

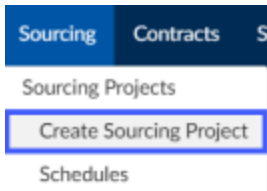
Sole Source Notice

This document is a quick reference guide for users who need to send out a Sole Source notice 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/>.

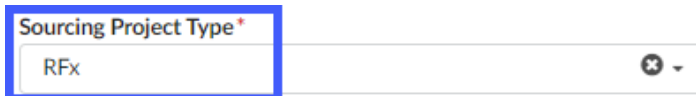
The purpose of this guide is to provide instructions for Procurement Officers on how to create a Sole Source notice to suppliers using the RFI functionality in APP.

Sole Source Notice

1. From any page in APP, select **Create Sourcing Project** from the Sourcing drop-down menu.



2. Complete all required information to create your sourcing project.
3. Select **RFx** in the Sourcing Project Type field.



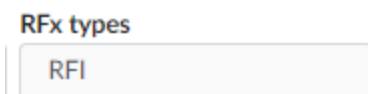
4. Click **Save**
5. Navigate to the **Identify Suppliers** tab.



6. Identify the suppliers you wish to notify. Suppliers can be filtered by using the commodity code.
7. Click **Save**.
8. Navigate to the **Prepare RFx** Tab.



9. Select **RFI** from the **RFx types** drop-down menu.

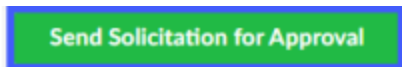


10. Verify the **Label**
11. Enter a **Bid Issue Date**
12. Select a **Bid Due Date**
13. Indicate the **Publication begin date** of the solicitation.
14. Enter the **Process** and **Summary** of the solicitation. Whatever is entered in this field will be sent to suppliers. This information will also be available on the public portal.
15. Click **Save**.
16. On the same page, click the **RFx Exhibits** tab.
17. Click on the **Create a Document** button. Select **Solicitation Documents** from the pop-up list. This is where you will upload your Sole Source Notice as a solicitation document.
18. Enter the **Title**, click on the **“Click or Drag to add Files”** and select the file you want to upload, and then click on **Save & Close**

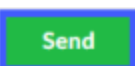
The screenshot shows a web form with several sections. At the top, there are buttons: Save, Save & Close (highlighted with a blue box), Close, Save & Preview, and Delete. Below these is a notification: "Fields marked by an asterisk * are mandatory". The form has the following sections:

- Title:** A text input field with "Title*" and "en" next to it. The field is highlighted with a blue box.
- Summary:** A text input field with "en" next to it.
- Information:**
 - Status*:** A dropdown menu with "Approved" selected.
 - Document*:** A dropdown menu with "English" selected. Next to it is a button "Click or Drag to add files" (highlighted with a blue box).
 - Confidential?:** A checkbox that is unchecked.
- Sourcing Project:**
 - Organization:** A text input field.
- RFx:**
 - RFX:** A text input field containing "Sole Source Notice - XYZ 2".

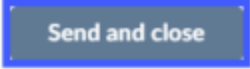
19. Next, click the **Send Solicitation for Approval** button on the top of your screen.



20. Once all Approvals are obtained, the **Send** button will appear at the top of the page. Click the **Send** button to send out to all selected suppliers.



21. A pop up will display on your screen. Ensure all selected suppliers are included, and then click the **Send and close** button.



22. Click **OK** on the additional notification popups.

23. If you want to verify that you successfully sent out your Sole Source notice, go to the **Open Solicitations** page on the login page of APP and click on the pencil icon of your notice.

Solicitation General Information

Code
BPM004428

Label
Sole Source Notice - XYZ

Lot #
1

Round #
1

Begin Date
3/31/2022 12:00:00 AM (UTC-7)

RFP Response Cutoff
12:00:00 AM

Procurement Officer Email
johnsmith@noemail.gov

Commodity
20000000 - Mining and Well Drilling Machinery and Accessories

Summary
Process
Enter Process Here

Bidders
0 Result(s)

Organization
Arizona Department of Administration

Fiscal Year
2022

RFX types
RFI

Procurement Officer
John Smith

End Date
4/3/2022 12:00:00 AM (UTC-7)

Procurement Officer Phone
999-999-9999

Solicitation Documents

Title	Type	Att.
Sole Source Notice - XYZ	General Documents (Approved)	Click or Drag to add
1 Result(s)		

RFX Links

[View Technical Questions](#)

[View Financial questionnaire \(Ext\)](#)