

Submitting an Offer

This document is a quick-reference guide for suppliers who would like to submit a response to a solicitation via the APP Supplier Portal. If you have any questions, please contact the APP Help Desk at 602-542-7600 or to submit an issue use this form <https://spo.az.gov/app-service-request>. Questions can be emailed to app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/> For more information on submitting an offer, go to <https://spo.az.gov/app/supplier/training> and reference the Submitting an Offer training course.

Initialize Response

- Once logged into APP, select the Sourcing tab on the top header and then click **Manage my Proposals** on the dropdown menu.
 - If the particular sourcing event does not appear, select **Show public requests for proposals** and use the keywords to find the event.
- Select the individual RfX line item by clicking the **Pencil** icon.

The screenshot shows the 'Sourcing' tab selected in the top navigation. Below the navigation is a search bar and a table of RfX items. The table has columns for Code, Label, Commodity, Agency, Begin (UTC-7), End (UTC-7), Status, and RfX Awarded. Two items are listed:

Code	Label	Commodity	Agency	Begin (UTC-7)	End (UTC-7)	Status	RfX Awarded
BPM002264	Test QRG upgrade	Mining and Well Drilling Machinery and Accessories	Arizona Department of Administration	3/19/2020 10:30:00 AM	3/19/2020 12:00:00 PM	Open for Bidding	<input type="checkbox"/>
BPM002263	D359119 Default Begin Date - RFP	Mining and Well Drilling Machinery and Accessories	Arizona Department of Administration	3/16/2020 12:00:00 AM	3/16/2020 3:15:00 PM	Achieved	<input type="checkbox"/>

- Select **Participate in Solicitation** if the supplier wants to respond to bid.
- The supplier must acknowledge receipt of the solicitation by clicking **I acknowledge receipt of this RfX**, followed by confirmation of supplier intentions to bid with a response of “will bid” or “no bid”.
 - Once the appropriate selection is made, click **Valid**.

The first screenshot shows the 'Acknowledgement' step with the text 'To answer to this RfX, please acknowledge receipt' and a button labeled 'I acknowledge receipt of this RfX'. The second screenshot shows the 'Receipt acknowledged on 3/19/2020 10:43:40 AM (UTC-7)' step with the text 'To answer to this RfX, please confirm that you intend to bid.' and two radio button options: 'WILL BID: our intent is to respond to this RfX.' and 'NO BID: we will not be able to respond to this RfX.' Below these options is a 'Valid' button.

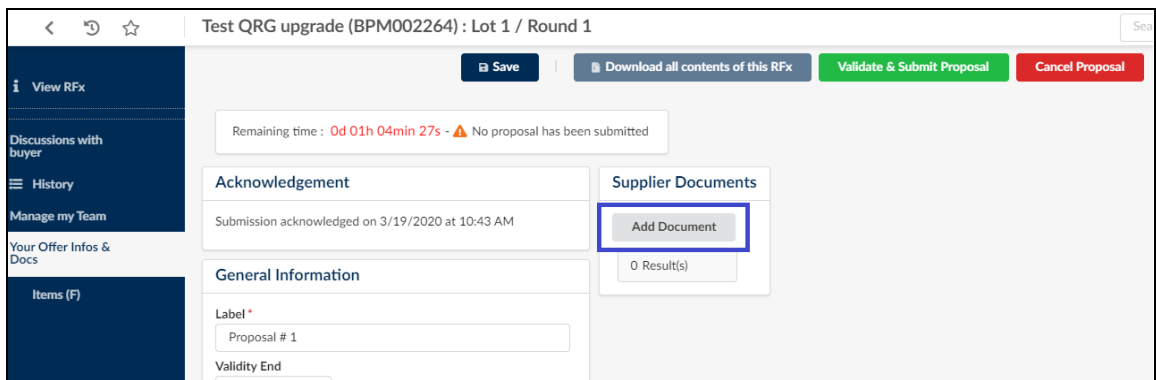
Complete Response

Note I: Any field with a red asterisk indicates required completion.

