

Viewing Public Solicitations in the Public Portal

This document is a quick reference guide for users who need to view public solicitations 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/

Public Solicitations can be viewed by anyone by accessing the APP homepage. Details of these items can be viewed by looking into individual records. In addition suppliers can register for events from this public page. If you believe the records you are searching for are not public record, please submit a request through the <u>ADOA Website</u>.

Viewing a Public Solicitation

- 1. Navigate to the Arizona Procurement Portal (APP)
- 2. From the APP Home page click on the **Open Solicitations** Hyperlink.

Welcome to the State of Arizona's Procurement Portal	IDENTIFICATION
ARIZONA PROCUREMENT PORTAL app.az.gov	Login* Password* P
SUPPLIERS: Please click HERE for a APP Tutorial Video and Reference Guides	Lost your password?
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.	Help Desk + 1 602-542-7600 E Click Here to Register Image: Comparison of the comp
State Procurement Office	View Public Catalog
If you are experiencing longer than normal hold times on the phone, please email app@azdoa.gov or submit a ticket for assistance.	What is a Small Business? Technical Requirements

3. On the browse page, search for the desired Solicitation (also known as a RFx) by Agency, Keyword, Begin Date etc. Click **Search** to filter your results.

Keywords		Commodities			
			•	Q Search	Reset
RFx types		Status			
	,	•][•	3	
Begin		RFx Awarded			
🟥 Min value	🛗 Max value		•		
Agency					
		-			

4. Click on the **Pencil Icon** to access the record.

	Code	\$	Label 🝨	<u>Commodity</u>
/	4	577	Sweet Treats for SPO II SM	Chocolate or chocolate substitute
/	BPM00	5576	Sweets for SPO SM	Chocolate or chocolate substitute

 In the record, view the components of the Solicitation including solicitation general information, solicitation documents, questionnaires, and the item grid. Use the tabs on the le to navigate through these sections.

	«
i View RFx	5
Items (F) (Ext)	Need login or register to participate to RFx
Financial Questionnaire (Ext)	Fields marked by an asterisk * are mandatory
Technical Questions	
	Participate in RFx
	Solicitation General Information

6. After the solicitation due date has passed and the status is 'in evaluation' the Solicitation opening report will be available on the 'view RFx' tab of the record. For IFBs, this will also include the total dollar value of the proposals.

7. After the Solicitation has been awarded use the View RFX left margin tab to download up to 15 responses at a time. Click the checkbox next to the supplier name, then click the Download Proposals button to extract the zip file.

Bidders					
Please select a maximum of 15 downloads at a time					
→ 0 Selected					
Supplier 🚖					
CORPORATE TECHNOLOGY SOLUTIONS LLC					
PREMISE ONE INC					
Conference Technologies Inc					
Showboss AV LLC					
FXHIBITONE CORP					
INTER TECHNOLOGIES CORP					
Hannay Investment Properties Inc 7					
PRESENTATION PRODUCTS INC					
AVI Systems Inc					
COMMERCIAL COMPUTER SERVICES INC					
IES Communications LLC					
The Ockers Company					
Norstan Communications					
LEVEL 3 AUDIO VISUAL LLC					
1 2 3 > 32 Record(s)					
Download Proposals					

8. Users can also download documents in the Solicitation Documents section.

Solicitation Documents					
Title 🚖	<u>Туре</u> 🚖	Att.	Last Modification (UTC-7)	Creation Date (UTC-7) 👳 🛛 💆	alidity End Date 🍨
BPM005368 Procurement File	Solicitation Documents (Approved)	ß	6/8/2023 3:35:53 PM	6/8/2023 3:35:53 PM	
BPM005368 Solicitation Amendment No.2	Solicitation Documents (Approved)	æ	5/25/2023 4:04:06 PM	5/25/2023 4:04:06 PM	
BPM005368 Solicitation Amendment No.1	Solicitation Documents (Approved)	a <	8	5/24/2023 4:14:06 PM	
BPM005368 Solicitation Requirements	Solicitation Documents (Approved)	æ		5/16/2023 2:08:56 PM	
BPM005368 Solicitation Attachments	Solicitation Documents (Approved)	æ		5/16/2023 2:06:14 PM	
5 Record(s)					

9. APP opens the Verify download public page. Your file will be downloaded accordingly.

Resources

Click the link below for more information on **Quick Reference Guides** in APP:

https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrad e/quick-reference-guides-176