

Solicitation Amendment/Creating New Rounds

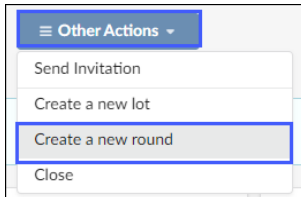
This document is a quick reference guide for procurement users wishing to create a new round for their sourcing project in the Arizona Procurement Portal (APP). If you have any questions or need assistance, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

After a solicitation has been created and prepared, there may be times when a new round needs to be created. A new round is typically issued when amendments to the original solicitation are added. All new rounds are treated as a child of the original sourcing project.

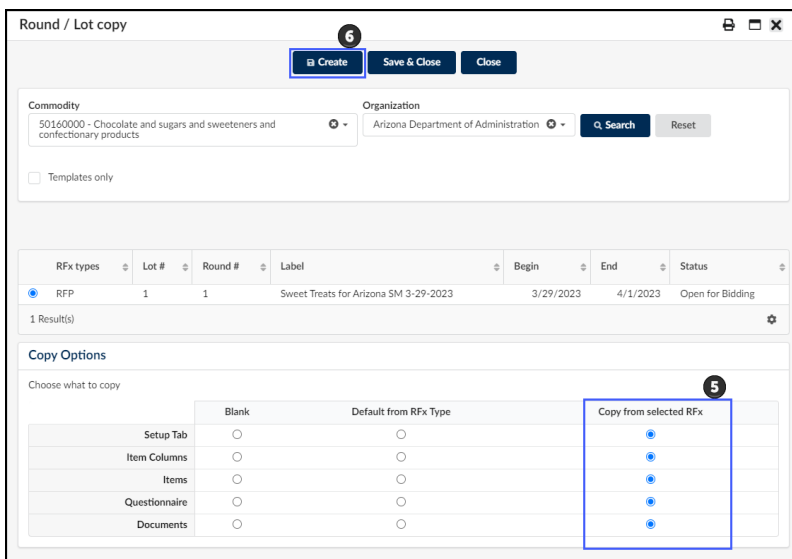
Note: Issuing a new round triggers the solicitation approval workflow.

Solicitation Amendment/Creating a New Round

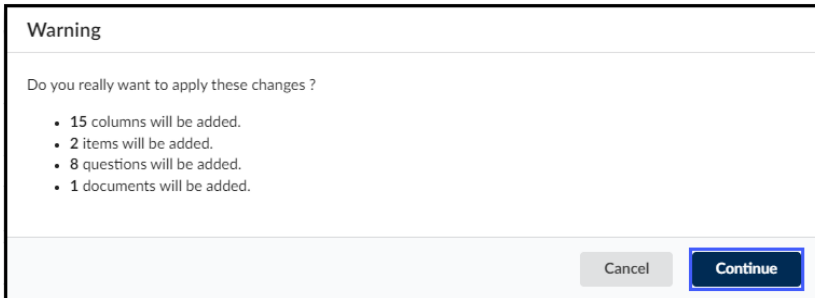
1. From any page in APP, select **Sourcing Projects** from the **Sourcing** drop-down menu.
2. Search for the solicitation in which the new round will be created and click the **Pencil** icon to open.
3. Navigate to the **Prepare RFX** tab.
4. Click the **Other Actions** button and select **Create a new round**.



