

ARIZONA

SPO ALERT

Date: February 19th, 2025

To: State Agencies

From: State Procurement Office

Re: Contract Statuses Update

This month's TAG will update APP contract statuses to improve clarity. The statuses "Reviewable," "Renewal Pending," and "Expiring Soon" will now be displayed as "Active (Reviewable)," "Active (Renewal Pending)," and "Active (Expiring Soon)". This change aims to reduce confusion between active and inactive contracts. These statuses will be listed under the "Active" filter, but can be filtered individually using the advanced filter options.

The screenshot shows a web interface for contract management. At the top, there are filter tabs: "Signed", "Contract Status: Active", and "Draft". Below this is a table with columns: "MBE Business Indicator", "Contract Status", "DBA", and "Contracting Agency". The table contains three rows of data:

| MBE Business Indicator | Contract Status | DBA | Contracting Agency |
|--------------------------------|--------------------------|--------------------------------------|--------------------------------------|
| Non Profit - IRC | Active (Expiring Soon) | Cross Cultural Interpreting Services | Arizona Department of Administration |
| Small Business-African America | Active (Reviewable) | | Arizona Department of Child Safety |
| Small Business | Active (Renewal Pending) | | Arizona Department of Administration |

To the right of the table is a "Contract Status" dropdown menu. The menu is currently set to "Active" and shows a list of options: "Active (Reviewable)", "Active (Renewal Pending)", "Active (Expiring Soon)", and "Expired". A red box highlights the "Active" filter tab in the top left and the "Active (Reviewable)", "Active (Renewal Pending)", and "Active (Expiring Soon)" options in the dropdown menu.

Additional Changes Made:

- Added text on the Browse Contracts page to give more clarity on the three contract statuses mentioned above.

Keywords Alert

Contract ID

Reviewable: 120 days before Contract End Date
Expiring Soon: 90 days before Contract End Date (No Renewal Type)
Renewable Pending: 90 days before Contract End Date (With Renewal Type)

- Updated fields in contract header section “Review & Renewal Schedule” to reflect contract status changes and the dates they occur.

Review & Renewal Schedule

Renewal Types

Reviewable Date ⓘ
📅 10/28/2024

Expiring Soon Date ⓘ
📅 11/28/2024

If you have any questions or concerns with this change, please send an email to the APP Inbox or reach out to us directly @ 602-542-7600 Monday - Friday 8:30AM - 5PM Arizona Time

Thank you,

The APP Team

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