

## 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** button to begin the BAFO process

The screenshot shows the Supplier Portal interface. On the left, the 'Onboarding Progress' section lists: Registration (Onboard Pending), Preparation (Gather Information), Enrollment Rev. (Review Information), Active Supplier (Onboard Complete), and Interface Correction. A central message states 'There is no item requiring your attention at the moment.' To the right, the 'Validations' section shows '0 Results'. On the far right, there are three circular indicators: '0 Active Orders', '108 Invoices', and '0 Cooperative Reports'. At the bottom, the 'Open BAFO Requests' section shows a table with one result. The 'Send BAFO' column for this row contains a 'CLICK HERE' button, which is highlighted with a red box.

Solicitation	BAFO requested to	Proposal that BAFO was requested	Automatic BAFO proposal Created	Request Date	Send BAFO
Protective Wear Training SM 9-14-2022	SANDS CHEVROLET	Proposal # 2	Proposal # 2-Reopened	9/16/2022	CLICK HERE

3. If applicable navigate to the **Questionnaire** you would like to update your response on
4. Update your questionnaire responses
5. Navigate to the **Items** tab

- Update your Items (Unit Price)
- Click **Submit**

ADOA Supplier 2's proposal

Save Save & Close Submit 8 Cancel this bid

Proposal Info

Financial questionnaire 4

Items (F) 6

Proposal Information

Label \*  
Proposal # 1-Best & Final Offer

Validity End  
[Calendar icon]

Description

SUPPLIER  
0 Results

- 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.

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

Cancel Submit my proposal

- Users will receive a notice that their BAFO has been submitted

RFP Sweet Treats 8.6.2020 - 1 (In Evaluation)

Your proposal has been successfully submitted. Buyers have been notified. You can follow your bid status in next step "History of Submitted Bids"

Bid Submitted on 8/6/2020 8:55:30 AM