

## DRAFT Using the Unilateral Contract Check Box

This document explains when and how to use the Unilateral Contract check box. 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/grqs>.

The Unilateral Contract check box enables a user with contract edit rights to upload documents to the Exhibits and Confidential tabs of a contract without an amendment. 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. The State Procurement Office will be validating correct usage during compliance reviews.**

### Using the Unilateral Contract Check Box

1. Navigate to the contract **Header** tab and scroll down if necessary to activate (check the box) the Unilateral Contract check box:

The screenshot shows the 'CONTRACT HEADER' page in the Arizona Procurement Portal. The left sidebar contains navigation tabs: Overview, Header, Contracts, Authoring, Dates and Renewals, Price list, Exhibits, Workflow, Negotiated terms, Subcontractor and Distributors, and Confidential. The main content area is divided into three sections: CONTRACT HEADER, GENERAL INFORMATION, and CONTRACT HIERARCHY. The CONTRACT HEADER section includes fields for Contract ID (CTR000564), Label (New Contract - TDG), Contract Description, Supplier (Green Apr Tag), Contracting Agency (Arizona Department), Agency Project ID, Federal Project ID, Project Investment Justification #, Alternate Contract ID, and Compensation Type. The GENERAL INFORMATION section includes Code (CTR000564), Type (Master Agreement), Status (Signed), Sourcing Project (APR Tag), Validity (Draft), Amendment # (0), and Statewide Contract (checkbox). The CONTRACT HIERARCHY section shows the contract name: CTR000564 New Contract - TDG. The SCOPE OF APPLICATION section includes Agencies (Arizona Department of Corrections, Community Corrections) and Commodities (1000000 - Live Plant and Animal). The 'Unilateral Contract' checkbox is located at the bottom of the CONTRACT HEADER section and is highlighted with a blue box.

2. Click on the **Save** button at the top of the Contract Header page.
3. Navigate to either the Exhibits or Confidential tab (whichever is the appropriate choice for your document) and click the **Add document** or **Add Confidential Document** button (depending on the tab) at the top of the page to follow the usual steps for adding a document to a contract.

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4. Add the document and enter the date the document was added in the Validity Date From field. You **must** enter a Validity Date End. Once document upload is completed, click on **Save** or **Save and Close** button. Repeat for each document as necessary.

**General Documents**

Save Save & Close Save &

**TITLE**

Title: Test Document Upload with Validity Date 20190801

**SUMMARY**

New document that needed to be added via Unilateral Amendment.

**TEXT**

**INFORMATION**

Document: en Click or Drag to add files

EN - QRG\_Unilateral\_Contract\_Check\_Box.pdf

Status: Approved

Expired Delay: Day(s) Confidential?:

Authorization: Order: 0

Validity: from: 8/1/2019 to: 8/1/2029

**Dates must be entered into BOTH fields**

5. Return to the **Header** tab and un-check the **Unilateral Contract** check box and click Save. **This step is highly recommended to prevent inadvertent material changes to a contract without an amendment.** When the Unilateral contract check box is not checked the **Add document** and **Add Confidential Document** buttons disappear from their respective tabs.
6. To confirm the document was successfully added, log out of APP, then click the State Contracts button from the external homepage, search for your contract. Once found, click the pencil to view the details of the contract and scroll to the bottom of the page in order to view all attached documents.

**\*\*\*End of Using the Unilateral Contract Check Box QRG\*\*\***