

## Responding to Solicitations

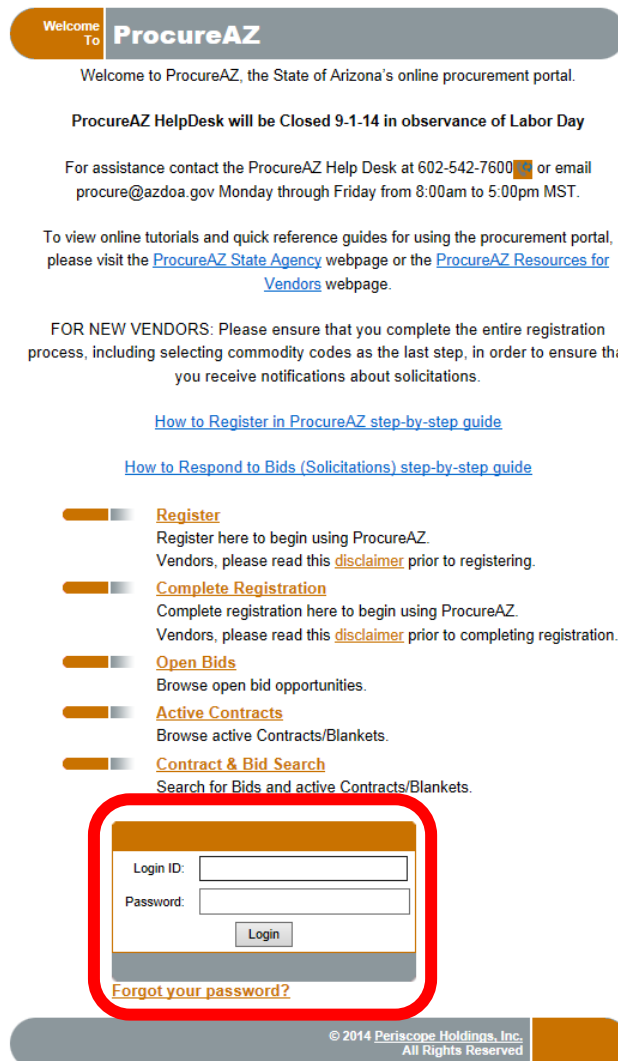
The following will guide a vendor through the process of responding to a solicitation. In ProcureAZ, a solicitation (Request for Quotation, Invitation for Bid, Request for Proposal, etc.) is referred to as a "Bid" document.

All solicitations issued by the State of Arizona in ProcureAZ will be managed and conducted online, including solicitation responses by vendors. All offers shall be submitted electronically in ProcureAZ to be considered. In order to respond to a solicitation, a Vendor must be fully registered in ProcureAZ. If the vendor is not registered, they should go to <http://procure.az.gov> and click Register. A step-by-step registration guide is located at <http://www.spo.az.gov/ProcureAZ/Vendors/default.asp>.

### Creating a Response (Vendor Quote) to the Solicitation

In ProcureAZ, a response (offer, quote, bid, or proposal) to a solicitation is referred to as a "Quote." Use the following instructions to assist you in creating your quote.

1. Go to <https://procure.az.gov> and log in by entering your Login ID and Password into the Login Box.



Welcome To **ProcureAZ**

Welcome to ProcureAZ, the State of Arizona's online procurement portal.

ProcureAZ HelpDesk will be Closed 9-1-14 in observance of Labor Day

For assistance contact the ProcureAZ Help Desk at 602-542-7600 or email [procure@azdoa.gov](mailto:procure@azdoa.gov) Monday through Friday from 8:00am to 5:00pm MST.

To view online tutorials and quick reference guides for using the procurement portal, please visit the [ProcureAZ State Agency](#) webpage or the [ProcureAZ Resources for Vendors](#) webpage.

FOR NEW VENDORS: Please ensure that you complete the entire registration process, including selecting commodity codes as the last step, in order to ensure that you receive notifications about solicitations.

[How to Register in ProcureAZ step-by-step guide](#)

[How to Respond to Bids \(Solicitations\) step-by-step guide](#)

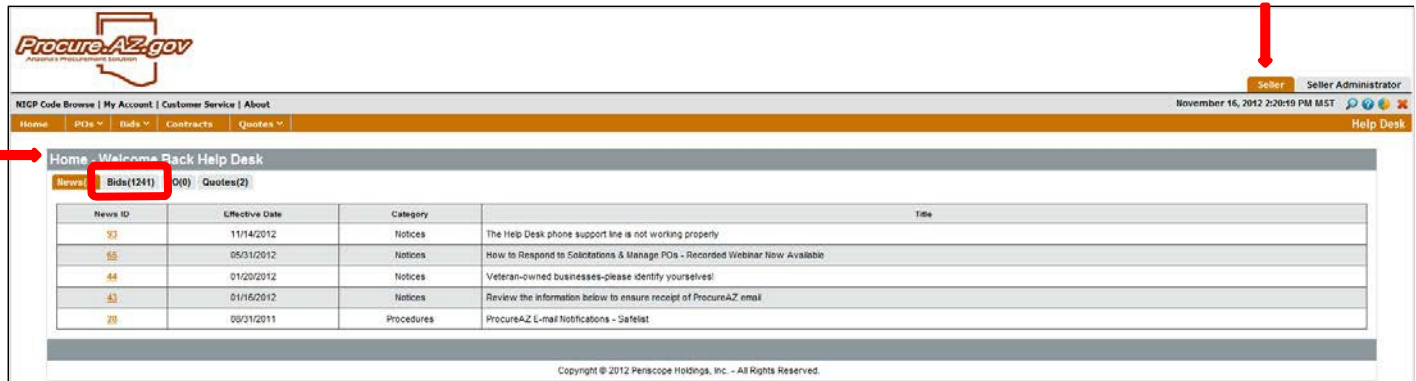
- Register**  
Register here to begin using ProcureAZ.  
Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**  
Complete registration here to begin using ProcureAZ.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**  
Browse open bid opportunities.
- Active Contracts**  
Browse active Contracts/Blankets.
- Contract & Bid Search**  
Search for Bids and active Contracts/Blankets.

