

Completing the Contract Header Tab

This document is a quick reference guide for users wishing to complete the Header tab on a draft contract 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/>.

Completing the Header Tab

1. Click the **Header** left margin tab.
2. Verify/add your **Contract Label**, **Supplier**, and **Contracting Agency in the Contract Header section**. A Contract Description and Project IDs can also be added to this section.
3. Use the **Keywords** field to add keywords based on the items within the contract, which will facilitate searching for the contract **internally and externally**.

Contract Header 2

Contract ID
CTR074078

Label*
3.2a - Admin User - Contracts - Browse Contracts - Create en

Contract Description

Supplier*
JHS TOWERING HOUSE LLC

Contracting Agency*
Arizona Department of Administration

Agency Project ID
123456

Federal Project ID
789123

Project Investment Justification #
758798789

Alternate Contract ID
ADSP0

Compensation Type
Time and Materials

Public only

Keywords 3

4. The Type of contract, Status, and Amendment # fields are in the **General Information** section.

5. If applicable, select the Statewide Contract checkbox.

General Information

Type
Project Specific Agreement

Status
Signed

Amendment #
0

☐ Statewide Contract

6. Add the agencies that will have access to purchase from the contract in the Agencies field. When applicable, verify or add additional agencies. When creating a statewide contract, use the *State of Arizona* option.
7. Verify the **Primary Commodity** field is completed with the applicable commodity.
8. Add additional commodities in the **Other Commodities** field.

Scope of Application

Agencies*
Arizona Department of Administration x

Primary Commodity
76110000 - Cleaning and janitorial services x

Other Commodities*
47121800 - Cleaning equipment x
47132100 - Cleaning kits x
47131605 - Cleaning brushes x



It is essential to add only agencies with access to the contract in the Agencies field. Additional commodities help the users search for a contract by narrowing down the search results.

9. Add information regarding Co-Op Designation, Set-Aside, APC Exempt, IGA, and Estimated Contract Value in the Additional Information section, when applicable.

Additional Information 9

Co-Op Contract Designation
no

DBE Goal
[Text Box]

ProcureAZ Contract Consumed Amount
[Text Box]

☐ Set-Aside

☐ APC Exempt

☐ Unilateral Contract

☐ IGA

☐ ISA

☐ Standard Contract Type

Estimated Total Contract Value
[Text Box]

Notes
[Text Area]

10. In the Validity section, enter the **Effective Date**, **Contract Award Date** and **Initial End Date**. The **Signature Date** field defaults to today's date and is updated once the contract is signed.

Validity 10

☐ Evergreen? ⓘ

Signature Date
[Calendar Icon] 2/12/2025

Contract Award Date ⓘ
[Calendar Icon]

Initial End Date ⓘ*
[Calendar Icon] 6/30/2028

Maximum End Date
[Calendar Icon] 6/30/2030

Effective Date *
[Calendar Icon] 7/1/2025

Extended to Date ⓘ
[Calendar Icon]

Notice to Proceed Date
[Calendar Icon]



Do not add a date to the Extended to Date field. This is only used when extending a contract. All other fields remain blank unless necessary. The Contract Award Date can be found in the Offeror and Acceptance Form.

11. Complete the Review & Renewal section. Enter the **Renewal Type** information. The **Renewal Period**, **Reviewable Date** (defaults to 120 days before the initial end date), and **Expiring Soon Date** (defaults to 90 days before the end date) based on the end date information provided.

Review & Renewal Schedule 11

Renewal Types

Renewal Period (months) ⓘ

12

Reviewable Date ⓘ

6/14/2025


Expiring Soon Date ⓘ*

7/14/2025



The Renegotiation Date must be less than or equal to the Renegotiation Countdown. Although both fields auto-populate, they can be edited to the desired date(s). Hover over the information icon ⓘ for details on the fields.

The **Termination** section within the Header tab should only be completed in extreme or emergency situations, i.e., if the company goes bankrupt or is no longer in business.



Termination	
Termination Date	
<input type="text"/>	
<input type="checkbox"/> Termination by Default	
Termination Comments	
<input type="text"/>	en

The **Renewal History** section within the Header tab updates when the contract is renewed.

Renewal History
0 Record(s)

12. Click **Save** at the top of the page.

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>