

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.**

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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 (selected), Contacts, Authoring, Dates and Renewals, Price list, Exhibits, Workflow, Negotiated Terms, Subcontractor and Distributors, and Confidential. The main content area is divided into three columns. The first column, 'CONTRACT HEADER', contains 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, Compensation Type, and Additional Information. The 'Unilateral Contract' checkbox is highlighted with a blue box. The second column, 'GENERAL INFORMATION', contains fields for Code (CTR000564), Type (Master Agreement), Status (Signed), Sourcing Project (APR Tag), Validity (Draft), Amendment # (0), and Statewide Contract. The third column, 'SCOPE OF APPLICATION', contains fields for Agencies (Arizona Department of Corrections, Community Corrections) and Commodities (10000000 - Live Plant and Animal).

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.
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.

5. Return to the **Header** tab and un-check the **Unilateral Contract** check box. **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.

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

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