

Technical and Financial Envelopes

This document is a quick reference guide for users reviewing solicitation offers 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/>.

Offers are split into technical and financial envelopes to help streamline the offer evaluation process. As part of reviewing solicitation offers, Procurement Officers must determine each supplier’s responsibility, responsiveness, and susceptibility.

Open Technical Envelope

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 **Open Technical Envelope** left margin tab.
4. Click the hyperlink for the offer you wish to view.
5. The offer displays.
 - a. Review the offer for responsibility, responsiveness, and susceptibility.
 - b. Close the offer when your review is complete.
6. Click **Accept Proposal** or **Reject Proposal**, depending on the result of your review.



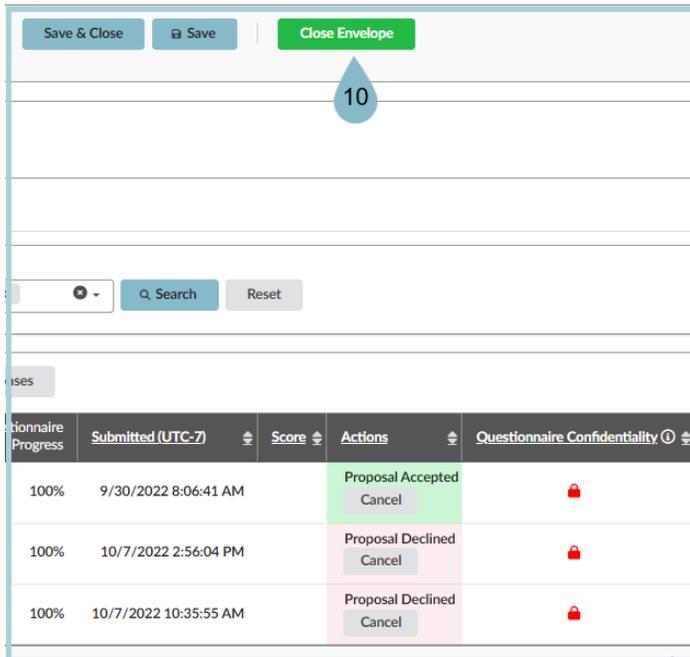
If you mark a supplier’s offer as Rejected on either the technical or financial envelope, their offer will be removed from the solicitation competition and the other envelope.

7. You can see the supplier's questionnaire answers side-by-side by selecting all offers and clicking the **Compare Questionnaire Responses** button.
8. You can also download the supplier’s questionnaire by selecting the offers and clicking the **Download Selected Proposals** button.

Supplier	Proposal	Documents	Questionnaire Progress	Submitted (UTC-7)	Score	Actions	Questionnaire Confidentiality
<input checked="" type="checkbox"/> Snowflake Computing, Inc	Snowflake's Response to AZ RFI	1	100%	9/30/2022 8:06:41 AM		<input type="button" value="Accept Proposal"/> <input type="button" value="Reject proposal"/>	6
<input checked="" type="checkbox"/> Kyndryl Inc	Proposal # 1 - Kyndryl	1	100%	10/7/2022 2:56:04 PM		<input type="button" value="Accept Proposal"/> <input type="button" value="Reject proposal"/>	
<input checked="" type="checkbox"/> SLALOM CONSULTING LLC	Slalom's proposal for BPM004884	1	100%	10/7/2022 10:35:55 AM		<input type="button" value="Accept Proposal"/> <input type="button" value="Reject proposal"/>	

9. Continue to review the remaining offers.

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



11. Click **OK**.

Open Financial Envelope

1. Navigate to the **Open Financial Envelope** tab.
2. Click the hyperlink for the offer you wish to view.
3. The offer displays.
 - a. Review the offer for responsibility, responsiveness, and susceptibility.
 - b. Close the offer when your review is complete.
4. Click **Accept Proposal** or **Reject Proposal**, depending on the result of your review.



If you mark a supplier's offer as Rejected on either the technical or financial envelope, their offer will be removed from the solicitation competition.

- You can see the supplier's questionnaire answers side-by-side by selecting all offers, and clicking the **Compare Questionnaire Responses** button.
- You can also download the supplier's questionnaire by selecting the offers, and clicking the **Download selected proposals** button.

Supplier	Proposal	Documents	Questionnaire Progress	Submitted (UTC-7)	Score	Actions	Questionnaire Confidentiality
<input checked="" type="checkbox"/> Snowflake Computing, Inc	Snowflake's Response to AZ RFI		100%	9/30/2022 8:06:41 AM		<input type="button" value="Accept Proposal"/> <input type="button" value="Reject proposal"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Kyndryl Inc	Proposal # 1 - Kyndryl	1	100%	10/7/2022 2:56:04 PM		<input type="button" value="Accept Proposal"/> <input type="button" value="Reject proposal"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> SLALOM CONSULTING LLC	Slalom's proposal for BPM004884	1	100%	10/7/2022 10:35:55 AM		<input type="button" value="Accept Proposal"/> <input type="button" value="Reject proposal"/>	<input type="checkbox"/>

- Continue to review the remaining offers.

RFx Evaluations

- Navigate to the **RFx Evaluation** header.
- Select all **Questionnaire** surveys.
- Click **View & Score Evaluations**.

List of proposals | **RFx Evaluations**

Keywords: Supplier:

2 3 Selected

Questionnaire survey	Evaluator	Score
<input checked="" type="checkbox"/> Cloud Data Environment	<input type="text"/>	
<input checked="" type="checkbox"/> Cloud Data Environment	<input type="text"/>	
<input checked="" type="checkbox"/> Cloud Data Environment	<input type="text"/>	

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

Scoring Comparison

Keywords: Evaluator: Question scored

Code	Question	SLALOM CONSULTING LLC	Kyndryl Inc
	RFI-Answers	-0.0000*	-0.0000*
		50.0000	75.0000
	Please respond to Request for Information and attach any documents that expand on how your company can meet requirements.	Slalom's Response to ADA BPM004884 100622.docx Slalom's Response to ADA BPM004884 100622.pdf Please see Slalom's attached response to ADA BPM004884	<input type="text" value="50.00"/>
		ACJC RFI Response - Kyndryl 10-07-2022.pdf RFI response document submitted	<input type="text" value="75.00"/>

2 Record(s)

6. To close the pop up, click the X icon.
7. Navigate back to the **List of Proposals** header.
8. Click **Accept Proposal** or **Reject Proposal** for each proposal depending on the result of your review.

<input type="checkbox"/>	Supplier	Proposal	Documents	Questionnaire Progress	Submitted (UTC-7)	Score	Actions	Que
<input type="checkbox"/>	Snowflake Computing, Inc	Snowflake's Response to AZ RFI	1	100%	9/30/2022 8:06:41 AM		<input type="button" value="Accept Proposal"/> <input type="button" value="Reject proposal"/>	
<input type="checkbox"/>	Kyndryl Inc	Proposal # 1 - Kyndryl	1	100%	10/7/2022 2:56:04 PM		<input type="button" value="Accept Proposal"/> <input type="button" value="Reject proposal"/>	

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



It is advised not to score the technical questions due to scoring weight issues. All scored questions must be created in the Financial Questions tab.

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>