

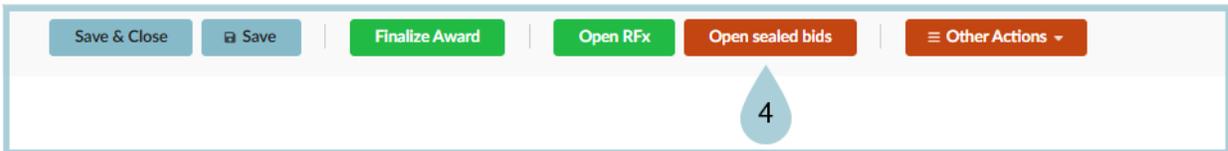
Opening Sealed Bids

This document is a quick reference guide for users wishing to open sealed bids 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/>.

After the bid due date has passed, the Procurement Officer who created the solicitation can view the submitted offers and begin to determine the responsibility, responsiveness, and susceptibility of each of the submitting suppliers.

Opening Sealed Bids

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 **Prepare RFX** tab.
4. To open the sealed bids, click the **Open Sealed Bids** button at the top of the page or the **Padlock** icon under the Sealed Bids section.



5. Click **OK**.



The View RFX Activity tab will list suppliers who submitted a proposal. Users must open sealed bids (steps above) before seeing the proposal details.

Resources

Click the link below for more information on the Sourcing Project creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176>