Login ID:   
Password:

[Forgot your password?](#)

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# Responding to Solicitations



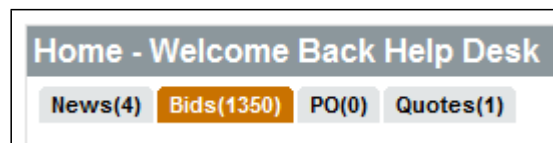
Home - Welcome Back Help Desk

News(5) **Bids(1241)** PO(0) Quotes(2)

News ID	Effective Date	Category	Title
93	11/14/2012	Notices	The Help Desk phone support line is not working properly
95	05/11/2012	Notices	How to Respond to Solicitations & Manage POs - Recorded Webinar Now Available
44	01/20/2012	Notices	Veteran-owned businesses-please identify yourselves!
43	01/16/2012	Notices	Review the information below to ensure receipt of ProcureAZ email
25	09/21/2011	Procedures	ProcureAZ E-mail Notifications - Safelist

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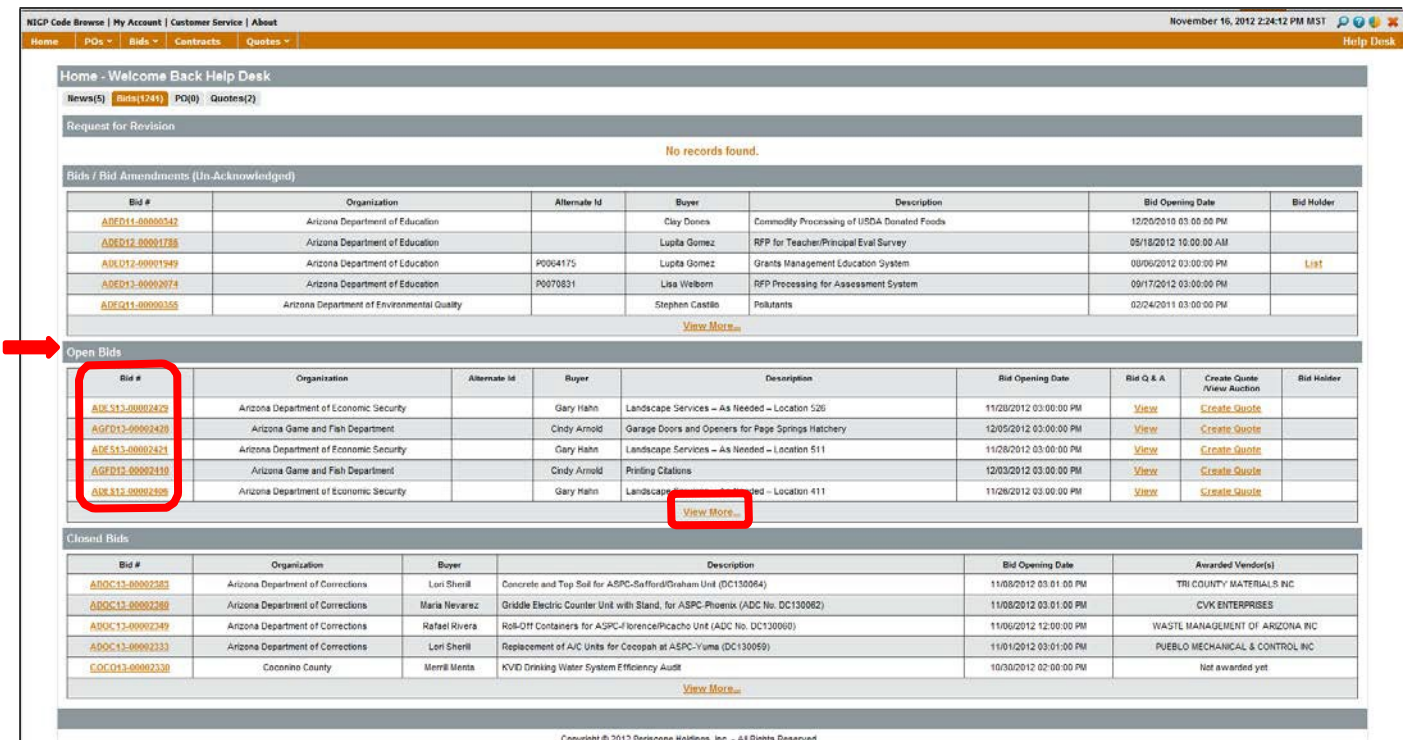
- Once logged in you will be on the home screen bearing the greeting "Welcome Back, <Your Name>". If you do not see this greeting, click on the Seller tab in the upper right of the screen. This should bring you to the Seller Home Page.
- To locate an active bid that you wish to respond to, click on the gray "Bids" tab just below the "Welcome Back, ..." greeting.



Home - Welcome Back Help Desk

News(4) **Bids(1350)** PO(0) Quotes(1)

- A section labeled **Open Bids** will be available in the "Bids" tab. Active bids are referred to as "Open Bids". Initially only 5 open bids are displayed. In order to expand the list and view additional bids click on the [View More...](#) link posted just under the list of **Open Bids**.



Home - Welcome Back Help Desk

News(5) **Bids(1241)** PO(0) Quotes(2)

Request for Revision

No records found.

Bids / Bid Amendments (In-Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
AD0D11-00000342	Arizona Department of Education		Clay Dones	Commodity Processing of USDA Donated Foods	12/05/2010 03:00:00 PM	
AD0D12-00001756	Arizona Department of Education		Lupita Gomez	RFP for Teacher/Principal Eval Survey	05/18/2012 10:00:00 AM	
AD0D12-00001949	Arizona Department of Education	P0064175	Lupita Gomez	Grants Management Education System	08/06/2012 03:00:00 PM	List
AD0D12-00002074	Arizona Department of Education	P0070831	Lisa Welborn	RFP Processing for Assessment System	09/17/2012 03:00:00 PM	
AD0D11-00000355	Arizona Department of Environmental Quality		Stephen Castillo	Pollutants	02/24/2011 03:00:00 PM	

[View More...](#)

**Open Bids**

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote / View Auction	Bid Holder
AD0S13-00002429	Arizona Department of Economic Security		Gary Hahn	Landscape Services - As Needed - Location 526	11/08/2012 03:00:00 PM	View	Create Quote	
AGFD12-00002420	Arizona Game and Fish Department		Cindy Arnold	Garage Doors and Openers for Page Springs Hatchery	12/05/2012 03:00:00 PM	View	Create Quote	
AD0S13-00002421	Arizona Department of Economic Security		Gary Hahn	Landscape Services - As Needed - Location 511	11/08/2012 03:00:00 PM	View	Create Quote	
AGFD12-00002410	Arizona Game and Fish Department		Cindy Arnold	Printing Stations	12/03/2012 03:00:00 PM	View	Create Quote	
AD0S13-00002430	Arizona Department of Economic Security		Gary Hahn	Landscape Services - As Needed - Location 411	11/08/2012 03:00:00 PM	View	Create Quote	

[View More...](#)

**Closed Bids**

Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
AD0C13-00002383	Arizona Department of Corrections	Lori Sherill	Concrete and Top Soil for ASPC-Safford/Graham Unit (DC130064)	11/08/2012 03:01:00 PM	TRI COUNTY MATERIALS INC
AD0C13-00002389	Arizona Department of Corrections	Maria Nevarez	Griddle Electric Counter Unit with Stand, for ASPC-Phoenix (ADC No. DC130082)	11/08/2012 03:01:00 PM	CVK ENTERPRISES
AD0C13-00002349	Arizona Department of Corrections	Rafael Rivera	Roll-Off Containers for ASPC-Tolence/Picacho Unit (ADC No. DC130060)	11/06/2012 12:00:00 PM	WASTE MANAGEMENT OF ARIZONA INC
AD0C13-00002333	Arizona Department of Corrections	Lori Sherill	Replacement of A/C Units for Cocopah at ASPC-Yuma (DC130050)	11/01/2012 03:01:00 PM	PUEBLO MECHANICAL & CONTROL INC
COC013-00002330	Cocconino County	Merrill Menta	KVD Drinking Water System Efficiency Audit	10/30/2012 02:00:00 PM	Not awarded yet

[View More...](#)

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## Responding to Solicitations

- Click the Bid Number to view the bid you are interested in. To view the bid you must acknowledge download of the bid by clicking the **"Yes"** button.

