

Best and Final Offer (BAFO) Process (Set up, Request, and Close)

This document is a quick reference guide for users who need to request a BAFO 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 Procurement Officers to request a BAFO round. Procurement users must select the Enable Manage BAFO checkbox when creating their Sourcing project. BAFO will no longer require Procurement users to create a new round, BAFO will be requested from the View RFX Activity tab within a sourcing project.

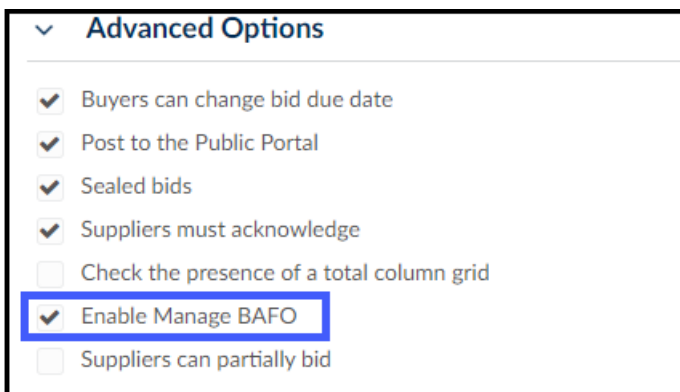
Setting up a Sourcing Project so BAFO is Available

1. Create your Sourcing Project.
2. Navigate to the **Prepare RFX** tab.
3. Select your **RFX Type** from the dropdown (RFQ, RFQual, RFP).



A screenshot of a dropdown menu titled "RFX types". The menu is open, showing a single option "RFP" which is highlighted with a light grey background.

4. Expand your **Advanced Options**.
5. The **Enable Manage BAFO** checkbox is automatically selected to enable BAFO functionality .



A screenshot of the "Advanced Options" section in a web application. The section is expanded, showing a list of checkboxes. The "Enable Manage BAFO" checkbox is checked and highlighted with a blue border. Other checkboxes include "Buyers can change bid due date", "Post to the Public Portal", "Sealed bids", "Suppliers must acknowledge", "Check the presence of a total column grid", and "Suppliers can partially bid".

6. Finalize your sourcing project and send it out for bids.

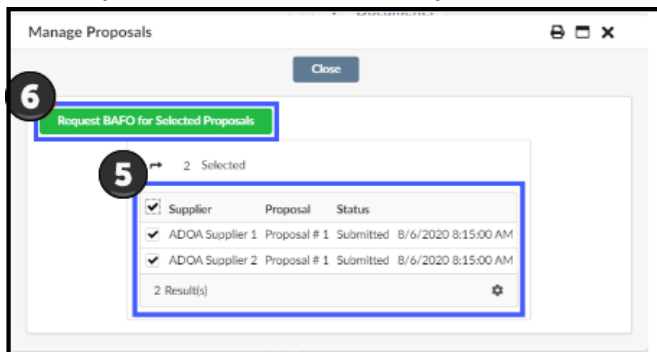
Requesting Best and Final Offer

Note: Complete the required steps to close the Technical and Financial Envelopes.

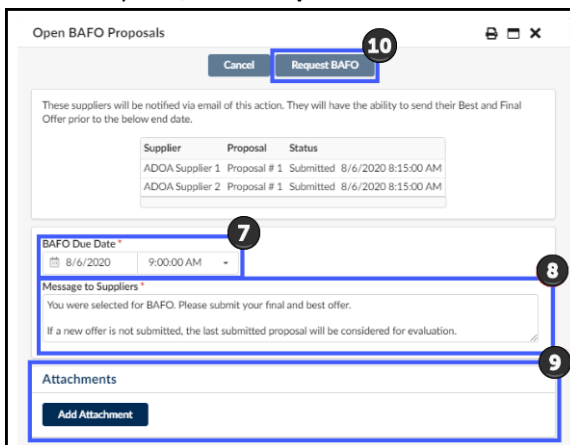
1. Navigate to the **View RFX Activity** tab.
2. Click **Manage BAFO**.

Name	Email	Logins	Last login (UTC-7)	Invitation Acknowledged	Submitted Proposals	Declined	Comment
GOODYEAR TIRE & RUBBER CO	1				0	<input type="checkbox"/>	
SANDS CHEVROLET	3	2	9/16/2022 9:10:26 AM		1	<input type="checkbox"/>	

3. On the pop up, select each supplier you would like to invite to the BAFO.
4. Click **Request BAFO for Selected Proposals**.



5. Enter a **BAFO Due Date**.
6. Edit Message to Suppliers.
7. If applicable, upload attachments.
8. Once complete, Click **Request BAFO**.



9. Click **Ok** on the pop up.
10. Close the Manage Proposals pop up.

11. Your BAFO round has now been sent.
12. Your BAFO Status will show as **Pending**.

BAFO Control						
BAFO requested to	Proposal that BAFO was requested	Automatic BAFO proposal Created	BAFO Status	Request Date	Requested by	BAFO end date
ADOA Supplier 1	Proposal # 1	Proposal # 1-Best & Final Offer	Pending	8/6/2020	8/6/2020	8/6/2020
ADOA Supplier 2	Proposal # 1	Proposal # 1-Best & Final Offer	Pending	8/6/2020	8/6/2020	8/6/2020

2 Result(s) ⚙️

Closing BAFO

Once the BAFO due date has been reached users can close the BAFO period.

1. Navigate to the **View RFX Activity** tab.
 Note: Procurement Officers can view the BAFO Status for each Supplier. Suppliers who submitted a BAFO will have a Status of **BAFO Completed**, Suppliers who did not submit a BAFO will have a status of **Pending**.

BAFO Control						
BAFO requested to	Proposal that BAFO was requested	Automatic BAFO proposal Created	BAFO Status	Request Date	Requested by	BAFO end date
ADOA Supplier 1	Proposal # 1	Proposal # 1-Best & Final Offer	BAFO Completed	8/6/2020	8/6/2020	8/6/2020
ADOA Supplier 2	Proposal # 1	Proposal # 1-Best & Final Offer	Pending	8/6/2020	8/6/2020	8/6/2020

2 Result(s) ⚙️

2. Click the **Change Summary** button at the bottom of the screen to view changes.



3. Once complete reviewing the changes, click the **X** icon to close the pop up.
4. Click **Close BAFO** to close the BAFO period.



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

The Status for the supplier that did not submit a BAFO will change to **Last Proposal Adopted**.

BAFO Control						
BAFO requested to	Proposal that BAFO was requested	Automatic BAFO proposal Created	BAFO Status	Request Date	Requested by	BAFO end date
ADOA Supplier 1	Proposal # 1	Proposal # 1-Best & Final Offer	BAFO Completed	8/6/2020	8/6/2020	8/6/2020
ADOA Supplier 2	Proposal # 1	Proposal # 1-Best & Final Offer	Last Proposal Adopted	8/6/2020	8/6/2020	8/6/2020

2 Result(s) ⚙️

6. Complete your BAFO evaluation.
7. Award your Solicitation.