

## Publishing RFx (Open for Bidding)

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

Once a Procurement user has finished setting up their project for their solicitation, gathering requirements, identifying suppliers, preparing their solicitation, and configuring any questionnaires and/or item grids, the Procurement user is ready to publish their RFx.

### Publishing RFx

1. From any page in APP, 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 **Prepare RFx** tab.
4. Click the **Send Solicitation for Approval** button.

Send Solicitation for Approval

*Note: Who a solicitation needs to be approved by is dependent on the agency the Procurement user is from.*

5. Once the Solicitation has been approved, click the **Send** button.
6. On the pop up, verify the contacts that will receive the notification. Additional contacts can be added under the **Add Supplier Contact(s)** drop down.
7. Users can also edit the notification **Subject** line and **Message**.

*Note: If the **Send me a copy** checkbox is checked the procurement user will receive an email of each message sent to the suppliers.*

8. Once complete click the **Send and Close** button.

RFx Sweet Treats JSJ 2/24/2021

Send Send and close

Send to

Supplier Name User

State of AZ Training Supplier 4 Add Supplier Contact(s) \*

Supplier 4 AZ Training

1 Result(s)

Email

Subject

A New Solicitation has been Sent  Send me a copy

Dear Supplier,

You have been invited to participate in the following solicitation for the Arizona Department of Administration . Please Click here to connect and to review materials and submit an offer. All offers must be received before 3/12/2021 .

- Label: Sweet Treats JSJ 2/24/2021
- Agency: Arizona Department of Administration
- Process: Enter solicitation process here
- Summary: Enter solicitation summary here
- Bid Due Date: 3/12/2021
- Procurement Officer Name: John Jimenez
- Procurement Officer Email: John@noemail.com

If you have any questions please submit them via the discussion forum as part of the Supplier Portal.  
John Jimenez

9. Your sourcing project has now been sent out and published to the Public Portal (If this option was selected).

## View RFX Activity

1. From any page in APP, 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 **View RFX Activity** tab.
4. Procurement users will be able to view which suppliers have been notified, if any suppliers have acknowledged the invitation, submitted a proposal, or declined the invitation.

v **Lot : 1 - Sweet Treats JSJ 2/24/2021** [\(Round 1\)](#)

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Open for Bidding - Open for bidding From: 3/15/2021 To: 3/19/2021
3d 15h 23min 08s

Name	Email	Logins	Last login	Invitation Acknowledged	Submitted Proposals	Declined	Comment
<a href="#">State of AZ Training Supplier 1</a>		1			0	<input type="checkbox"/>	
<a href="#">State of AZ Training Supplier 2</a>		1			0	<input type="checkbox"/>	
<a href="#">State of AZ Training Supplier 3</a>		1			0	<input type="checkbox"/>	
<a href="#">State of AZ Training Supplier 4</a>		1			0	<input type="checkbox"/>	

4 Result(s) ⚙️

🔒 Bids are sealed until 3/19/2021 12:00:00 AM