

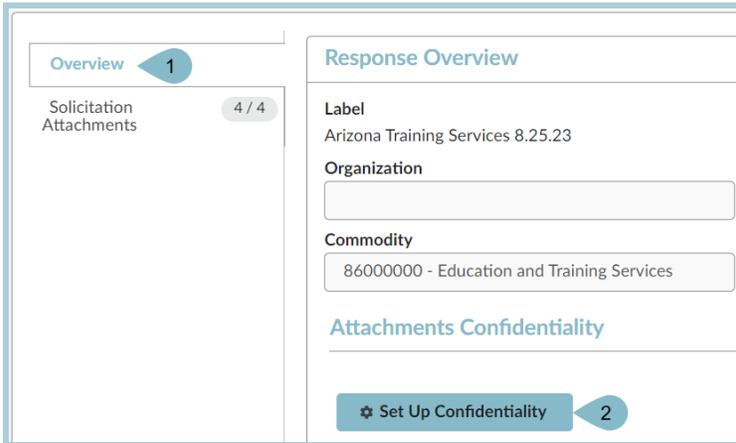
Marking Questionnaire Attachments Confidential

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/>

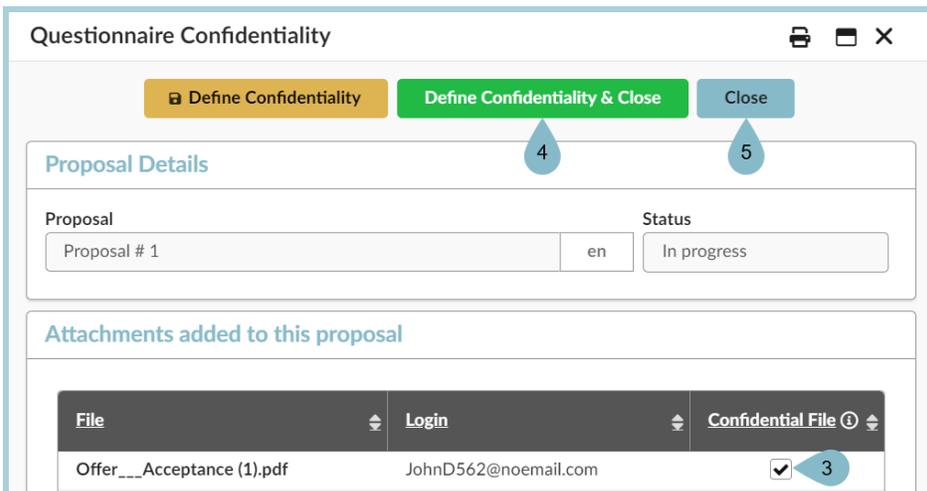
APP allows suppliers to mark sourcing project questionnaire attachments as confidential. Suppliers must mark these documents confidential before a bid period closes. Once a bid period closes only a procurement officer can manage confidentiality settings on questionnaire attachments. Attachments marked 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**



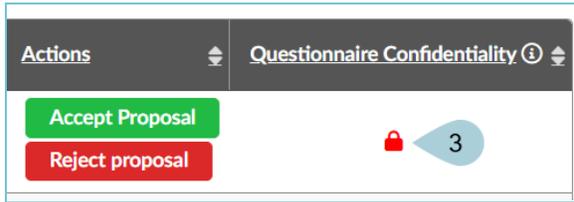
3. Select the checkbox in the **Confidential File** column next to each attachment to be marked confidential.
4. Click **Define Confidentiality**.
5. Click **Close**.



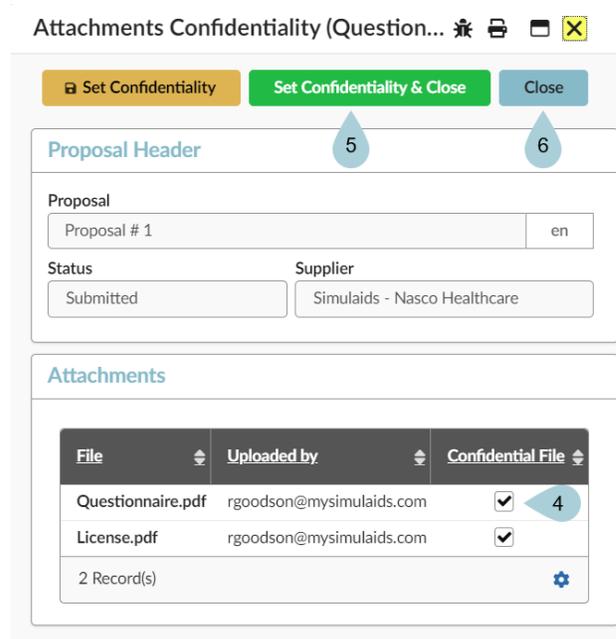
6. Complete your proposal and submit.

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.



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**.



 **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:

<https://spo.az.gov/suppliers/app-support/quick-reference-guides>