

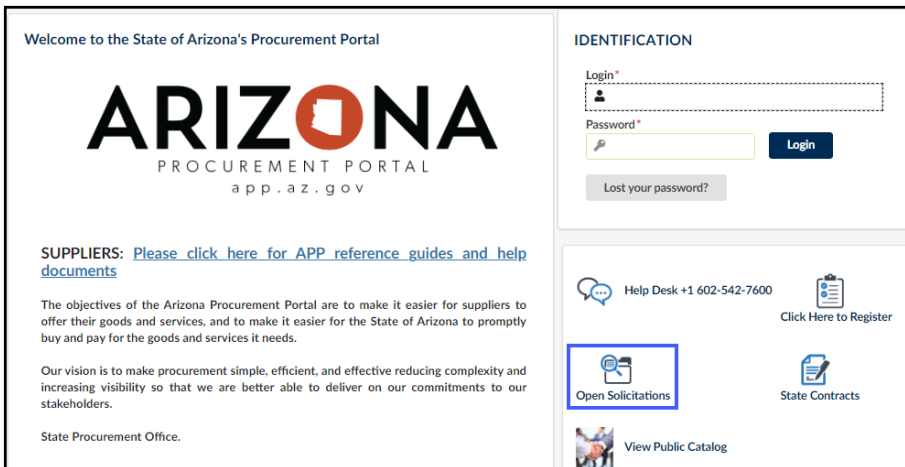
Viewing Public Solicitations in the Public Portal

This document is a quick reference guide for Suppliers or the Public who need to view public solicitations in the Arizona Procurement Portal (APP). 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/>.

Public Solicitations can be viewed by anyone by accessing the APP homepage. Details of these items can be viewed by looking into individual records. In addition suppliers can register for events from this public page. If you believe the records you are searching for are not public record, please submit a request through the [ADOA Website](#).

Viewing a Public Solicitation

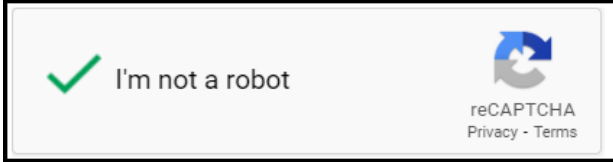
1. Navigate to the Arizona Procurement Portal (APP)
2. From the APP Home page click on the **Open Solicitation** Hyperlink.



3. On the browse page, search for the desired Solicitation (also known as a RFX) by Agency, Keyword, Begin Date etc. Click **Search** to filter your results.



Note: You do not need to click the checkbox in the reCaptcha security field for this step.

4. Before selecting the solicitation you wish to view, click the checkbox in the **reCaptcha** security field.

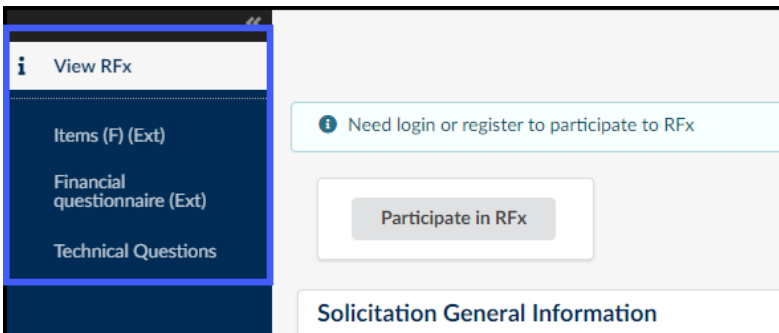


Note: This step is required each time you open a record.

5. Click on the **Pencil Icon** to access the record.

Code	Label
 BPM004802	Veterinary Drugs for AZ Game and Fish Department
 BPM004786	Courier Services for AZ Game and Fish Dept

6. 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.




7. After the solicitation due date has passed and the status is 'in evaluation' the Solicitation opening report will be available on the 'view RFX' tab of the record. For IFBs, this will also include the total dollar value of the proposals.

8. After the Solicitation has been awarded you will be able to download all the responses from the 'View RFX' Page. Click the **Download Proposals** button to extract the zip file.

Bidders	
Total	Supplier
2,599,117.00	SD CRANE BUILDER INC
1,924,095.00	BILL STACEY CONSTRUCTION INC
1,425,003.00	KARBER CORP
3 Result(s)	
Download Proposals	

9. Users can also download documents in the **Solicitation Documents** section.

Solicitation Documents						
Title	Type	Att.	Last Modification (UTC-7)	Creation Date (UTC-7)	Validity End Date	
Request for Information: Sound Recording Engineer Consultation Services	General Documents (Approved)			9/29/2022 1:53:51 PM		
1 Result(s)						

10. APP opens the Verify download public page. Click the **Click to start download. Close window after successful download** button to download.

