

Pima County Public Access - OnBase



To Search for a Contract:

Select Search Type
PO - Contracts_Public

Dates
Start End

Doc_CD

Doc_Dept_CD

Doc_ID_AMS

Vendor_Legal_Name

Alias_DBA

Description_AMS

Expire_Date

M/d/yyyy

BOS_Date

M/d/yyyy

The Start and End Dates are for the "Expiration" date.

Select Search Type: PO-Contracts_Public

Dates: Use to search a range of Expiration Dates

Doc_CD: Type of Contract

CT = Expense or Expense/Revenue

CTC = Office of Court Appointed Counsel

CTN = Revenue or no cost

MA = Master Agreement

PO = Purchase Order

Doc_Dept_CD: [Department Code List](#)

Doc_ID_AMS:

20 character contract number

Vendor_Legal_Name:

Name of Vendor awarded the contract

Alias_DBA:

Doing Business As

Description_AMS:

Project name or service from contract

Expire_Date:

Specific end date of the contract

BOS_Date:

The meeting date at which the Board of Supervisors approved the contract, if applicable

You may use one or more fields to search. If your search returns too many results, you can narrow your results by adding more criteria. When searching for a contract the results may be incorrect or incomplete depending on the search criteria used. Once you have ascertained the correct DOC_CD and DOC_ID_AMS from an initial search you may want to run an additional search using only these fields to return all versions of the desired contract.

The "asterisk" is the wildcard symbol. An * can be used in the Doc_ID_AMS, Vendor_Legal_Name, Alias_DBA and Description_AMS fields.

Examples:

- If the contract number is CT-PO-1800000000000000123, SEARCH *18*123
- The * before the contract number (*18*123) is useful. The County has contracts where an alpha code precedes the contract number. By adding a preceding * you will capture all contracts that contain your search criteria.
- If the Vendor name is I Love Pizza, Inc., SEARCH *Pizza*

If you have questions, please contact the Procurement Department at 724-8161 or email ContractsAdmin@pima.gov