

# Sole Source Notice

*This document is a quick reference guide for users wishing 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](mailto: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. Select **Create Sourcing Project** from any APP page 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. Click the **Identify Suppliers** left margin tab.
6. Identify the suppliers you wish to notify. Suppliers can be filtered by using the commodity code.



*For details on selecting suppliers, reference the Identifying Suppliers QRG.*

7. Click **Save**.
8. Click the **Prepare RFx** left margin 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.

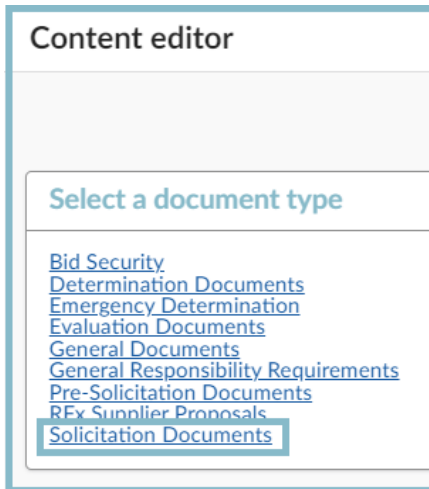
Enable for the Public Portal ⓘ

Publication begin date ⓘ\*

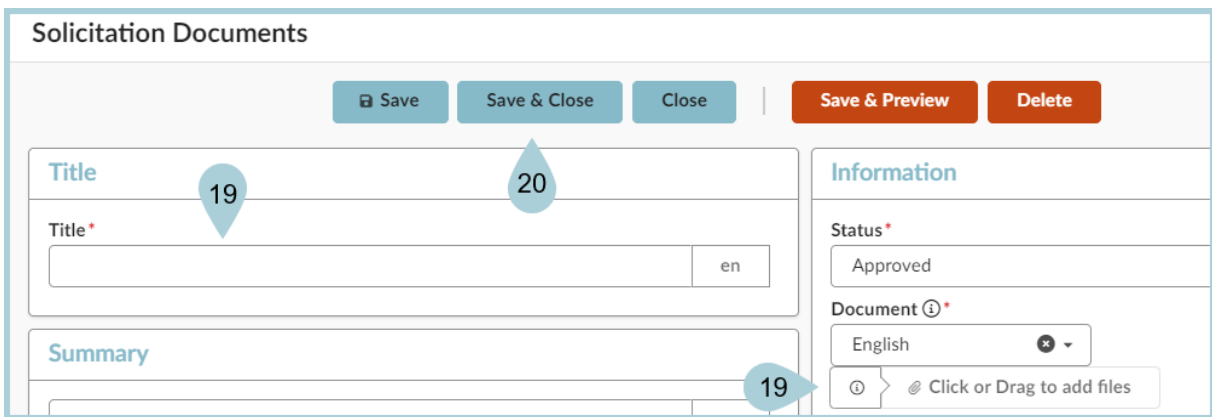
7/5/2023 12:00:00 AM ▾

14. Enter the **Process** and **Summary** of the solicitation. The information entered here is sent to suppliers and available on the public portal.
15. Click **Save**.
16. Click the **RFx Exhibits** header.
17. Click on the **Create a Document** button.

18. Select **Solicitation Documents** from the pop-up list. The Sole Source notice is uploaded as a solicitation document.



19. Enter the **Title**, click **Click or Drag to add files**, and select the file you want to upload.  
20. Click **Save & Close**.



21. Click **Send Solicitation for Approval** at the top of the page.  
22. Once all approvals are obtained, the Send button displays. Click **Send** to distribute to all selected suppliers.  
23. Ensure all selected suppliers are included on the pop-up.  
24. Click **Send and Close**.  
25. Click **OK** twice.

26. Click the **Open Solicitations** link from the APP login page to verify your Sole Source Notice was sent successfully.

Welcome to the State of Arizona's Procurement Portal

# ARIZONA

PROCUREMENT PORTAL  
app.az.gov

**SUPPLIERS:** [Please click HERE for a APP Tutorial Video and Reference Guides](#)

The objectives of the Arizona Procurement Portal are to make it easier for suppliers to offer their goods and services, and to make it easier for the State of Arizona to promptly buy and pay for the goods and services it needs.

Our vision is to make procurement simple, efficient, and effective reducing complexity and increasing visibility so that we are better able to deliver on our commitments to our stakeholders.

State Procurement Office

**IDENTIFICATION**

Login\*

Password\*

Help Desk +1 602-542-7600

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Show public request for proposals

Expected date format: M/d/yyyy

Keywords  Commodities

RFX types  Status

Begin  Min value  Max value  RFX Awarded

Agency

| Code      | Label              | Commodity                         | Branch                               | Status           | RFX Awarded              |
|-----------|--------------------|-----------------------------------|--------------------------------------|------------------|--------------------------|
| BPM005516 | Sole Source Notice | Chocolate or chocolate substitute | Arizona Department of Administration | Open for Bidline | <input type="checkbox"/> |

## 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>