

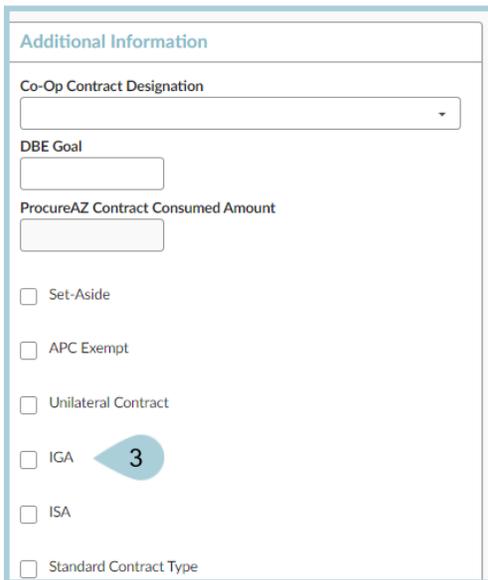
IGA Checkbox

This document is a quick reference guide for users needing to select the IGA checkbox on a 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/>.

APP allows users to select the Intergovernmental Agreement (IGA) checkbox within the contract Header tab to mark contracts as IGAs. This checkbox is selected when creating a new contract or through a unilateral amendment.

IGA Checkbox

1. Create a contract in APP.
2. Navigate to the **Header** left margin tab.
3. Select the **IGA** checkbox under the **Additional Information** section.



The screenshot shows the 'Additional Information' section of the APP. It contains several fields and checkboxes. The 'IGA' checkbox is highlighted with a blue circle and the number '3', indicating it is the step being demonstrated. The other checkboxes are 'Set-Aside', 'APC Exempt', 'Unilateral Contract', 'ISA', and 'Standard Contract Type'. The 'Co-Op Contract Designation' field is a dropdown menu, and the 'DBE Goal' and 'ProcureAZ Contract Consumed Amount' fields are text input boxes.

4. Complete your Header tab information.
5. Click **Save**.

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>