



Awarding a Solicitation (Analyze & Award Tab)

This document is a quick reference guide for users who need to award a solicitation 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 evaluated all supplier offers they can award a single supplier or multiple suppliers in the Analyze & Award tab. Awarding a single supplier can be done from the proposals tab, the Scenario tab can be used if awarding multiple suppliers. Awarding a supplier does not automatically notify them of the award, award notifications are sent in the Synthesis tab.

Awarding a Single Supplier

1. Select **Sourcing Projects** from the Sourcing drop-down menu.
2. Search for the solicitation you wish to edit and then click the Pencil icon to open it.
3. Navigate to the **Analyze & Award** tab.
4. To award a single supplier, click the **Trophy** icon under the **Decision** column for the supplier you wish to award.

	Supplier	Proposal	Status	Documents	Proposal Progress	Submitted (UTC-7)	Score	Total	Decision	Questionnaire Confidentiality ⓘ
<input type="checkbox"/>	LINDSAY CRNIKOVICH #1	LINDSAY CRNIKOVICH	Submitted		100%	11/30/2021 4:42:11 PM	24.4928 USD			

5. Click **Ok** on the pop up.
6. Your solicitation has been awarded.

	Supplier	Proposal	Status	Documents	Proposal Progress	Submitted (UTC-7)	Score	Total	Decision	Questionnaire Confidentiality ⓘ
<input type="checkbox"/>	LINDSAY CRNIKOVICH #1	LINDSAY CRNIKOVICH	Submitted		100%	11/30/2021 4:42:11 PM	24.4928 USD			

7. To cancel an award, click the **Cancel Award** button at the top of the page. After canceling the award you will be able to select a different supplier to award.

Cancel Award



Awarding to Multiple Suppliers

Note: Deleting the Total column in the Item grid will remove the ability to award multiple suppliers.

1. Select **Sourcing Projects** from the Sourcing drop-down menu.
2. Search for the solicitation you wish to edit and then click the Pencil icon to open it.
3. Navigate to the **Analyze & Award** tab.
4. Click on the **Scenarios** tab.



5. Click on the scenario titled **StateAZ Award**.

	Scenario	Status	Last Updated	Items	Total Cost (USD)	Savings (USD) ⓘ	Winners
	StateAZ Award ⓘ	Solved by System	12/13/2021 1:23 PM	4/4	22.0700	-	(3)

1 Result(s)

6. Procurement users can award suppliers using an **Award Scenario** such as Best Overall Bid, Best Spread Among 2 or 3 Bids, Best Score, or the Default StateAZ Award scenario.

Round
Lot : 1 - Round : 1 - 168 sourcing final check (In Evaluation)

Rules Used
0
Solved by System | 0 Exceptions

Scenario Name*
StateAZ Award

Proposals Awarded

- Best Overall Bid
- Best Spread Among 2 Bids
- Best Spread Among 3 Bids
- Best Score

Scenario Description
This pre-configured optimization scenario awards winner(s) on an item by item basis based on the best bid price per item.

Spend Allocation (3 Suppliers)

11.9600	5.6700	4.4400
168 RETEST	LUMESIS INC	LEXMARK INTERNATIONAL INC

7. If an Award Scenario does not meet your needs, procurement users can award suppliers manually from the **Award All** section. Procurement users can also manually enter the percentage or amount they wish to award in the **Response** section.

Award All ⓘ

Percentage	Amount	On Grid	For Proposal
<input type="text"/> %	<input type="text"/> USD	<input type="button" value=""/>	<input type="button" value="Apply"/>

[+ Add Item](#) [Add Column](#) [Display Full Grid](#)

Response

LEXMARK INTERNATIONAL INC LEXM...							
Code	Label	Qty	Award	Unit price	Deliv. date	Amount	Qty
BPM004053_1	Knives		LEXMARK INTERNATIONAL INC LEXM...	4.4400	✓	4.4400	
BPM004053_2	Forks		168 Retest 168 ...	5.5500		5.5500	
BPM004053_3	Spoons		LUMESIS INC LUM...	6.6600		6.6600	
BPM004053_4	Glasses		168 Retest 168 ...	7.7700		7.7700	
Total				24.4200			4.4400



8. Once you have entered the Percentage or Amount you wish to award click the **Save** button.

▼ Response

LEXMARK INTERNATIONAL INC LEXM...				LUMESIS INC LUMESIS INC # 1 (...)											
Code	Label	Qty	Award	Unit price	Deliv. date	Amount	Qty	%age	Unit price	Deliv. date	Amount	Qty	%age	Unit price	
BPM004053_1	Knives		LEXMARK INTERN...	4.4400		✓ 4.4400		100.0000 %	4.4400		6.8700		✓ 6.8700		
BPM004053_2	Forks	168 Retest	168 ...	5.5500		5.5500		100 %		7.7800		7.7800		100 %	
BPM004053_3	Spoons		LUMESIS INC LUM...	6.6600		6.6600		100 %		5.6700		✓ 5.6700		100.0000 %	
BPM004053_4	Glasses	168 Retest	168 ...	7.7700		7.7700		100 %		8.9000		8.9000		100 %	
Total				24.4200				4.4400		29.2200				5.6700	
4 Result(s)															

9. Once you click Save, ensure items and suppliers you are awarding have a green checkmark in the items grid.

▼ Response

LEXMARK INTERNATIONAL INC LEXM...				LUMESIS INC LUMESIS INC # 1 (...)											
Code	Label	Qty	Award	Unit price	Deliv. date	Amount	Qty	%age	Unit price	Deliv. date	Amount	Qty	%age	Unit price	
BPM004053_1	Knives		100% LEXMARK IN... 100% LUMESIS IN... 100% 168 Retest...	4.4400		✓ 4.4400		100.0000 %	4.4400		✓ 6.8700		100.0000 %		6.8700

10. Next, click the **Confirm Award** button at the top of the page.

11. Click **Ok** on the pop up.

12. Users can confirm awards by navigating to the **Proposals** tab and verifying all suppliers you awarded have a green trophy icon.

Supplier	Proposal	Status	Documents	Proposal Progress	Questionnaire Progress	Submitted (UTC-7)	Score	Total	Decision	Questionnaire Confidentiality ⓘ
<input type="checkbox"/> 168 Retest	168 Retest #_1	Submitted		100%	0%	12/13/2021 11:09:39 AM		23.9200 USD		
<input type="checkbox"/> LUMESIS INC	LUMESIS INC #_1	Submitted		100%	0%	12/13/2021 11:04:47 AM		29.2200 USD		
<input type="checkbox"/> LEXMARK INTERNATIONAL L INC	LEXMARK #_1	Submitted		100%	0%	12/13/2021 10:58:19 AM		24.4200 USD		
3 Result(s)										

13. To cancel an award, click the **Cancel Award** button at the top of the page. After canceling the award you will be able to select a different supplier to award.