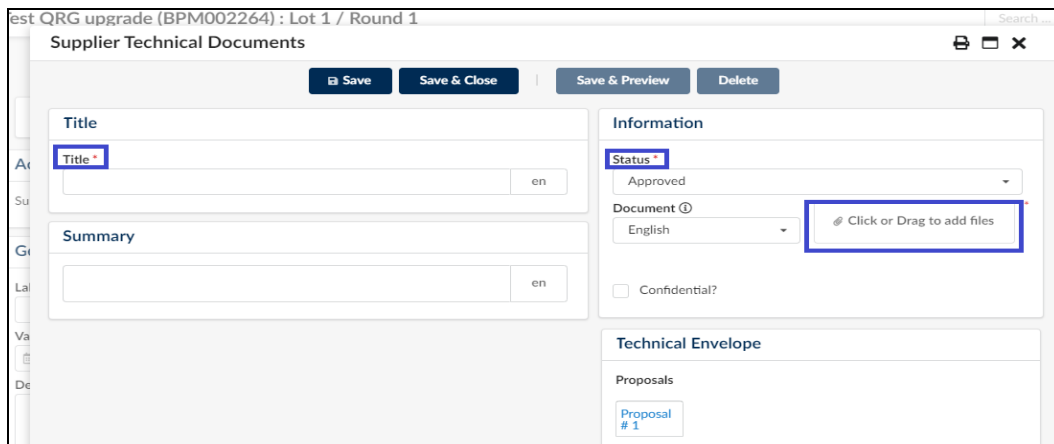
Note II: If suppliers have any questions about the Sourcing Event during this process, they can submit them via the Discussion Forum. Please refer to the Discussion Forum reference material for more detailed guidance.

If you have no documents to upload, skip to step number six on page three.

5. Once in the Sourcing Event, select **Your Offer Infos & Docs** on the left side panel to upload documents you want to include in your response.
6. Complete all text boxes with a red vertical line.
 - a. **Label**
7. Under **Supplier Documents**, select **Add Document**.



8. Choose if the document you are uploading is a **Supplier Financial Document** or a **Supplier Technical Document**.
 - a. Fill out all required fields:
 - i. **Title**
 - ii. **Document** (may click or drag desired attachment)
 - iii. **Status** (leave as Approved)



Note: Select the **Confidential?** Checkbox if it applies to the uploaded attachment.

9. Select **Save & Close**.

10. The uploaded attachment will appear under Your Infos & Docs tab on the left side panel, under **Supplier Documents**.

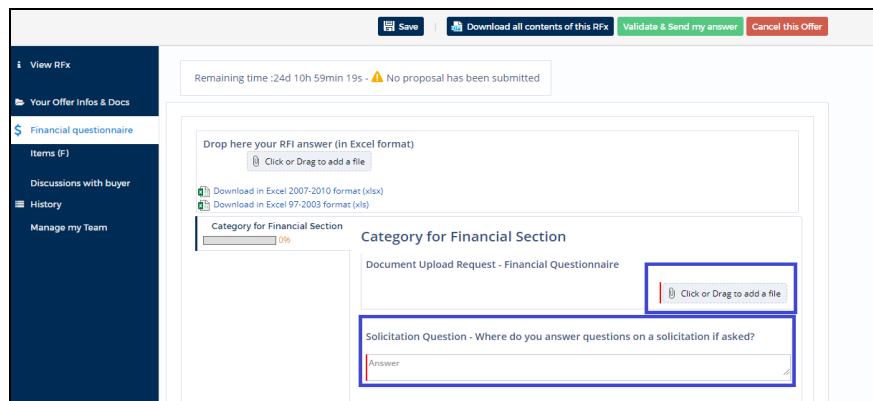
a.If there are multiple documents to upload, select **Add Document** next to the previous document to add another attachment.

11. Navigate to the **Technical questionnaire** (if applicable) on the left side panel.

a.Upload requested attachments and complete questions that need to be answered if applicable.

