


## Confidential Questionnaire Attachments

This document is a quick reference guide for users who need to mark questionnaire attachments as confidential 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/>.

APP allows suppliers to mark documents uploaded to their proposal as confidential. Procurement Officers can update the status should a non-confidential document be marked confidential, or a confidential document not be marked confidential.

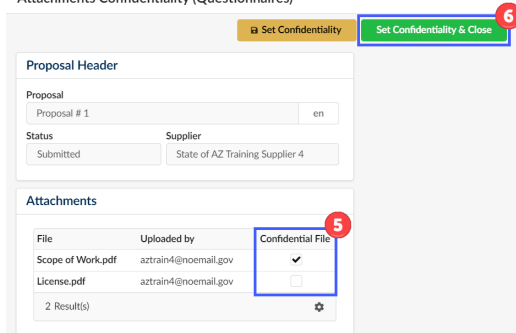
### Confidential Questionnaire Attachments

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 **Open Technical Envelope/Open Financial Envelope** tab.
4. Click the Red Padlock under the Questionnaire Confidentiality Column

Supplier	Proposal	Documents	Proposal Progress	Questionnaire Progress	Questionnaire Confidentiality	Submitted (UTC-7)	Score
		Financial Envelope	Financial Envelope	Financial Envelope			
State of AZ	<a href="#">Proposal #1</a>		100%	100%		3/31/2021 11:11:25 AM	95.00
Training Supplier 4							

5. On the popup, update the attachment's confidentiality status by checking or unchecking the **Confidential File** checkbox next to each attachment.  
**Note: If an attachment's confidential file checkbox is checked it will be confidential and not appear on the public portal.**
6. Once complete updating the file status, click **Set Confidentiality & Close**.

Attachments Confidentiality (Questionnaires)



File	Uploaded by	Confidential File
Scope of Work.pdf	aztrain4@noemail.gov	<input checked="" type="checkbox"/>
License.pdf	aztrain4@noemail.gov	<input type="checkbox"/>

7. Repeat as needed for all supplier's proposals.

**Note: Suppliers are unable to mark questionnaire attachments as confidential during a Best and Final Offer (BAFO) round, therefore Procurement Officers should ensure confidential documents remain confidential after a BAFO round by following the steps listed above.**