
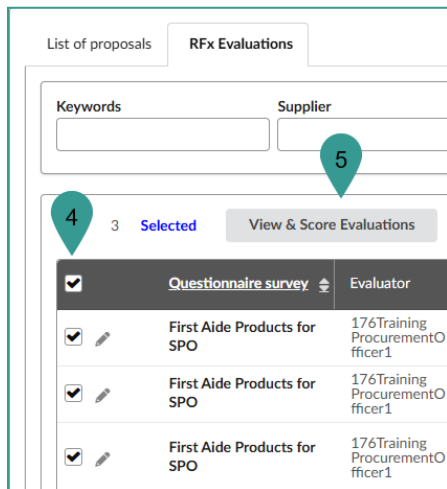


RFX Evaluations

This document is a quick reference guide for users scoring proposals 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/>.

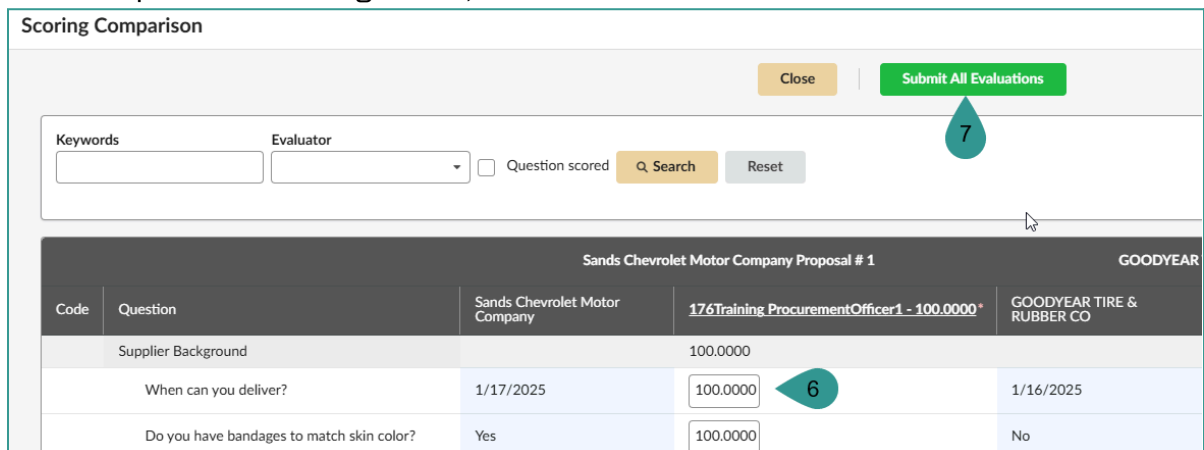
RFX Evaluations

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 **RFX Evaluations** header tab.
4. Select all Questionnaire surveys.
5. Click **View & Score Evaluations**.



The screenshot shows the 'RFX Evaluations' tab in the application. At the top, there are search fields for 'Keywords' and 'Supplier'. Below these is a 'Selected' indicator with the number '3' and a 'View & Score Evaluations' button. A list of questionnaire surveys follows, each with a checkbox and a pencil icon. The surveys are for 'First Aide Products for SPO' and are evaluated by '176Training ProcurementOfficer1'.

6. On the pop-up, enter the score that the evaluation committee came up with for each question.
7. Once complete with entering scores, click **Submit All Evaluations**.



The screenshot shows the 'Scoring Comparison' pop-up window. It has a 'Close' button and a 'Submit All Evaluations' button. Below the buttons are search fields for 'Keywords' and 'Evaluator', a 'Question scored' checkbox, and 'Q Search' and 'Reset' buttons. The main part of the window is a table with the following data:


Sands Chevrolet Motor Company Proposal # 1				GOODYEAR
Code	Question	Sands Chevrolet Motor Company	176Training ProcurementOfficer1 - 100.0000*	GOODYEAR TIRE & RUBBER CO
	Supplier Background		100.0000	
	When can you deliver?	1/17/2025	100.0000	1/16/2025
	Do you have bandages to match skin color?	Yes	100.0000	No

8. To close the pop-up, click the **X** in the upper right corner.
9. Navigate back to the **List of Proposals** header.
10. Click **Accept Proposal** or **Reject Proposal** for each proposal depending on the result of your review.

Supplier	Proposal	Documents	Proposal Progress	Questionnaire Progress	Submitted (UTC-7)	Score	Actions	Questionnaire Confidentiality
<input type="checkbox"/> PALMER ENGINEERS INC	Proposal # 1		100%	100%	1/6/2025 5:29:18 PM		<input type="button" value="Accept Proposal"/> <input type="button" value="Reject proposal"/>	
<input type="checkbox"/> GOODYEAR TIRE & RUBBER CO	Proposal # 1		100%	100%	1/6/2025 5:25:31 PM		<input type="button" value="Accept Proposal"/> <input type="button" value="Reject proposal"/>	
<input type="checkbox"/> Sands Chevrolet Motor Company	Proposal # 1		100%	100%	1/6/2025 5:22:35 PM		<input type="button" value="Accept Proposal"/> <input type="button" value="Reject proposal"/>	

11. Once all offers have been marked as Accepted or Rejected, click the **Validate** button at the top of the page.

Save & Close
Save
Validate



Questionnaire Progress	Submitted (UTC-7)	Score	Actions
100%	1/6/2025 5:29:18 PM		<input type="button" value="Proposal Accepted"/> <input type="button" value="Cancel"/>
100%	1/6/2025 5:25:31 PM		<input type="button" value="Proposal Declined"/> <input type="button" value="Cancel"/>
100%	1/6/2025 5:22:35 PM		<input type="button" value="Proposal Accepted"/> <input type="button" value="Cancel"/>

12. Click **OK**.



It is advised to use the Financial Questions tab for all required, or scored questions. Refrain from using the Technical Questions tab for scoring due to scoring weight limitations.

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>