

# Submitting a Best and Final Offer (BAFO)

*This document is a quick reference guide for users who need to submit a BAFO in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>*

Procurement Officers will request a BAFO through the APP system. Supplier contacts will receive an email they have been invited to a BAFO round. Suppliers can choose to submit a BAFO or not to submit a BAFO. If a supplier does not submit a BAFO their last proposal will be adopted.

## Submitting a Best and Final Offer

1. Log in to APP.
2. In the Open BAFO Requests section, click the **CLICK HERE** link.

Solicitation	BAFO requested to	Proposal that BAFO was requested	Automatic BAFO proposal Created	Request Date	Send BAFO
Treats for SPO SM	Simulaidis	Proposal # 1	Proposal # 1-Reopened	8/4/2023	<a href="#">CLICK HERE</a>

3. If you would like to update your questionnaire response, click the applicable **Questionnaire** left margin tab.
4. Navigate to the **Items** left margin tab.
5. Update your Items **Unit Price** in the Response table.

Code	Type	Label	Qty	Order	Unit	Deliv. date	Unit price*	Amount	Deliv. date
I1_1	Required Item	Milk Chocolate					40.0000	50.0000	8/24/2023

6. Click **Submit**.
7. Click **Submit my proposal**.

**Do you really want to submit your proposal?**

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 1 / 1 items have been filled. (Financial Section)
- 1 / 1 questions have been filled. (Technical Section)
- 4 / 4 questions have been filled. (Financial Section)
- 2 document(s) have been attached to the proposal. (Questionnaires)
- Total number of attached documents: 2

Cancel
Submit my proposal

8. Suppliers receive a notice that their BAFO has been submitted.

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## Resources

Click the link below for more information on processes in APP:

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