



QUICK REFERENCE GUIDE

Creating a Contract from a Sourcing Project

This document is a quick reference guide for users wishing to create a contract from a sourcing project 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/>.

Once a Procurement Officer has awarded a solicitation, a contract can be created from the Synthesis left margin tab within the sourcing project.

Creating Contract from a Sourcing Project

1. Select **Sourcing Projects** from the Sourcing drop-down menu.
2. Search for the solicitation you wish to edit, then click the **Pencil** icon to open it.
3. Click the **Synthesis** left margin tab.
4. To begin the creation of a contract, click the **Create/Update a Contract** button in the Contract column.

| Supplier | Lot / Round | Proposal | Decision | Award amount | Notification | Contract |
|--------------------------|---------------------|---------------------------------------|----------|--------------|---|--------------------------|
| RW&C | Lot : 1 / Round : 1 | Proposal # 1-Reopened | Selected | 60.0000 USD | Selected : to be notified | Create/Update a contract |

5. Enter the **Label** and **Type** of Contract on the Contract popup in the General Information section.

General Information

Label*

Type*

Supplier PALMER ENGINEERS INC

Sourcing Project Janitorial Services

Status Draft

Contract ID

Amendment #

Risk Assessment Required?



The Contract ID is system-assigned once you save your contract.

- Next, select your **Contracting Agency**, **Agencies** and **Other Commodities** in the Scope of Application section.

Scope of Application 6

Contracting Agency*

Arizona Department of Administration ✕ ▾

Agencies

Arizona Department of Administration ✕ ▾

Primary Commodity

76110000 - Cleaning and janitorial services ✕ ▾

Other Commodities

▾



Selecting the specific agency/agencies that will purchase from the contract is essential. Select **State of Arizona** when creating a Statewide contract

- Verify **Documents**, **Team Members**, and **Items** checkboxes that will move forward into the contract. (Follow [SP 006](#)).
- Once complete, click the **Save & Close** button.
- A link to your contract is available within the sourcing project.

| Supplier | Lot / Round | Proposal | Decision | Award amount | Notification | Contract |
|---------------------------|---------------------|------------------------------|----------|-----------------|---|--|
| GOODYEAR TIRE & RUBBER CO | Lot : 1 / Round : 1 | Proposal # 1 | Selected | 74,320.0000 USD | Selected : to be notified | 9 [CTR073130] Janitorial Se... Create/Update a contract |

- To complete the contract, click the **contract link** or search for your contract within the **Contracts** dropdown.

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>