

Unilateral Amendments

This document is a quick reference guide for users who need to process a unilateral amendment 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 Unilateral Contract check box enables a user with contract edit rights to upload documents to the Documents and Confidential tabs and extend contracts without a formal amendment (if allowed per Terms and Conditions of the contract). No approvals, internal or external, are associated with this action. This feature and process should only be used when making **NON-MATERIAL CHANGES** to a contract.

This process will also be followed when conducting a Contract Management change such as uploading Certificate of Insurance & Vendor Performance Reports.

Unilateral Amendment

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the contract you wish to amend and then click the Pencil icon to open it.
3. Navigate to the **Header** tab.
4. Click the **Unilateral Contract** check box.

Additional Information

Co-Op Contract Designation

DBE Goal

ProcureAZ Contract Consumed Amount

Set-Aside

APC Exempt

Unilateral Contract

5. Click **Save** at the top of the Header page.
Note: You must click Save in order for the process to complete accurately.
6. Make your **Non-Material Change** to the Contract.
7. Once complete making changes, **return to the Header tab and uncheck the Unilateral Contract checkbox.**
8. Click **Save** at the top of the Header page.