save**.

The checkbox will be editable when the Unilateral checkbox is checked (Conducting a Unilateral Amendment).
The field will be available as a filter on the Contracts Browse page so ISAs can be EXCLUDED from contract searches as well as being able to search ONLY for ISAs. Only ISAs with entities that can register as a supplier in APP are allowed, such as the universities. All others must be stored outside of APP.

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