

Supplier Consent to Assignment

This document is a quick reference guide for contract managers who wish to change a supplier name in the Arizona Procurement Portal (APP). If you have any questions or require assistance, please reach out to your agency support team. The list of agency support team contacts is located at <https://spo.az.gov/app/qrgs>.

When a procurement manager is notified of a supplier name change request, it is their responsibility to approve that request.

This document explains the standard process of completing a supplier name change when the Tax ID Number (TIN) changes, after notification is received.

NOTE: If the TIN does not change, follow the process in the Standard Work Procedures #2322 Supplier Name Change QRG.

Request/New Contract Creation

1. When contacted directly by a supplier, create a new contract in APP.
2. Duplicate the original contract, you must upload all documents from the original contract into the new contract.

Note: If you prefer to create a new contract, you may do so. You must upload all documents from the original contract.

3. Change the Extend to date and Max End date in the old contract to the date of the new contract effective date.
4. If the supplier submits the request through APP:
 - a. Do not approve the request.
 - b. Cancel/remove the request in APP or submit a ticket to APP HD for assistance.
 - c. Contact the supplier and request an email with the following:
 - i. A letter on the company letterhead requesting the name change.
 - ii. The new legal entity name.
 - iii. The Tax ID number (TIN).

- iv. The effective date the new company assumes responsibility of the existing contract.
- v. A copy of the Assets Purchase agreement or legal action forming the new company.
- vi. The new Certificate of Insurance (COI) with the new company name and ID information, showing the contract required coverage. This must be received before the new contract is activated.
- vii. The newly assigned contract entity.

Research

1. Check to see if there are other contracts with this supplier.
2. Check if supplier is in good standing.
 - a. Verify that the new supplier is already registered in APP, if not, refer them to APP help desk for assistance.
 - b. Ensure the supplier is responsible and susceptible.
 - c. Procurement Officer should verify that they have sufficient delegation authority to establish the contract.

Note: Optional requirements:

- i. Check the SPO Website <https://spointra.az.gov/compliance/debarred-and-suspended-firms> to see if they are debarred.
- ii. Verify the System for Award Management (SAM) exclusion status on <https://www.sam.gov/portal/SAM/#1>.
- iii. Verify that the Supplier is in good standing by checking Corporation Commission <http://www.azcc.gov> or their State's Corporation Commission.

Document

1. Upload the completed Consent to Assignment document to both the old and the new contracts.
2. Upload the COI as an Insurance Document in the Exhibit tab of the contract.