

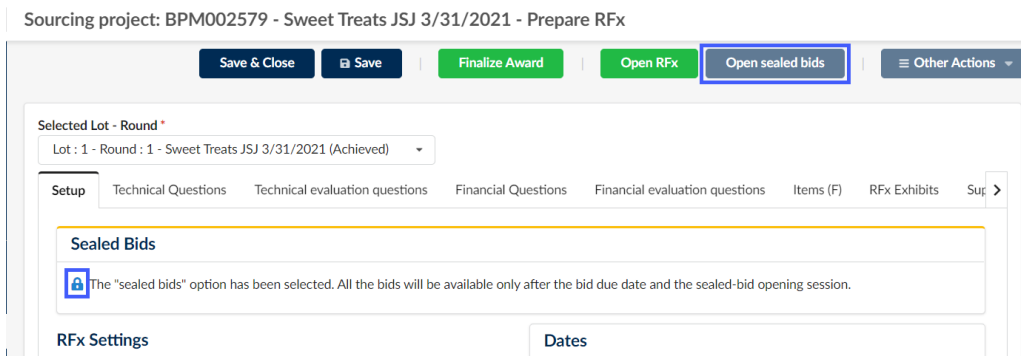
Opening Sealed Bids

This document is a quick reference guide for users who need 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 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 and 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** on the pop up.

Note: The View RFX Activity tab will provide you with a list of suppliers who submitted a proposal. Users must open sealed bids (steps above) before they are able to see the proposal details.

Lot : 1 - Sweet Treats JSJ 3/31/2021 (Round 1)

Achieved - Open for bidding From: 3/31/2021 To: 3/31/2021

Manage BAFO Close BAFO

Name	Email	Logins	Last login	Invitation Acknowledged	Submitted Proposals	Declined	Comment
State of AZ Training Supplier 1		1			0	<input type="checkbox"/>	
State of AZ Training Supplier 2		1			0	<input type="checkbox"/>	
State of AZ Training Supplier 3		2	3/31/2021 11:08:46 AM	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	
State of AZ Training Supplier 4		2	3/31/2021 11:11:43 AM	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	

4 Result(s)

Bids are sealed until 3/31/2021 11:30:00 AM