**Acknowledge Receipt and View Solicitation**

Bid # AGFD13-00002394  
Bid Description Printing Hunt and Fish Regulations

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

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- You can create a response by clicking the **Create Quote** button on the bottom of the bid. This will display the New Quote screen.

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- Quotes are completed by working through the tabs along the top of the document from left to right, saving on each tab. The final tab on the right, the Summary tab, contains a summary of all of the data entered on the previous tabs and allows you to submit the Quote.

**New Quote**

**General** Items Questions Subcontractors Notes Terms & Conditions Attachments **Summary** [Back to Bid](#)

Quote #:

**NOTE: You must click the "Submit Quote" button in the Summary tab for your response to be considered for award.**

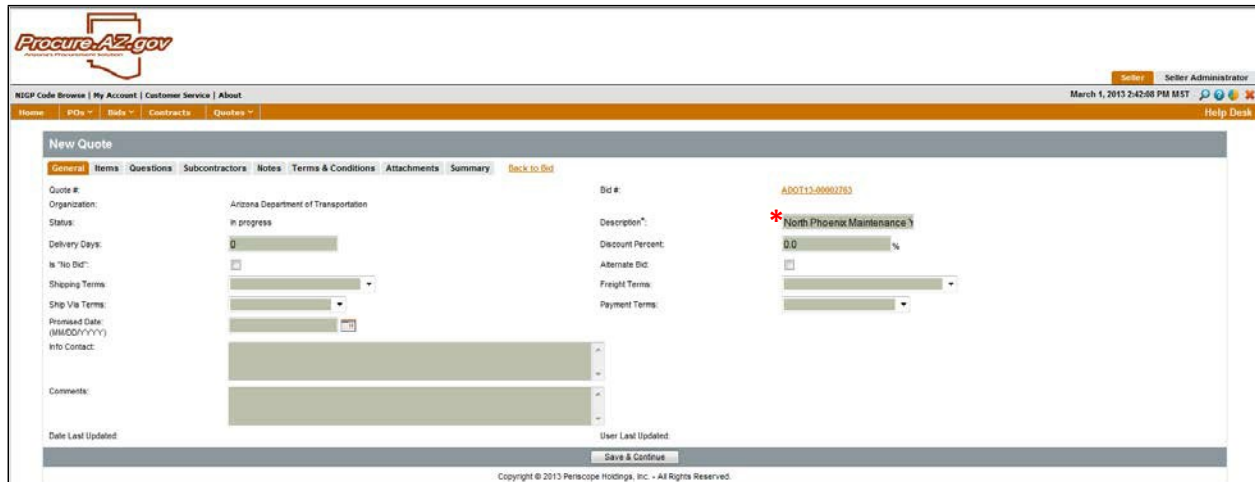
### The General Tab

Fields marked with an asterisk (\*) require you to enter information. Please refer to the bid you are responding to for special instructions regarding required fields in your quote.

## Responding to Solicitations

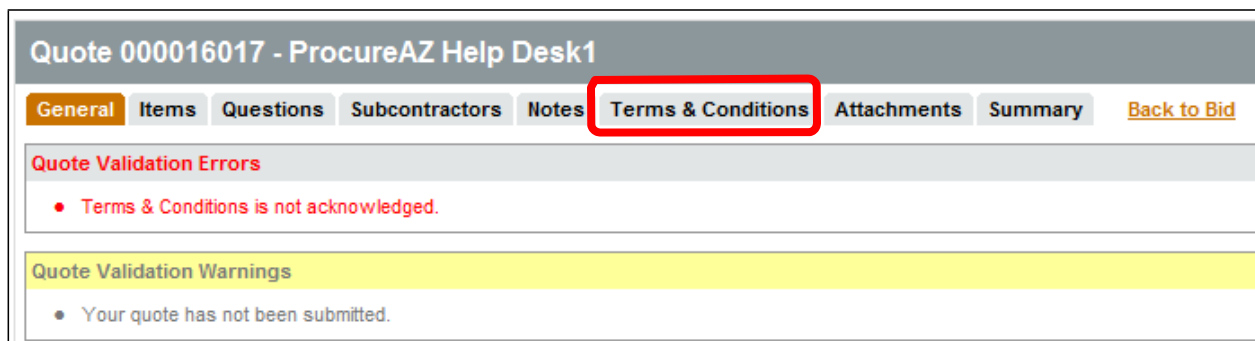
8. Once the necessary information has been entered, click **Save & Continue**. The screen will refresh and a unique quote number will be assigned. Click on the next tab (Items) to advance to the next section.

**NOTE:** Fields marked with asterisks are required.



### Error Messaging:

While working on the Quote, you may see red or yellow error messages. Red error messages indicate actions that must be completed before submitting a response. A yellow warning indicates information or actions that may need to be addressed, but the response can still be submitted.



**NOTE:** The errors above appear once you click on the Save & Continue button on the General tab of your quote. You must view and make selections on the Terms & Conditions tab in order to be able to submit a quote. However, it is still possible to move forward to the next tab, the **Items** tab, by clicking on the tab with your mouse.

