

Best and Final Offer (BAFO) Process

This document is a quick reference guide for users requesting 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. BAFO will be requested from the View RFx Activity left margin tab within a sourcing project. To disable a BAFO round, Procurement users must deselect the Enable Manage BAFO checkbox when creating their Sourcing project.

Requesting Best and Final Offer

To request the Best and Final Offer, you must complete the required steps to close the Technical and Financial Envelopes.

- 1. Navigate to the View RFx Activity left margin tab.
- 2. Click Manage BAFO.

In	In Evaluation 2 1 for bidding From: 7/6/2023 To: 7/6/2023 Manage BAFO Close BAFO										
	Name	Email	Logins	Last login (UTC-7)	Invitation Acknowledged	Submitted Proposals	Declin				
	<u>RW&C</u>	2	1	7/6/2023 10:28:31 PM	٩	1	C				
	1 Record(s)									

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

Manage Proposals	£ ⊖	×
4 Close		
Request BAFO for Selected Proposals		
r→ 1 Selected		
Supplier 🛊 Proposal 🛊 Status 🛊		
3 RW&C Proposal #1 Submitted 7/6/2023 10:30:00 PM		
1 Record(s)		

- 5. On the Open BAFO Proposals pop-up, enter a **BAFO Due Date**.
- 6. Edit the Message to Suppliers section.
- 7. If applicable, upload attachments.
- 8. Once complete, Click Request BAFO.

Open BAFO Pro	pposals 🔒 🖶 🗙
	Close Cancel Request BAFO 8
These suppliers wi Offer prior to the b	Il be notified via email of this action. They will have the ability to send their Best and Final below end date.
	Supplier 🚖 Proposal 🚖 Status 🚖
5	RW&C Proposal # 1 Submitted 7/6/2023 10:30:00 PM
BAFO Due Date*	12:00:00 AM© - 6
You were select	ers" ad for BAFO. Please submit your final and best offer. not submitted, the last submitted proposal will be considered for evaluation.
Attachments	7
Add Attachme Keywords	Q Search Reset

- 9. Click **OK**.
- 10. Click **Close** on the **Manage Proposals** pop-up.
- 11. Your BAFO round has now been sent.
- 12. Your BAFO Status will show as **Pending**.

BAFO requested to	Proposal that BAFO was requested	Automatic BAFO proposal Created 🚖	BAFO Status 💂	<u>Request Date</u>	Requested by	BAFO end date
RW&C	Proposal # 1	Proposal # 1-Reopened	Pending	7/7/2023	7/7/2023	7/10/2023
1 Record(s)			12			٥

Closing BAFO

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

1. Navigate to the View RFx Activity left margin tab.

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.

2. Click the **Change Summary** button in the BAFO Details section to view changes.

BAFO requested to	Proposal that BAFO was requested	Automatic BAFO proposal Created 韋	BAFO Status 🚖	Request Date 🝨	Requested by 🚖	BAFO end date
RW&C	Proposal # 1	Proposal # 1-Reopened	BAFO Completed	7/7/2023	7/7/2023	7/10/2023
1 Record(s)						٥
Changes Summary	2					

3. Review the changes on the Best & Final Offer - Changes Overview, click Save & Close.

& Final Of	ter - Changes C	Dverview	Save & O	Close	Close		Ĭ	
tem Grid Ch	anges		3					Questionnai Changes
<u>Supplier</u> 婁	BAFO Proposal 👳	Last Proposal 🍨	<u>item</u> 🛔	<u>Field</u>	Last Value 🛔	BAFO Value 🚖		0
RW&C	Proposal # 1- Reopened	Proposal # 1	Milk Chocolate	Unit price	40.00000000	25.0000000		Record(s)
4.5. 11.1						Ŕ		

4. Click **Close BAFO** to close the BAFO period.



5. Click **OK**.

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

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

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>