12. Select the **Financial questionnaire** tab on the left side panel.

a.Upload requested attachments and complete questions that need to be answered if applicable.

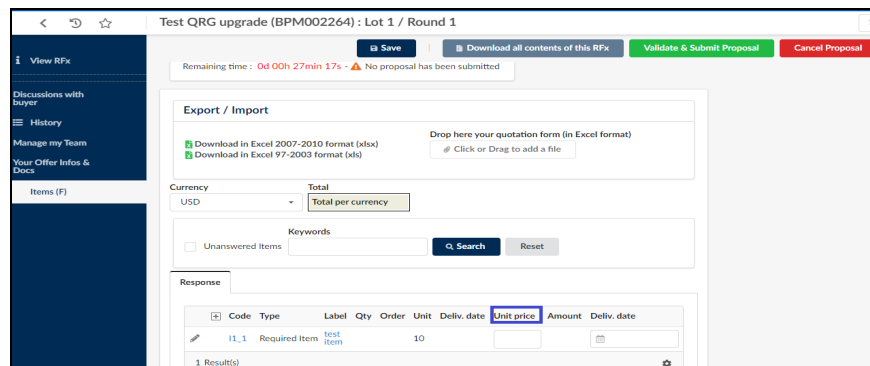


Note: The progress bar will illustrate 100% when all required questions have been completed.

13. Click **Save**.

14. Select the **Items (F)** tab on the left side panel.

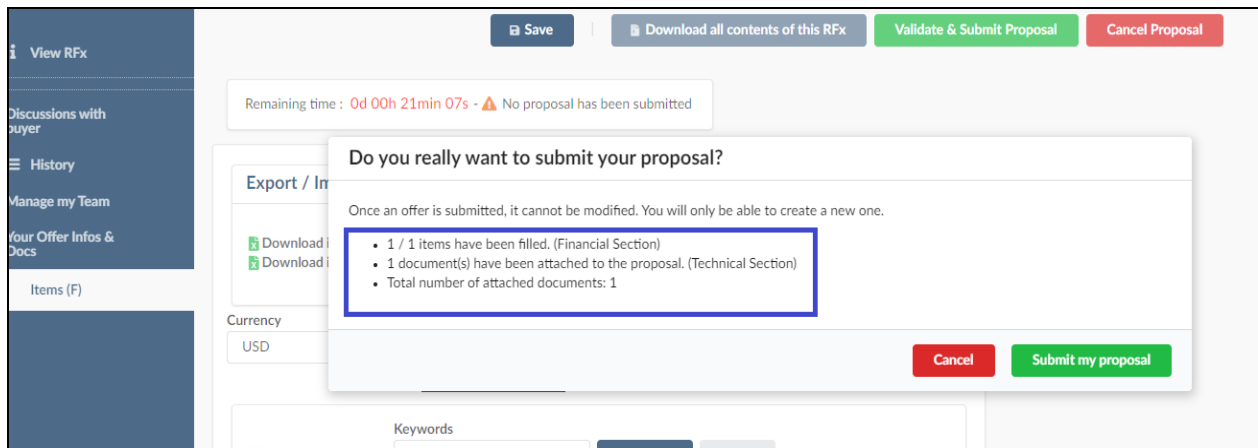
a.Insert offering price (if applicable).



Note: With high volume contracts, Procurement Officers will specify for suppliers to complete and attach the Catalog Upload Template instead of using the Item tabs. Please refer to the Catalog Upload reference material for more detailed guidance.

Submit Response

15. Upon completing the response, click the green **Validate & Submit Proposal** on the top of the screen.
 - a. A pop-up window will appear confirming the user would like to submit the response. Verify all documents and attachments.
 - b. Upon verification, click **Submit my proposal** as confirmation.



Note: Once submitted, the user will see a confirmation flag on the top of the screen stating that the bid has been submitted with the associated time stamp. The flag will remain static for the user to view at any time.