### The “Items” Tab

The items tab is where the vendor enters pricing information for the items requested. **If pricing is requested as a separate attachment (indicated by language in the solicitation documents), a Unit Cost of \$1.00 must be entered and saved in order to deselect the “No Bid” check box next to the item.**

## Responding to Solicitations

Quote 000016017 - ProcureAZ Help Desk1

General **Items** Questions Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Sort by Column: Print Sequence ☐ Sort Descending

Item #	Print Sequence	Questions Exist	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1	1.0	No	ANNUAL FALL HUNT REGULATIONS- Estimated quantity 23000	LUMPSUM	0.00	0.0			\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate Description:											
									Quote Response Total	\$0.00	

[Save & Continue](#)

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9. The following fields are available for entering information (please check your bid instructions to know what is required in your response):
  - 1) **Unit Cost:** Enter in the unit cost per item. ProcureAZ will automatically multiply the unit cost by the quantity. This field will also automatically deselect the “No Bid” check box when an amount is entered and saved.
  - 2) **Discount Percent:** Enter in the discount for the specific item, if applicable. Procure.AZ will Calculate the amount automatically.
  - 3) **Tax Rate:** If applicable, choose the Tax Rate. ProcureAZ will automatically calculate the amount
  - 4) **Freight:** **DO NOT ENTER FREIGHT HERE.** Freight must be indicated separately.
  - 5) **No Bid:** If checked, indicates the vendor is not supplying a quote for this specific item
  - 6) **No Charge:** If checked, the item is considered to be included provided the vendor is awarded the contract
  - 7) **Alternate Description:** An alternate description can be provided, either to supplement the description provided in the State’s solicitation or to replace the State’s description. For example, you can use this field to indicate if you are providing a different brand, or if pricing is based on a specific unit of measure that is different than indicated in the solicitation.
10. Once completed, click **Save & Continue**. Click on the next tab (Questions) to advance to the next section.
11. Check the Questions tab.

Procure-AZ.gov

NEGP Code Browser | My Account | Customer Service | About

Home | Bids | Bids | Contracts | Quotes | Help Desk

Quote 000016017 - ProcureAZ Help Desk1

General **Questions** Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

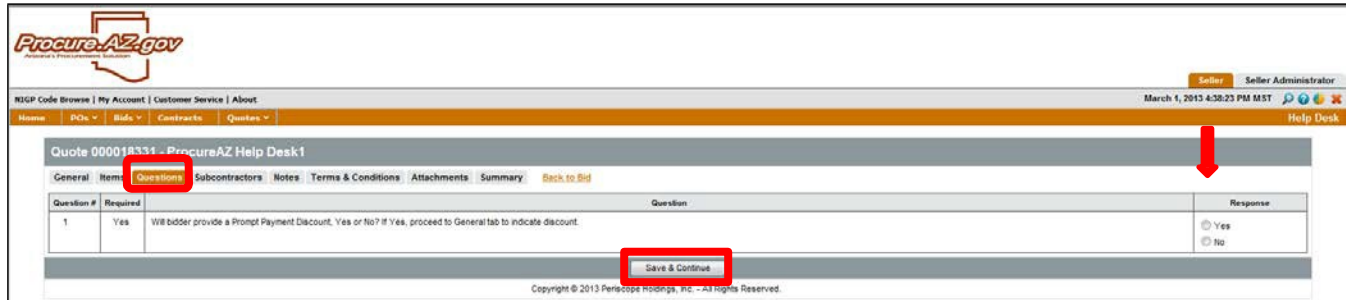
Sort by Column: Print Sequence ☐ Sort Descending

Item #	Print Sequence	Questions Exist	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1	1.0	Yes	Item 1 - Cost for generating the Original Microfiche (72 X Lens Size) using the Data Tape Provided by ADOA - One Original - <a href="#">View Detail</a>	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### The Questions Tab

The **Questions** tab allows the vendor to respond to questions posted on the Bid. Please note that if responses to questions are required, you must respond in order to submit your Quote. Unanswered questions will generate red error messages.

## Responding to Solicitations



Quote 000018331 - ProcureAZ Help Desk1

General | **Questions** | Subcontractors | Notes | Terms & Conditions | Attachments | Summary | [Back to Bid](#)

Question #	Required	Question	Response
1	Yes	Will bidder provide a Prompt Payment Discount, Yes or No? If Yes, proceed to General tab to indicate discount.	<input type="radio"/> Yes <input type="radio"/> No

[Save & Continue](#)

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(If there are no questions posted, move to the next tab.)

11. Answer the question(s) and click **Save & Continue**.

12. Click the next tab you need to fill out.

### The Subcontractors Tab

The State of Arizona does not use this tab. Do not enter any information here unless specifically told to do so in your bid instructions.

### The Notes Tab

The **Notes** tab allows you to record internal comments. For example, if multiple users are working on a response, the Notes tab can be used to track changes from one user to another. **The Agency issuing the solicitation will NOT see any notes when evaluating the responses.**



Quote 000016017 - ProcureAZ Help Desk1

General | Items | Questions | Subcontractors | **Notes** | Terms & Conditions | Attachments | Summary | [Back to Bid](#)

**i** The quote notes tab is for vendor users to enter useful information about the quote. Only authorized users who have access to this profile can view the information added to this tab. This information is not viewable by the agency.

Delete	Note Date	User	Note
<input type="checkbox"/>			

[Save & Continue](#) [Reset](#)

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## Responding to Solicitations

### The Terms & Conditions Tab

The Terms & Conditions tab allows you to view or download any attachments to the bid. The attachments will include the official documentation related to the bid you may have already downloaded from the bid itself. You are also asked whether or not you accept the terms and conditions of the bid.

Quote 000016017 - ProcureAZ Help Desk1

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
<a href="#">Sign-up for eNews Flyer BW Vert.pdf (Sign-up for eNews Flyer BW Vert.pdf)</a>		870,441 bytes
<a href="#">AGFD13-00002394 ca Hunt and Fish Regulations IFB.pdf (AGFD13-00002394 ca Hunt and Fish Regulations IFB.pdf)</a>	SOLICITATION	440,154 bytes
<a href="#">REQUIRED DOCUMENTS-3.doc (REQUIRED DOCUMENTS-3.doc)</a>	REQUIRED DOCUMENTS	507,392 bytes
<a href="#">AGFD13-00002394 ca Amd 1 no date change.pdf (AGFD13-00002394 ca Amd 1 no date change.pdf)</a>	Amendment 1	42,746 bytes
<a href="#">AGFD13-00002394 ca Amd 2 No date change.pdf (AGFD13-00002394 ca Amd 2 No date change.pdf)</a>	Amendment 2	38,556 bytes

Do you accept the terms & conditions of the bid? ☐ Yes ☐ Yes with exceptions ☐ No

If you do not fully accept the terms & conditions, please note the exceptions below:

**Save & Continue**

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13. Click to accept, accept with exceptions or not accept the Terms & Conditions of the bid. If you select Yes with Exceptions or No, the field below becomes required and you must state the reasons for not accepting the Terms and Conditions.
14. Click **Save & Continue**. Click on the next tab (Attachments) to advance to the next section if you have already downloaded the bid attachments, otherwise continue to step 15.
15. Download bid attachments provided by the buyer in this section by clicking the File Name:

