

Awarding a Solicitation (Analyze & Award Tab)

This document is a quick reference guide for users wishing to award a solicitation in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at <u>app@azdoa.gov</u>. Additional resources are also available on the SPO website: <u>https://spo.az.gov/</u>.

Once a Procurement Officer has evaluated all supplier offers, they can award single 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, then click the **Pencil** icon to open it.
- 3. Navigate to the **Analyze & Award** left margin tab.
- 4. To award a single supplier, click the **Trophy** icon under the **Decision** column for the supplier you wish to award.



- 5. Click **OK**.
- 6. Your solicitation has been awarded.
- 7. To cancel an award, click the **Cancel Award** button at the top of the page or click the **Trophy** icon. After canceling the award, you can select a different supplier to award.

Awarding to Multiple Suppliers

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, then click the **Pencil** icon to open it.
- 3. Click the Analyze & Award left margin tab.
- 4. Click on the Scenarios header.
- 5. Click on StateAZ Award in the Scenario column.

Proposals Scenarios Proposals	
5 0 Optimized Scenarios Manually Solved	1 Draft
→ 0 Selected ▼ Solve	I
Scenario 🔶 <u>Status</u>	ŧ
Solved b	y System
1 Record(s) 5	

6. Award suppliers manually from the **Award All** section. You can also manually enter the percentage or amount you wish to award in the **Response** section.

centa	age	Amount		On Grid		For Pro	posal	Ŧ	Apply			
+ Add Item □ Add Column Display Full Grid © Open with Excel 6												
RW&C Proposal # 1-Reopened (USD)												
					RW&C Prop	osal # 1-Reope	ned (USD)					
	Code 🌲	Label 🖕	Qty 🌲	Award	RW&C Prop	Deliv. date	ned (USD) Amount	Qty	%age			USD
	Code . 	Label 🕀	Qty 🍦	Award RW&C Proposal	RW&C Prop Unit price 25.0000	Deliv. date	ned (USD) Amount ✓ <u>25.0000</u>	Qty	%age	00.0000	%	USD 25.0000
	Code ↓	Label 🔶 Milk Chocolate	Qty 🍦	Award RW&C Proposal RW&C Proposal	RW&C Prop Unit price 25.0000 35.0000	Deliv. date 7/13/2023 7/13/2023	Amount < 25.0000	Qty	%age	00.0000	%	USD 25.0000 35.0000

7. Once you have entered the desired Percentage or Amount to award click Save.

8. Verify the items and suppliers you are awarding have a green checkmark in the items grid.

Code 🍦	Label 🌲	Qty 🍦	Award	Unit price	Deliv. date	8 punt	Qty
11_1	Milk Chocolate		RW&C Proposal	25.0000	7/13/2023	× <u>25.0000</u>	
11_2	Dark Chocolate		RW&C Proposal	35.0000	7/13/2023	✓ <u>35.0000</u>	

- 9. Click **Confirm Award** at the top of the page.
- 10. Click **OK**.
- 11. Confirm awards by navigating to the **Proposals** tab and verify all suppliers you awarded have a green trophy icon.

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	1 Invited Suppliers			1 Total Proposals Submitted		O Supplier(s) Who Haven't Logged In Yet		O Supplier(s) Who Declined Participation			
	→ 0	Selected	🗎 Dov	nload selected	proposals Com	npare Quotes by Item					
	<u>Suppli</u>	er 单 <u>Proposal</u> 单	<u>Status</u> 🚖	Documents	Proposal Progress	Questionnaire Progress	Submitted (UTC-7)	<mark>∳</mark> <u>Score</u> ‡	Total	Decision 🛔	Questionnaire Confidentiality ③ 🚔
C	RW&C	Proposal # <u>1-</u> Reopened	Submitted		100%	100%	7/7/2023 2:58:39 P	м	60.0000 USD		-
	Shelb	Proposal # <u>1-</u> <u>Reopened</u>	Submitted		100%	100%	7/7/2023 2:58:39 P	м	60.0000 USD	■ ◎ 🖤	•

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

Resources

Click the link below for more information on the Sourcing Project creation processes in APP: <u>https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrad</u> <u>e/source-contract-qrgs-176</u>