

## IGA Checkbox

This document is a quick reference guide for users who will select the IGA 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](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

APP allows users to select the Intergovernmental Agreement (IGA) checkbox within the contract Header tab to mark contracts as IGAs. This checkbox will be able to be selected when creating a new contract or through a unilateral amendment.

### IGA Checkbox

1. Create a contract in APP.
2. Navigate to the contract **Header** tab.
3. Select the **IGA** checkbox under the **Additional Information** section.
4. Complete your Header tab.
5. Click the **Save** button.

*Note: The checkbox will be editable when the Unilateral checkbox is checked (Conducting a Unilateral Amendment).*

The screenshot displays the contract header for 'CTR049487 - Training services for the State of Arizona - (Running)'. The interface includes a left-hand navigation menu with options like Overview, Header, Hierarchy, Contacts, Negotiated Terms, Price list, Documents, Evaluation, Subcontractor and Distributors, Workflow, Confidential, and Cooperative. The main content area is divided into several sections: Contract Header, General Information, and Additional Information. The Contract Header section contains fields for Contract ID (CTR049487), Label (Training services for the State of Arizona), Contract Description (Training Services), Supplier (State of AZ Training Supplier 2), and Contracting Agency (Arizona Department of Administration). The General Information section includes Type (Master Agreement), Status (Draft), Amendment # (0), and a Statewide Contract checkbox. The Additional Information section features a Co-Op Contract Designation dropdown (set to 'no'), a DBE Goal field, a ProcureAZ Contract Consumed Amount field, and checkboxes for Set-Aside, APC Exempt, and Unilateral Contract. The IGA checkbox in the Additional Information section is checked and highlighted with a red circle and the number 3. Other elements highlighted include the Overview tab (1), Header tab (2), and two Save buttons (4 and 5).

*Note: The field will be available as a filter on the **Contracts Browse** page so IGAs can be EXCLUDED from contract searches as well as being able to search ONLY for IGAs.*