Quote 000016017 - ProcureAZ Help Desk1

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
<a href="#">Sign-up for eNews Flyer BW Vert.pdf (Sign-up for eNews Flyer BW Vert.pdf)</a>		870,441 bytes
<a href="#">AGFD13-00002394 ca Hunt and Fish Regulations IFB.pdf (AGFD13-00002394 ca Hunt and Fish Regulations IFB.pdf)</a>	SOLICITATION	440,154 bytes
<a href="#">REQUIRED DOCUMENTS-3.doc (REQUIRED DOCUMENTS-3.doc)</a>	REQUIRED DOCUMENTS	507,392 bytes
<a href="#">AGFD13-00002394 ca Amd 1 no date change.pdf (AGFD13-00002394 ca Amd 1 no date change.pdf)</a>	Amendment 1	42,746 bytes
<a href="#">AGFD13-00002394 ca Amd 2 No date change.pdf (AGFD13-00002394 ca Amd 2 No date change.pdf)</a>	Amendment 2	38,556 bytes

Do you accept the terms & conditions of the bid? ☐ Yes ☐ Yes with exceptions ☐ No

If you do not fully accept the terms & conditions, please note the exceptions below:

**Save & Continue**

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## Responding to Solicitations

16. Save these files to your computer so you can easily access them.

### The Attachments Tab of Quote

The **Attachments** tab allows you to upload files to your Quote. These files can include specifications, statement of work, pricing sheets and any other information requested in the bid instructions.



Quote 000016017 - ProcureAZ Help Desk1

General Items Questions Subcontractors Notes Terms & Conditions **Attachments** Summary [Back to Bid](#)

**i** Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

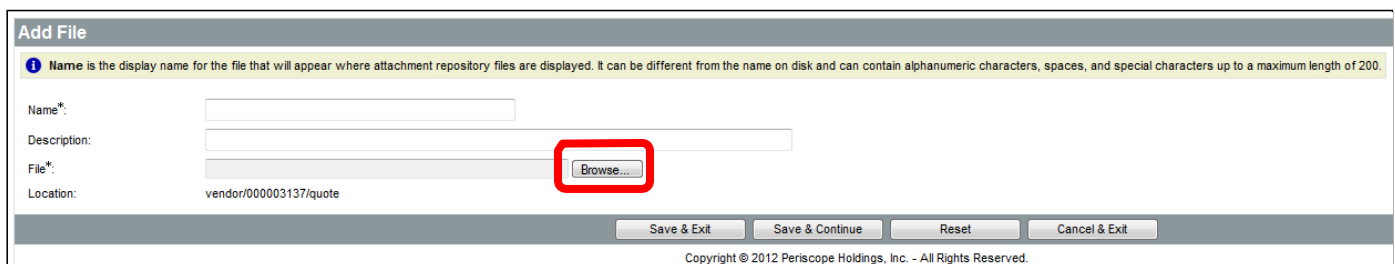
**i** Click **Add Attachment** to add attachments.

No Attachments

**Add Attachment**

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17. To add an attachment, click the Add Attachments button.



**Add File**

**i** Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name\*:

Description:

File\*:  **Browse...**

Location: vendor/000003137/quote

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18. Click the Browse button to search for the file to upload from your computer. (Individual attachment documents shall not exceed 10 MB. Only one (1) file may be uploaded at a time.) The Name\* field will automatically populate when you choose the file to upload. The Description field is not required.

19. Once you have selected your file, click **Save & Exit**.

20. To upload more attachments repeat steps 18 & 19.

**NOTE:** If you click on **Save & Continue**, ProcureAZ will save your changes, but will remain on the Attachment screen. Clicking **Save & Exit** will return you to the attachments list.

Marking an attached document Confidential signals your desire for the document not to be visible publicly. The State, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination.



## Responding to Solicitations

Successfully uploaded attachments will appear in the Attachments tab of your quote:



Attachments that have successfully uploaded should show in list form as hyperlinks to those files.

To Delete an Attachment:  
Check the Delete box and click Save & Continue. The file will then be removed.

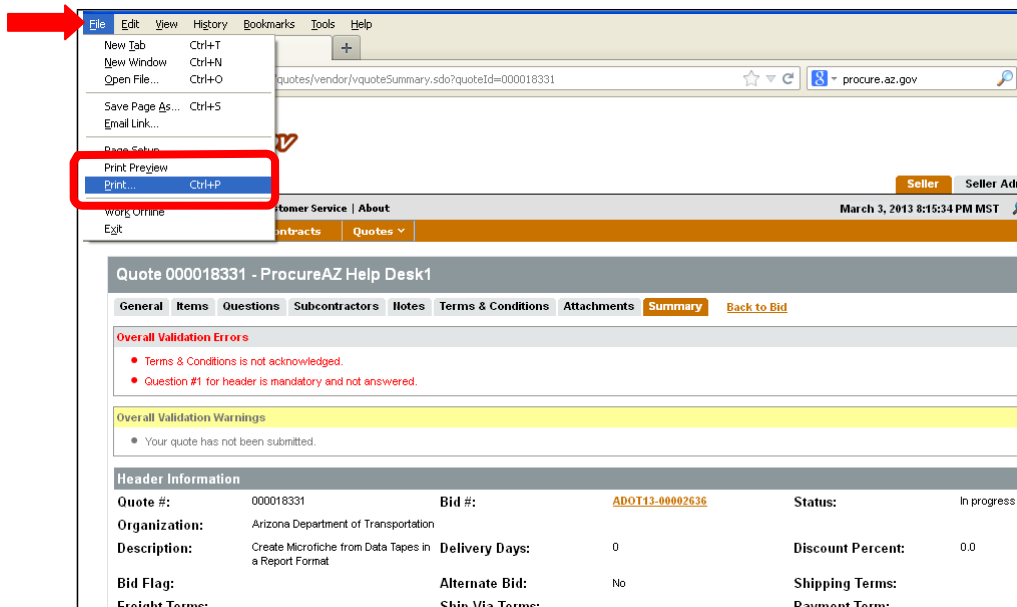
**NOTE:** File names cannot contain spaces or special characters (\$,%,#, etc.). Also, it is best to put files you will be adding as attachments on your Desktop – they will be easier to locate when browsing for them.

### The Summary Tab of Quote

The Summary Tab is your opportunity to review all the information entered in the Quote. If any changes need to be made, select the tab to go back to that screen and edit the information.

21. Scroll down to the bottom of the screen and click **Submit Quote**.

If you would like to print a copy for your records you will need to use your browser's print function for each screen.



