

# 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](mailto: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”.

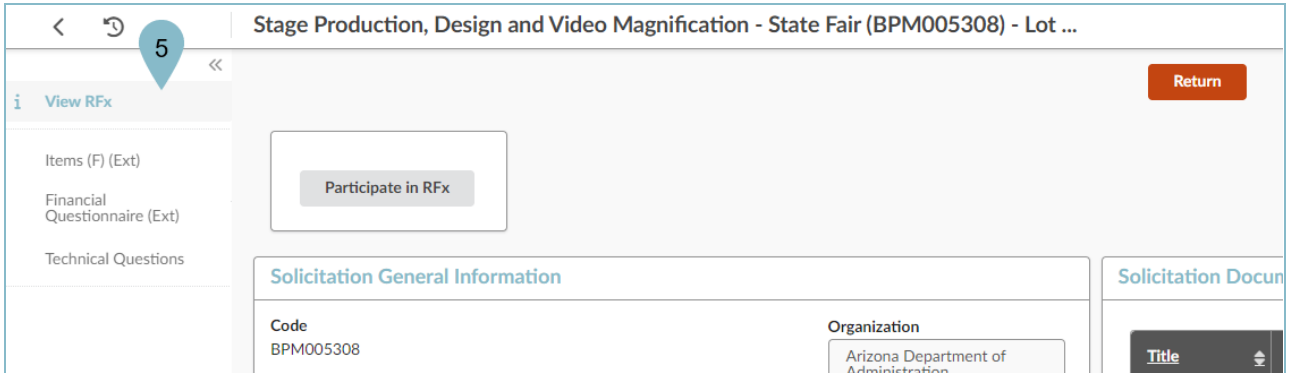
## Viewing a Public Solicitation

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

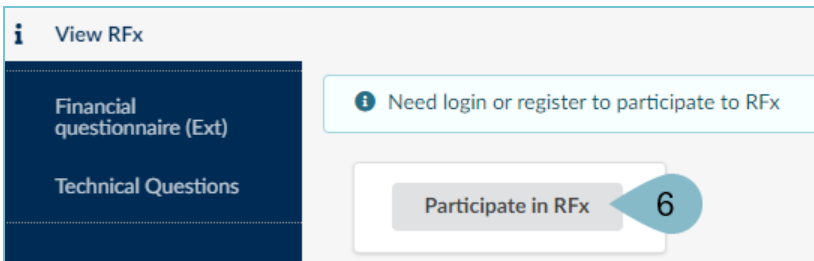
3. On the Browse Page search for the desired Solicitation by Agency, Keyword, Issue Date etc.
  - a. Press **Search** to filter your results.


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

- 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.

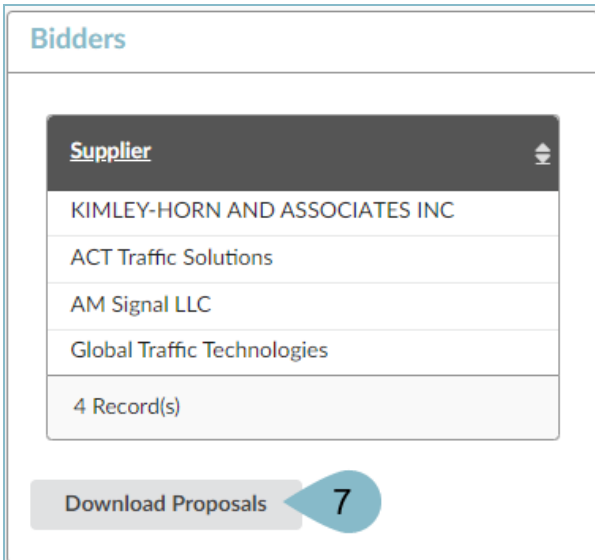


- If a Supplier would like to submit an offer to the Solicitation, click on the **Participate in RFX** button, where they will be prompted to login to submit an offer.



 **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.




## Viewing a Public Contract

- From the APP Homepage click on the **State Contracts** link.

- On the Browse Page Search for the desired Contract by criteria include **Commodity, Keyword, Expiry Date, or Agency**.

- Click on the **Pencil**  icon on the left side of the record to access it.
- In the record view the components of the **Contract Header, Contract Scope, Contract Validity, Documents, and Items**.
- 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	Type	Effective Date	Sourcing Project	Extended End Date
 CTR066919	0	Industrial Hygiene Equipment ADOSH	REPSS INC	Master Agreement	7/26/2023	Industrial Hygiene Equipment <b>5</b>	7/25/2024

## Resources

Click the link below for more information on submitting offers in APP:

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