

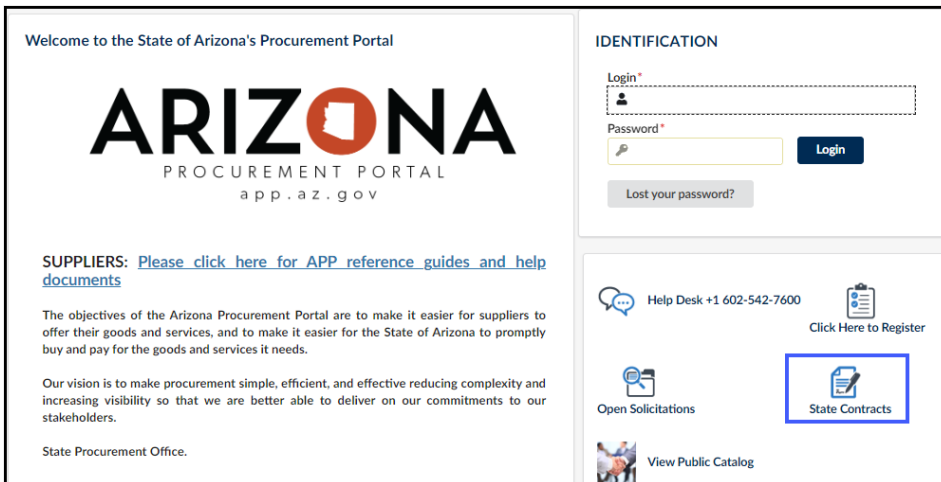
## Viewing Public Contracts in the Public Portal

*This document is a quick reference guide for Suppliers or the Public who need to view public solicitations 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/>.*

Public Contracts can be viewed by anyone by accessing the APP homepage. Details of these items can be viewed by looking into individual records. In addition suppliers can register for events from this public page. If you believe the records you are searching for are not public record, please submit a request through the [ADOA Website](#).

### Viewing Public Contracts

1. Navigate to the Arizona Procurement Portal (APP)
2. From the APP Home page click on the **State Contracts** Hyperlink.



3. On the Browse Page search for the desired Contract by **Keywords, Organization, Commodities, Validity, Co-Op Designation, Statewide Contract, Contract ID, Dates, and Status**. Click **Search** to filter your results.

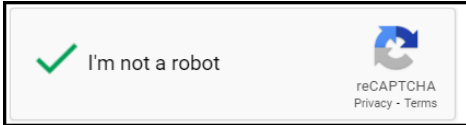
Keywords <input type="text"/>	Organization <input type="text"/>	Commodities <input type="text"/>	Validity <input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
Co-Op Contract Designation <input type="text"/>	<input type="checkbox"/> Statewide Contract	Contract ID <input type="text"/>	Dates <input type="text"/> Min value <input type="text"/> Max value		
Status <input type="text" value="Signed"/>					

*Note: You do not need to click the checkbox in the reCaptcha security field for this step.*

# ARIZONA

PROCUREMENT PORTAL

- Before selecting the contract you wish to view, click the checkbox in the **reCaptcha** security field.



*Note: This step is required each time you open a record.*

- Click on the **Pencil Icon** to access the contract.

Contract ID	Amendment #	Contract	Supplier	Type	Effective Date	Sourcing Project	Extended End Date	Owner Last Name
 CTR059084	1	15 S 15th Ave - AG - Deferred Maintenance Amendment #1	DICK & FRITSCHÉ DESIGN GROUP	Project Specific Agreement	2/23/2022			Deason
 CTR062564	0	Arizona State Veterans' Home - Tucson, AZ HVAC System Replacement	SPECTRUM ENGINEERS INC	Project Specific Agreement	10/5/2022			• Adame • Goss

- In the record users can view the components of the Contract including **Header information (Contract Header), Contract Scope, Validity Dates, Documents, and Items.**
- Users are able to download documents associated with the contract by clicking the document icon.

**Contract Header**

Label  
15 S 15th Ave - AG - Deferred Maintenance Amendment #1

Supplier  
DICK & FRITSCHÉ DESIGN GROUP

Currency

Co-Op Contract Designation  
no

Type  
Project Specific Agreement

Contract Code  
CTR059084-1

Contract Amount

**Contract Scope**

Organizations  
State of Arizona

Commodities  
Architectural engineering




**Contract Validity**

Start Date  
2/23/2022

End Date  
2/22/2023

Extended to Date

**Documents**

Title	Type	
DCN1	General Documents	
TASK ORDER - PCS-22-078 AG Deferred Maintenance	General Documents	

2 Result(s)

**Items**

PR/Order itemsLabel	Product Code	Negotiated Price	Currency	UOM
Construction Administration	CTR059084-2	20,924.00	USD	EA
Construction Documents	CTR059084-1	100,630.00	USD	EA
DCN1	CTR059084-4	10,241.00	USD	EA
Reimbursables	CTR059084-3	500.00	USD	EA

- APP opens the Verify download public page. Click the **Click to start download. Close window after successful download** button to download.