## Responding to Solicitations

The **Submit Quote** button will submit the quote into the system. You must click the **Submit Quote** button to be considered for award:

Header Information									
Quote #:	000018348	Bid #:	ADSP013-00002732	Status:	In progress				
Organization:	State Procurement Office			Delivery Days:	0	Discount Percent:	0.0		
Description:	Labor Assistant to Mitigate and Inventory Abandoned Mines			Alternate Bid:	No	Shipping Terms:			
Bid Flag:		Ship Via Terms:		Payment Term:		Quote Total	\$80.00		
Freight Terms:		Info Contact:							
Promised Date		User last Updated:	Help Desk						
Comment:									
Date Last Updated:	02/28/2013 07:30:43 AM								
Vendor accepts the terms & conditions with no exceptions.									
Attachments: <a href="#">Step-by-Step Quote Revisions.docx</a>									
Item Information									
Print Sequence # 1.0 : ( 925 - 35 ) The Arizona State Mine Inspector (ASMI) is looking to contract with a vendor to provide labor assistance to inventory and mitigate abandoned mines located within Maricopa and La Paz County.									
Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	
1.0	HR	\$80.00	0.0%	0.0%	\$0.00	\$80.00	No	No	
<div> <input type="button" value="Print"/> <input type="button" value="Submit Quote"/> <input type="button" value="Cancel Quote"/> </div>									
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**NOTE:** If you do not see the Submit Quote button at the bottom of your screen, as in the image above, then you may still need to make a selection in the Terms & Conditions tab.

Once submitted, the Status field on the top right of the Quote will display "Submitted." **If anything else displays in this field, then the Quote has NOT been submitted and you will not be considered for award.**

No changes can be made to the Quote once submitted unless the Quote is withdrawn. (See below)

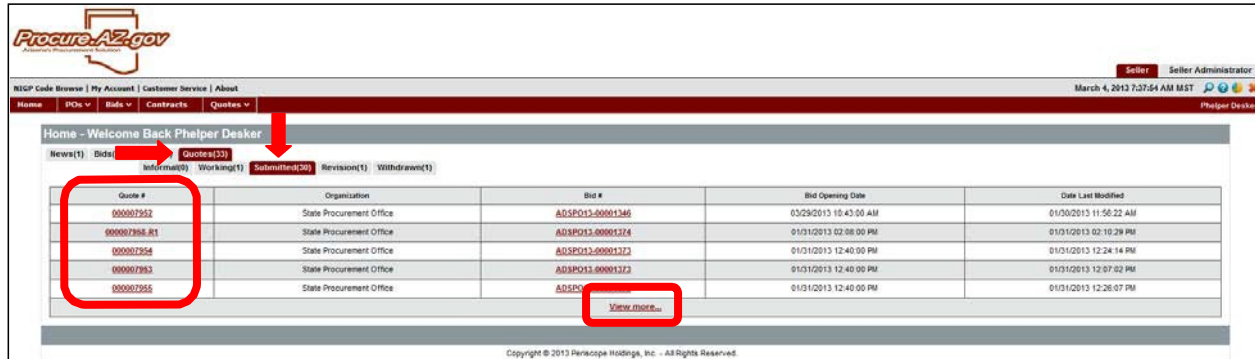
Header Information									
Quote #:	000018348	Bid #:	ADSP013-00002732	Status:	In progress				
Organization:	State Procurement Office			Delivery Days:	0	Discount Percent:	0.0		
Description:	Labor Assistant to Mitigate and Inventory Abandoned Mines			Alternate Bid:	No	Shipping Terms:			
Bid Flag:		Ship Via Terms:		Payment Term:		Quote Total			
Freight Terms:		Info Contact:							
Promised Date		User last Updated:	Help Desk						
Comment:									
Date Last Updated:	02/28/2013 07:30:43 AM								
Vendor accepts the terms & conditions with no exceptions.									
Attachments: <a href="#">Step-by-Step Quote Revisions.docx</a>									
Item Information									
Print Sequence # 1.0 : ( 925 - 35 ) The Arizona State Mine Inspector (ASMI) is looking to contract with a vendor to provide inventory and mitigate abandoned mines located within Maricopa and La Paz County.									
Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	
1.0	HR	\$80.00	0.0%	0.0%	\$0.00	\$80.00	No	No	
<div> <input type="button" value="Print"/> <input type="button" value="Submit Quote"/> <input type="button" value="Cancel Quote"/> </div>									
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Status changes to "Submitted" once quote is submitted by clicking the Submit Quote button in the Summary tab.

You will receive a confirmation email of your submittal to the main email address of your ProcureAZ account. If you do not receive this confirmation, call the Help Desk immediately at (602) 542-7600, Option #1, or email at [procure@azdoa.gov](mailto:procure@azdoa.gov).

If any question remains regarding whether a Quote has been submitted, the list of all your Submitted Quotes can be viewed by selecting the gray "Quotes" tab on the vendor's homepage, then the "Submitted" sub-tab that appears below.

# Responding to Solicitations



Home - Welcome Back Phelp Desk

News(1) Bids(1) Quotes(2) Submitted(26) Revision(1) Withdrawn(1)

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
000007552	State Procurement Office	ADSPD13-00001346	03/29/2013 10:43:00 AM	01/01/2013 11:56:22 AM
000007554	State Procurement Office	ADSPD13-00001374	01/01/2013 02:08:00 PM	01/01/2013 02:10:28 PM
000007554	State Procurement Office	ADSPD13-00001373	01/01/2013 12:40:00 PM	01/01/2013 12:24:14 PM
000007554	State Procurement Office	ADSPD13-00001373	01/01/2013 12:40:00 PM	01/01/2013 12:07:02 PM
000007555	State Procurement Office	ADSPD13-00001373	01/01/2013 12:40:00 PM	01/01/2013 12:26:07 PM

[View More...](#)

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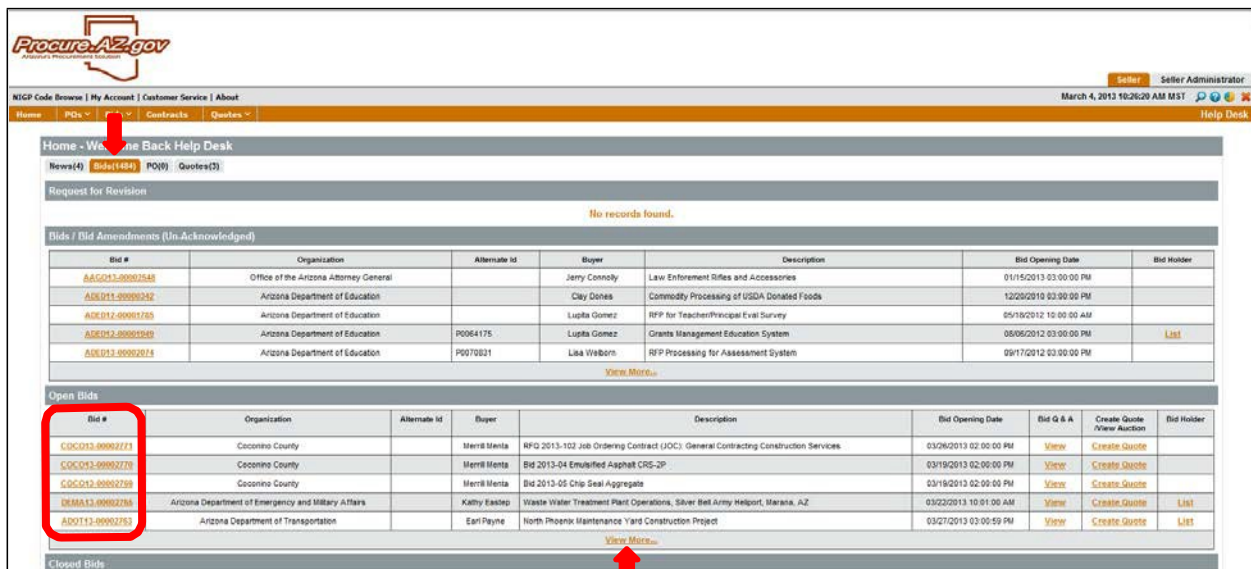
The five most recently submitted Quotes will appear first. Clicking View More will display the twenty-five (25) most recently submitted Quotes and links to the pages where any previously submitted Quotes will display. If a Quote does not appear on any of these screens, then it has NOT been submitted. Please locate your Working Quote and click the Submit Quote button on the Summary tab of the quote to be considered for award.

