

Viewing Bids and Contracts in the Public Portal

This document is a quick reference guide for suppliers who would like to submit a response to a solicitation via the APP Supplier Portal. If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: https://spo.az.gov/.

To view a public solicitation, navigate to the homepage and select "Open Solicitations". To view a public contract, navigate to the homepage and select "State Contracts".

Viewing a Public Solicitation

- 1. Navigate to the Arizona Procurement Portal (APP)
- 2. From the APP Homepage, click on the **Open Solicitations** link.

Welcome to the State of Arizona's Procurement Portal	IDENTIFICATION
ARIZONA	Login* XXXXX Password*
PROCUREMENT PORTAL app.az.gov	Lost your password?
SUPPLIERS: <u>Please click HERE for a APP Tutorial Video and Reference</u> Guides	
The objectives of the Arizona Procurement Portal are to make it easier for suppliers to offer their goods and services, and to make it easier for the State of Arizona to promptly buy and pay for the goods and services it needs.	Help Desk +1 602-542-7600 Click Here to Register
Our vision is to make procurement simple, efficient, and effective reducing complexity and increasing visibility so that we are better able to deliver on our commitments to our stakeholders.	Open Solicitations 2 📝 State Contracts
State Procurement Office	View Public Catalog

- 3. On the Browse Page search for the desired Solicitation by Agency, Keyword, Issue Date etc.
 - a. Press Search to filter your results.

Keywords	Commodities			
		•	Q Search	Reset
RFx types	Status			
	•	•		
Begin	RFx Awarded			
Min value		•		
Agency				
	•]			

4. Click on the **Pencil** Icon on the left side of the record to access it

5. In the record, view the components of the Solicitation including **solicitation general information/solicitation documents, questionnaires, and the item grid**. Use the tabs on the left to navigate through these sections.

< ⁵ 3	Stage Production, Design and Video Magnifi	cation - State Fair (BPM005308) - Lot
i View RFx Items (F) (Ext) Financial Questionnaire (Ext)	Participate in RFx	Return
Technical Questions	Solicitation General Information Code BPM005308	Organization Arizona Department of Administration

6. If a Supplier would like to submit an offer to the Solicitation, click on the **Participate in RFx** button, where they will be prompted to login to submit an offer.

i	View RFx	
	Financial questionnaire (Ext)	Need login or register to participate to RFx
	Technical Questions	Participate in RFx 6

Note I: After the bid due date has passed and solicitation status is 'In Evaluation', the bid opening report will be available on the 'view RFx' tab of the record. For IFBs, this will also include the dollar value.
Note II: After the RFx has been awarded you will be able to download all the solicitation responses from the 'View RFx' Page. Click the Download Proposals button to extract the zip file.

Bi	dders
	<u>Supplier</u>
	KIMLEY-HORN AND ASSOCIATES INC
	ACT Traffic Solutions
	AM Signal LLC
	Global Traffic Technologies
	4 Record(s)
	Download Proposals 7

Viewing a Public Contract

1. From the APP Homepage click on the State Contracts link.

Welcome to the State of Arizona's Procurement Portal	IDENTIFICATION
	Login*
	🛓 XXXXX
ARIZONA	Password*
	₽ •••••• Login
PROCUREMENT PORTAL	
app.az.gov	Lost your password?
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2. On the Browse Page Search for the desired Contract by criteria include **Commodity, Keyword, Expiry Date,** or Agency.

Keywords	Organization	Commodities	Validity		
][][•	Q Search	Reset
Co-Op Contract Designation		Contract ID	Dates		
•	Statewide Contract		Min value]	
Status Signed × O -]				
Filters Status: Signed \times					

- 3. Click on the **Pencil** Icon on the left side of the record to access it.
- 4. In the record view the components of the Contract Header, Contract Scope, Contract Validity, Documents, and Items.
- 5. To View the Solicitation associated with the Contract, return to the Browse Page and click on the **Sourcing Project** link on the line of the record. Please note that only contracts that were awarded in APP will have the hyperlink.

	Contract ID \\$	Amendment # 🜲	Contract \$	Supplier	\$ Туре	\$	Effective Date \$	Sourcing Project	¢	Extended End Date 🜲
S	CTR066919	0	Industrial Hygiene Equipment ADOSH	REPSS INC	Master Agreement	t	7/26/2023	Industrial Hygiene Equipment	5	7/25/2024

Resources

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