

## ISA Checkbox

This document is a quick reference guide for users who will 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](mailto: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 will be able to be selected when creating a new contract or through a unilateral amendment. Once you select the checkbox, continue completing the contract following the direct contract process.

### ISA Checkbox

1. Create a contract in APP.
2. Navigate to the contract **Header** tab.
3. Select the **ISA** 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 tab in the APP. The contract ID is CTR055436, labeled 'Sweet Treats JSJ 6.22.21'. The contract is currently in a 'Draft' status. The 'Additional Information' section on the right contains several checkboxes, with the 'ISA' checkbox checked. Red callout boxes with numbers 1 through 5 highlight key elements: 1 points to the 'Save & Close' button, 2 points to the 'Header' tab in the left navigation menu, 3 points to the checked 'ISA' checkbox, 4 points to the 'Save' button, and 5 points to the 'Save' button in the top toolbar.

*Note: 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.***