

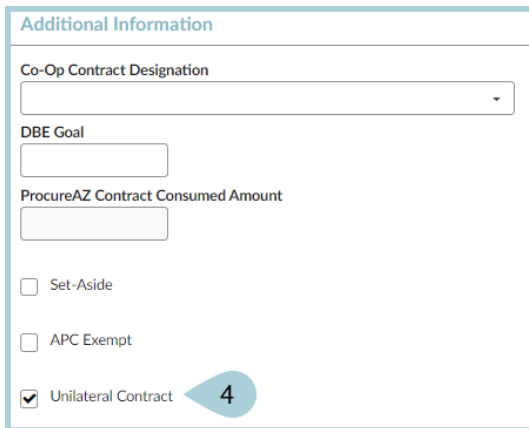
Unilateral Amendments

This document is a quick reference guide for users wishing 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 the 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.

Unilateral Amendment

1. Select **Browse Contracts** from the Contracts drop-down menu.
2. Search for the contract you wish to amend and click the **Pencil** icon to open it.
3. Click the Header left margin 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 to complete the process before moving to the next step.
6. Make your **Non-Material Change** to the Contract.
7. Once changes are complete, return to the **Header** left margin tab and uncheck the **Unilateral Contract** checkbox.
8. Click **Save**.



You can now manually identify a new contract owner. However, this does not give the new owner full contract owner rights.

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>