The **Cancel Quote** button cancels the quote.

## Viewing and Submitting Questions

Vendors may also be able to view and submit questions in ProcureAZ regarding a solicitation.

1. Locate the Open Bid in the Bid tab on the Seller homepage and click the bid number to view that bid.



Home - Welcome Back Help Desk

News(4) Bids(1484) Quotes(2)

Request for Revision

No records found.

Bids / Bid Amendments (In Acknowledged)

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Holder
ADG013-00002548	Office of the Arizona Attorney General		Jerry Connolly	Law Enforcement Rifles and Accessories	01/15/2013 03:00:00 PM	
ADG013-00002542	Arizona Department of Education		Clay Dones	Commodity Processing of USDA Donated Foods	12/20/2010 03:00:00 PM	
ADG013-00001785	Arizona Department of Education		Lupita Gomez	RFP for Teacher/Principal Eval Survey	05/19/2012 10:00:00 AM	
ADG013-00002040	Arizona Department of Education	P0064175	Lupita Gomez	Grants Management Education System	06/06/2012 03:00:00 PM	List
ADG013-00002014	Arizona Department of Education	P0070021	Lisa Webber	RFP Processing for Assessment System	09/17/2012 03:00:00 PM	

[View More...](#)

Open Bids

Bid #	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote	Bid Holder
CGC013-00002773	Cocconino County		Merrill Menta	RFP 2013-102 Job Ordering Contract (JOC): General Contracting Construction Services	03/26/2013 02:00:00 PM	<a href="#">View</a>	<a href="#">Create Quote</a>	
CGC013-00002778	Cocconino County		Merrill Menta	Bid 2013-04 Emulsified Asphalt CRS-2P	03/19/2013 02:00:00 PM	<a href="#">View</a>	<a href="#">Create Quote</a>	
CGC013-00002798	Cocconino County		Merrill Menta	Bid 2013-05 Chip Seal Aggregate	03/19/2013 02:00:00 PM	<a href="#">View</a>	<a href="#">Create Quote</a>	
DEMA13-00002786	Arizona Department of Emergency and Military Affairs		Kathy Easlep	Waste Water Treatment Plant Operations, Silver Bell Army Helipad, Marana, AZ	03/22/2013 10:00:00 AM	<a href="#">View</a>	<a href="#">Create Quote</a>	List
ADOT13-00002751	Arizona Department of Transportation		Earl Payne	North Phoenix Maintenance Yard Construction Project	03/27/2013 03:00:59 PM	<a href="#">View</a>	<a href="#">Create Quote</a>	List

[View More...](#)

Closed Bids

At the bottom of the bid page there will be a **Bid Q & A** button:

1-5 of 23  
1 2 3 4 5

[Print Page](#) [Create Quote](#) [Bid Q & A](#) [Exit](#)

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## Responding to Solicitations

- Click the **Bid Q & A** button to view any previously published questions and answers.

If enabled by the procurement officer, the vendor will now have the ability to add new questions:

21	01/02/2013		Preferred Candidates	Are you going to have Preferred Candidates (pre-selected sources)? If so, will you want special pricing for that?	No.
22	01/02/2013		Staffing Categories	Regarding the Temporary Staff Categories, if a vendor's specialty does not normally cover all of the categories outlined in the RFP (i.e., Administrative or Light Industrial vs Medical/Health Care or Food Services), is the vendor allowed to bid only on those for which they have the greatest strength, or should the bid cover all of the categories?	Offeror does not need to cover all categories.
23	01/02/2013		Awards	Will there be multiple or single awards?	Multiple.

Add new questions:


Question Subject	Question (max 2000 characters)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Save & Exit Save & Continue Reset Cancel & Exit

- To ask a question type the subject of your question into the Question Subject field, then ask your question by typing it in the Question field.
- Click **Save & Continue** to submit your question(s).

### Returning to a Working Quote

An in-progress quote can be saved and returned to later. To locate a working quote for an active bid, select the "Formal Quotes – Working" option from the Quotes drop-down menu on the copper-colored bar at the top of the page.



NIGP Code Browse | My Account | Customer Service | About

Home PDs Bids Contracts Quotes

Home - Welcome Back

News(2) Vendor Communication(100)

Informal Quotes  
Formal Quotes - Working  
Formal Quotes - Submitted  
Formal Quotes - Withdrawn  
Formal Quotes - Unsubmitted

News ID	Effective Date	Category	
<a href="#">179</a>	10/09/2014	Notices	Schedule
<a href="#">146</a>	01/08/2014	Forms and Information	Procurement

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Select the working quote that you wish to continue working on by clicking the Quote number to the left.

Quotes - Working				
Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
<a href="#">000029708</a>	Arizona Game and Fish Department	<a href="#">AGFD15-00004579</a>	12/04/2014 03:00:59 PM	10/15/2014 08:33:11 AM
		Print Page	Exit	

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You will be asked to "Click Yes to acknowledge that this quote has NOT been submitted" in order to return to your working quote.

## Responding to Solicitations

Home POs Bids Contracts Quotes Help Desk

**Quote Validation Errors**

- Terms & Conditions is not acknowledged.

**Quote Validation Warnings**

- Your quote has not been submitted.

**Quote 000029708 - ProcureAZ Help Desk1**

Quote Number 000029708  
Quote Description Bald Eagle Nestwatch Services

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

**Yes**

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### Withdrawing a Quote

Once the quote is submitted, no changes can be made. If changes need to be made either due to an amendment or by vendor decision and the bid has not closed, the Withdraw Quote button will appear on the Summary tab of the submitted quote.

