

## **Marking Questionnaire Attachments Confidential**

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. Navigate to the **Overview** tab once you have uploaded your questionnaire files.
- 2. Click Setup Confidentiality

Overview 1	)	Response Overview
Solicitation Attachments	4/4	Label Arizona Training Services 8.25.23 Organization
		Commodity 86000000 - Education and Training Services Attachments Confidentiality
		Set Up Confidentiality 2

- 3. Select the checkbox in the **Confidential File** column next to each attachment to be marked confidential.
- 4. Click Define Confidentiality.
- 5. Click Close.

Questionnaire Confidentiality		⊖ <b>⊟</b> ×
Define Confidentiality	Define Confidentiality & Close	Close
Proposal Details	4	5
Proposal	Sta	tus
Proposal # 1	en	n progress
Attachments added to this proposa	al	
<u>File</u>	<u>Login</u>	<u>Confidential File</u> ③
OfferAcceptance (1).pdf	JohnD562@noemail.com	✓ 3

6. Complete your proposal and submit.

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## **State: Marking Questionnaire Attachments Confidential**

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

Actions 🚔	Questionnaire Confidentiality 🛈 🚖	
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 not appear on the public portal.
- 5. Click Set Confidentiality.
- 6. Click Close.

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Set Confidentiality	Set Confidentiality & Close	Close
Proposal Header	5	6
Proposal		
Proposal # 1		en
Status	Supplier	
Submitted	Simulaids - Nasco Hea	lthcare
Attachments		
Attachments	Uploaded by 🔶 Con	nfidential File 🍨
Attachments	Uploaded by 🚖 Con rgoodson@mysimulaids.com	nfidential File 🔶
Attachments	Uploaded by $\blacklozenge$ Con rgoodson@mysimulaids.com rgoodson@mysimulaids.com	nfidential File 🛊



**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.

## **Resources**

Click the link below for more information on processes in APP: <u>https://spo.az.gov/suppliers/app-support/quick-reference-guides</u>