

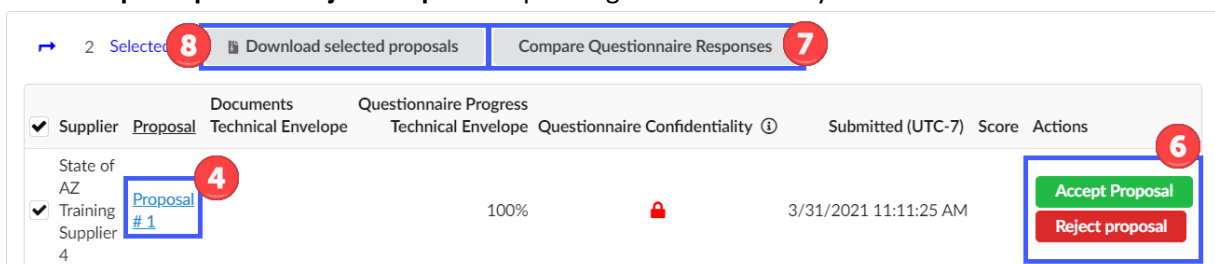
Technical/Financial Envelopes

This document is a quick reference guide for users who need to review solicitation offers 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/>.

Offers are split into technical and financial envelopes in the system to help streamline the offer evaluation process. As part of reviewing solicitation offers, Procurement Officers must determine each supplier's responsibility, responsiveness, and susceptibility.

Open Technical Envelope

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** tab.
4. Click the hyperlink for the offer you wish to view.
5. The offer is displayed. Review the offer for responsibility, responsiveness, and susceptibility. Close the offer when your review is complete.
6. Click **Accept Proposal** or **Reject Proposal** depending on the result of your review.



Note: If you mark a supplier's offer as *Rejected* on either the technical or financial envelope, their offer will be removed from the solicitation competition and the other envelope.

7. You can see the supplier's questionnaire answers side-by-side by selecting all offers, and clicking the **Compare Questionnaire Responses** button.
8. You can also download the supplier's questionnaire by selecting the offers, and clicking the **Download Selected Proposals** button.
9. Continue to review the remaining offers.
10. Once all offers have been marked as Accepted or Rejected, click the **Close Envelope** button at the top of the page.
11. On the pop up click **Ok**.

Open Financial Envelope

1. Navigate to the **Open Financial Envelope** tab.
 2. Click the hyperlink for the offer you wish to view.
 3. The offer is displayed. Review the offer for responsibility, responsiveness, and susceptibility. Close the offer when your review is complete.
 4. Click **Accept Proposal** or **Reject Proposal** depending on the result of your review.
- Note: This step should be performed after evaluating (Steps listed below)

The screenshot shows a web interface with a table of proposals. At the top, there are two buttons: 'Download selected proposals' (labeled 6) and 'Compare Questionnaire Responses' (labeled 5). The table has columns for 'Supplier', 'Proposal', 'Documents', 'Questionnaire Progress', 'Questionnaire Confidentiality', 'Submitted (UTC-7)', 'Score', and 'Actions'. One row is highlighted with a blue box and labeled 2, showing 'State of AZ Training Supplier #1' with a '100%' progress and a lock icon. To the right of this row, there are two buttons: 'Accept Proposal' (green, labeled 4) and 'Reject proposal' (red).

Note: If you mark a supplier's offer as *Rejected* on either the technical or financial envelope, their offer will be removed from the solicitation competition.

5. You can see the supplier's questionnaire answers side-by-side by selecting all offers, and clicking the **Compare Questionnaire Responses** button.
6. You can also download the supplier's questionnaire by selecting the offers, and clicking the **Download Selected Proposals** button.
7. Continue to review the remaining offers.

RFx Evaluations

1. Navigate to the RFx Evaluation tab.

The screenshot shows a dropdown menu for 'Selected Round' with the value 'Lot : 1 - Round : 1 - Sweet Treats JSJ 3/31/2021 (In Evaluation)'. Below the dropdown are two tabs: 'List of proposals' and 'RFx Evaluations' (which is highlighted with a blue box).

2. Select all Questionnaire surveys.
3. Click **View & Score Evaluations**.

The screenshot shows a table with columns for 'Questionnaire survey', 'Evaluator', and 'Supplier'. There are two rows of data. The first row is 'Sweet Treats JSJ 3/31/2021' by 'Jimenez John' for 'State of AZ Training Supplier 4'. The second row is 'Sweet Treats JSJ 3/31/2021' by 'Jimenez John' for 'State of AZ Training Supplier 3'. Above the table, there are two buttons: 'View & Score Evaluations' (labeled 3) and 'Send Reminders'. A blue box highlights the 'View & Score Evaluations' button and the first row of the table, labeled 2.

4. On the pop up enter the score the evaluation committee came up with for each question.

5. Once complete entering scores, click **Submit Evaluations**.

Scoring Comparison ☐ ✕

Submit Evaluations 5

Keywords: Evaluator: Question scored

	State of AZ Training Supplier 3 Proposal # 1	State of AZ Training Supplier 4 Proposal # 1
Question	State of AZ Training Supplier 3	State of AZ Training Supplier 4
Section One	Jimenez John 92.50000	Jimenez John 95.00000
Complete the attachment and upload to this question.	85.00000	90.00000
	Scope of Work.pdf	Scope of Work.pdf
Section Two	100.00000	100.00000
Where are you located?	100	100
	Arizona	Arizona

6. To close the pop up, click the **X** icon.
7. Navigate back to the **List of Proposals** tab.
8. Click **Accept Proposal** or **Reject Proposal** for each proposal depending on the result of your review.
9. Once all offers have been marked as Accepted or Rejected, click the **Validate** button at the top of the page.
10. On the pop up click **Ok**.

Note: As mentioned in the Prepare RFx / Questionnaire Tab QRG, We advise not to score the technical questions due to scoring weight issues. All scored questions must be created in the Financial Questions tab.