Submitted quotes may be located in a sub-tab of the Quotes tab on the Seller homepage.

MSRP Code Browser | My Account | Customer Service | About

Home POs Bids Contracts Quotes Phelpar Desker

Home - Welcome Back Phelpar Desker

Quotes(13) Submitted(36) Revision(1) Withdrawn(1)

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
000007352	State Procurement Office	ADSPD13-00001346	02/26/2013 10:43:00 AM	01/03/2013 11:56:22 AM
000007358-B1	State Procurement Office	ADSPD13-00001374	01/01/2013 02:00:00 PM	01/01/2013 02:10:29 PM
000007354	State Procurement Office	ADSPD13-00001373	01/01/2013 12:40:00 PM	01/01/2013 12:24:14 PM
000007363	State Procurement Office	ADSPD13-00001373	01/01/2013 12:40:00 PM	01/01/2013 12:07:02 PM
000007356	State Procurement Office	ADSPD13-00001372	01/01/2013 12:40:00 PM	01/01/2013 12:26:07 PM

View more...

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1. Click the Quote # to view that quote.
2. Click into the Summary tab of your quote and scroll to the bottom of the page.
3. Click the **Withdraw Quote** button:

MSRP Code Browser | My Account | Customer Service | About

Home POs Bids Contracts Quotes Phelpar Desker

Quote 00007362 - ProcureAZ Help Desk 1

General Items Questions Subcontractors Notes Terms & Conditions Attachments Summary Back to Bid

**Header Information**

Quote #: 00007362 Bid #: ADSPD13-00001386 Status: Submitted

Organization: State Procurement Office

Description: Enabled

Bid Flag: Delivery Days: 1 Alternate BIC: No

Freight Terms: Ship Via Terms: Payment Terms: Shipping Percent: 0.0

Promise Date: Info Contact: Quote Total: \$0.00

Comments: Date Last Updated: 01/03/2013 11:52:22 AM User Last Updated: Phelpar Desker

Vendor accepts the terms & conditions with no exceptions.

**Item Information**

Print Sequence # 1.0 ( 005 - 05 ) The attached Uploads

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
10.0	EA	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No

**Withdraw Quote**

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4. Next, choose the **Reopen** button at the bottom of the Summary tab if you would like to modify and resubmit the response. The Quote will be fully open to make changes. Yellow warning messages alert you to the withdrawn/un-submitted status of your quote.

## Responding to Solicitations

Quote 00007952 - ProcureAZ Help Desk1

General Items Questions Subcontractors Notes Terms & Conditions Attachments **Summary** Back to Bid

Overall Validation Warnings  
Your quote has been withdrawn.

Header Information  
Quote #: 00007952 Bid #: ADSP013-00002548 Status: Withdrawn  
Organization: State Procurement Office  
Description: Enabled  
Delivery Days: 0  
Discount Percent: 0.0  
Bid Flag:  
Alternate Bid: No  
Shipping Terms:  
Promised Date:  
Ship Via Terms:  
Payment Terms:  
Comment:  
Info Contact:  
Quote Total: \$0.00  
Date Last Updated: 03/04/2013 04:13:04 PM User last Updated: Preper Dealer  
Vendor accepts the terms & conditions with no exceptions.

Item Information  
Print Sequence # 1.0 : (005 - 05) The alkjdlf tjpdsoemns

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
10.0	EA	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No

Buttons: Print, **Resign Quote**, Cancel Quote

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- Once you have made the necessary changes you must resubmit your quote by clicking the Submit Quote button in order to be considered for award.

Quote 00007952 - ProcureAZ Help Desk1

General Items Questions Subcontractors Notes Terms & Conditions Attachments **Summary** Back to Bid

Overall Validation Warnings  
Your quote has not been submitted.

Header Information  
Quote #: 00007952 Bid #: ADSP013-00002548 Status: In progress  
Organization: State Procurement Office  
Description: Enabled  
Delivery Days: 0  
Discount Percent: 0.0  
Bid Flag:  
Alternate Bid: No  
Shipping Terms:  
Promised Date:  
Ship Via Terms:  
Payment Terms:  
Comment:  
Info Contact:  
Quote Total: \$0.00  
Date Last Updated: 03/04/2013 04:13:04 PM User last Updated: Preper Dealer  
Vendor accepts the terms & conditions with no exceptions.

Item Information  
Print Sequence # 1.0 : (005 - 05) The alkjdlf tjpdsoemns

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
10.0	EA	\$0.00	0.0%	0.0%	\$0.00	\$0.00	Yes	No

Buttons: Print, **Submit Quote**, Cancel Quote

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**NOTE: The Quote must again be submitted by clicking the Submit Quote button in the Summary tab before the Bid Opening Date/Time or the Quote shall not be accepted.**

## Amendments and Acknowledgements

If the Agency makes an amendment to the Bid, you must acknowledge the amendment. If you have previously submitted a Quote, were originally notified about the Bid, or have viewed and acknowledged the Bid, you will receive an email and the amendment will be shown in the Bids tab located on the Seller homepage. On the Bids tab, a new section will appear labeled as Bid Amendments Unacknowledged.

Home - Welcome Back Help Desk

News(4) Bids(1352) PO(0) Quotes(1)

Request for Revision

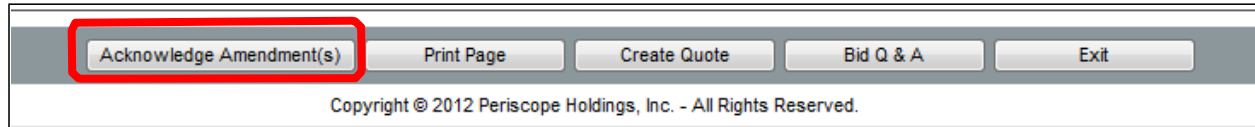
Bids / Bid Amendments (Un-Acknowledged)

Bid #	Organiz
<a href="#">AAGO13-00002548</a>	Office of the Arizona
<a href="#">ADED11-00000342</a>	Arizona Departme
<a href="#">ADEP13-00000305</a>	Arizona Departme



## Responding to Solicitations

Clicking on the Bid # will bring you to the bid detail view. Once you have read the amendments (usually located in the attachments of the bid), click the **Acknowledge Amendments** button.



**NOTE:** If the Amendment makes a change to the items, you may wish to withdraw any quotes in the system and make updates based on the Amendment before resubmitting the quote.

### Additional Information

For assistance with your quote contact the ProcureAZ Help Desk at 602-542-7600 (option 1) or email [procure@azdoa.gov](mailto:procure@azdoa.gov).

For more information on how to use ProcureAZ go to <https://spo.az.gov/contractor-resources/procureaz-resources-for-vendors> and view the Quick Reference and Step-by-Step Guides.