

Confidential Questionnaire Attachments

This document is a quick reference guide on how to set up confidential questionnaire attachments in the Arizona Procurement Portal (APP). For questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

APP allows suppliers to mark sourcing project questionnaire attachments as confidential. Suppliers must mark these documents confidential before a bid period closes. **Once a bid period closes only a procurement officer can manage confidentiality settings on questionnaire attachments.** Attachments marked as confidential do not appear on the Public Portal.

Supplier: Marking Questionnaire Attachments Confidential

1. Log in to APP
2. Navigate to RFP in progress
3. Navigate to the **Questionnaire** tab
4. Upload attachments to your questionnaire using the **Click or Drag to add Files** button

Please complete the attached document and upload as your response.

Answer*

Click or Drag to add a file

5. Select Files from your computer
6. Navigate to the **Overview** tab once you have uploaded your questionnaire files

Overview

Section One 2 / 2

Section Two 2 / 2

7. Click **Set Up Confidentiality**

Attachments Confidentiality

Set Up Confidentiality

- Click the **Confidential File** Checkbox next to each attachment that you would like to mark confidential
- Click **Define Confidentiality & Close**

Questionnaire Confidentiality 🖨️ 🗂️ ✕

Define Confidentiality
Define Confidentiality & Close
Close

Proposal Details 9

Proposal	Status
Proposal # 1	In progress

Attachments added to this proposal

File	Login	Confidential File 🔒
Test Capture.png	aztrain4@noemail.gov	<input type="checkbox"/>
Test Capture.png	aztrain4@noemail.gov	<input checked="" type="checkbox"/>

2 Result(s) ⚙️

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- Complete your proposal and submit

State: Marking Questionnaire Attachments Confidential

- Find Sourcing Project
- Navigate to the Open Financial Envelope Tab
- Click the Red Padlock under the Questionnaire Confidentiality Column

Supplier	Proposal	Documents	Proposal Progress	Questionnaire Progress	Submitted (UTC-7)	Score	Actions	Questionnaire Confidentiality 🔒
<input type="checkbox"/> State of AZ Training Supplier 3	Proposal # 1		100%	100%	2/3/2022 10:53:53 AM	100.00	Accept Proposal Reject proposal	🔒

4. On the popup, update the attachment's confidentiality status by checking or unchecking the checkbox next to each attachment. *If an attachment's Confidential File checkbox is checked it will be confidential and not appear on the public portal.
5. Click **Set Confidentiality & Close**

Attachments Confidentiality (Question...    

Set Confidentiality **Set Confidentiality & Close** **Close**


Proposal Header **5**

Proposal
Proposal # 1 en

Status Submitted Supplier State of AZ Training Supplier 3

Attachments **4**

File	Uploaded by	Confidential File
License.pdf	aztrain3@noemail.gov	<input type="checkbox"/>
APP Logo.png	aztrain3@noemail.gov	<input checked="" type="checkbox"/>

2 Result(s) 

Note: Suppliers are unable to mark questionnaire attachments as confidential during a Best And Final Offer (BAFO), Procurement Officers should ensure confidential documents remain confidential after a BAFO round.