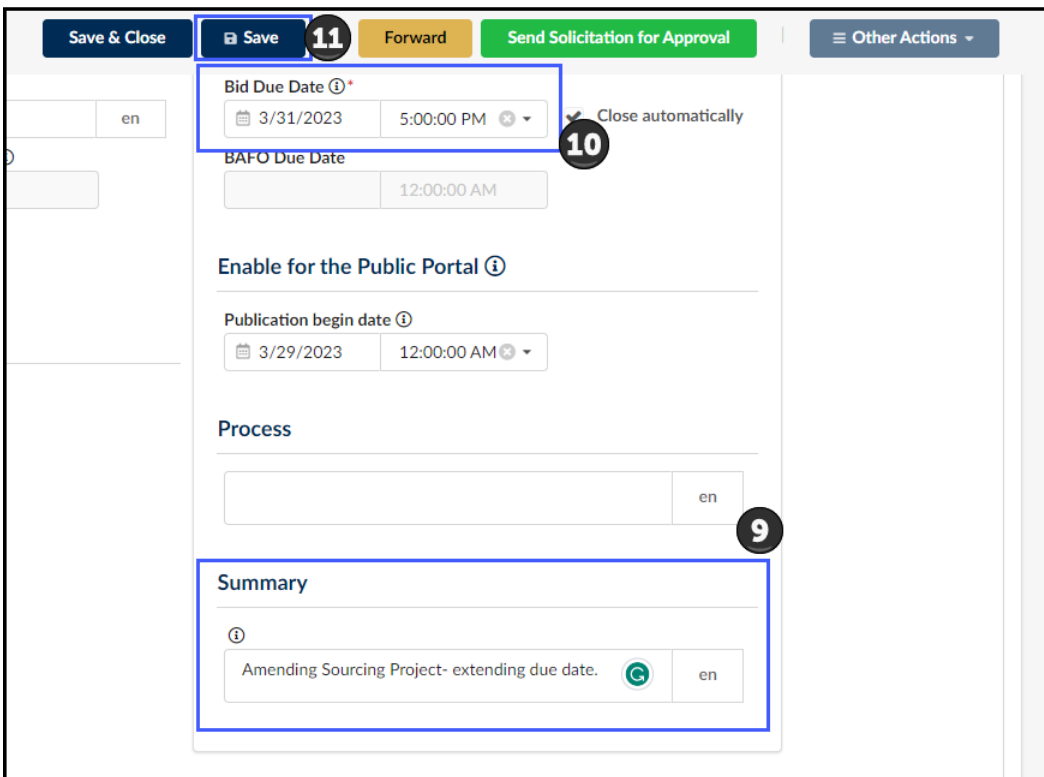
5. Confirm the tabs to be duplicated.
6. Click Create.



7. Review the information on the Warning pop-up.
8. Click **Continue**.



9. Enter the reason for the new round in the **Summary** field.
10. Update the bid dates when applicable.
11. Click **Save**.



12. Click on the **RFx Exhibits** header and upload any new amendment documents.
13. Click on the **Suppliers** header and select all suppliers included in the new round. Add any additional suppliers when applicable.
14. Continue to make changes to the solicitation as necessary to capture the details of the new round.
15. Once the new round is updated, click the **Send Solicitation for Approval** button.
16. Click **Send**.

17. Confirm the suppliers for the new round and update the email message.

The screenshot shows a web interface for managing suppliers and email messages. At the top, there are three buttons: "Send", "Close", and "Send and close". Below this is a table with two columns: "Supplier" and "User".

Supplier	User
<input checked="" type="checkbox"/> GOODYEAR TIRE & RUBBER CO	Contact <input type="text"/> Schmidt Colby
<input checked="" type="checkbox"/> SANDS CHEVROLET	Contact <input type="text"/> ROGERS SCOTT

Below the table, it says "2 Result(s)" and "Copy all team members" with an unchecked checkbox. Below the table is an "Email" section with a "Subject" field containing "A New Solicitation has been Sent" and a "Send me a copy" checkbox. The email body starts with "Dear Supplier," and contains a message about a solicitation for the Arizona Department of Administration, with a list of details: Label, Agency, Process, and Summary.

18. Click **Send and Close**.

19. Click **Ok** twice.

*Note: View previous rounds using the **Selected Lot - Round** drop-down in the Prepare RFx tab.*

The screenshot shows a dropdown menu titled "Selected Lot - Round*". The menu is open, showing two options:

- Lot : 1 - Round : 2 - Sweet Treats for Arizona SM 3-29-2023 (Open for Bidding)
- LOT : 1
- Lot : 1 - Round : 1 - Sweet Treats for Arizona SM 3-29-2023 (Achieved)