

Withdrawing or Amending an Offer

This document is a quick-reference guide for suppliers who would like to amend or withdraw an offer 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/>.

A supplier is able to amend, recover, duplicate or withdraw an offer within APP.

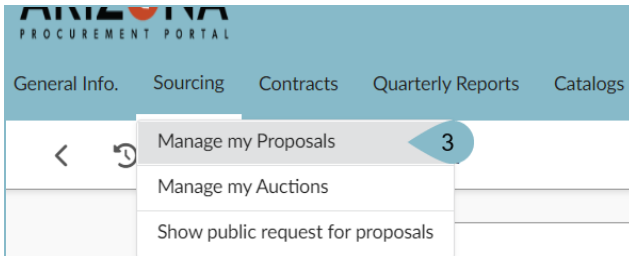
Amending an Offer


If the State issues an amendment (i.e., new round), the supplier will be notified via email and **will be required to acknowledge receipt of the amendment and re-submit a bid to remain under solicitation consideration** (refer to the Submitting an Offer QRG for further information on RFP acknowledgement and offer submission). While submitting a response to an amendment, the supplier has the ability to copy forward previous offer responses to streamline the submission process.

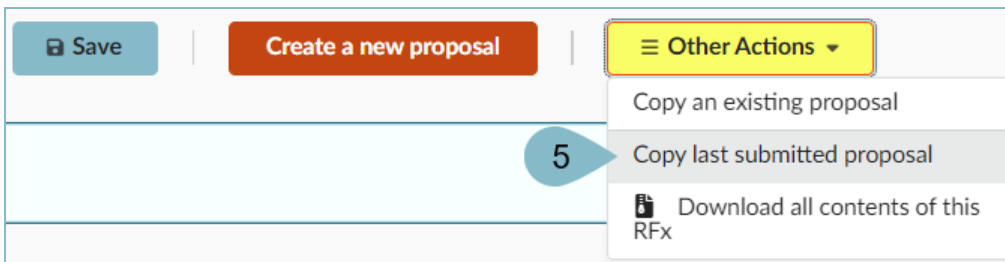
Similarly, if the supplier wants to modify an offer after it has been submitted without completely withdrawing themselves from the solicitation process, they can retract the offer, make edits, and submit a replacement offer.

Recover an Offer

1. Log into app.az.gov.
2. Navigate to the **Sourcing** dropdown.
3. Select **Manage my Proposals**.




4. Click the **Pencil**  next to the offer that requires a re-submitted response or modification.
5. Navigate to the **Other Actions** button, and select **Copy last submitted proposal**.




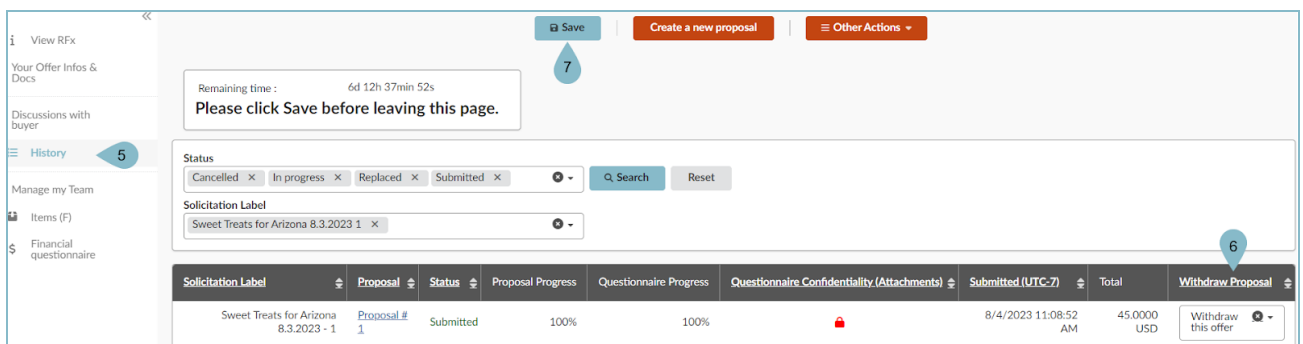
6. The fields now become editable and populate with the most recent RFX responses.
7. Edit the fields as required, then click **Validate & Submit Proposal**.

Duplicate a Previous Offer

1. Login to app.az.gov.
2. Navigate to the **Sourcing** dropdown.
3. Select **Manage my Proposals**
4. Click the **Pencil**  next to the offer that needs to be duplicated.
5. Navigate to the **Other Actions** button.
6. Select **Copy an Existing Proposal** or **Copy Last Submitted Proposal** depending on which proposal is being copied.
7. The fields now become editable and populated with the selected RFX responses.
8. Edit the fields as required, then click **Validate & Submit my Proposal**.

Withdrawing an Offer

1. Login to app.az.gov.
2. Navigate to the **Sourcing** dropdown.
3. Select **Manage my Proposals**
4. Click the **Pencil**  next to the offer that needs to be withdrawn.
5. Navigate to the **History** tab.
6. Select **Withdraw This Offer** from the **Withdraw Proposal** dropdown.
7. Click **Save**.



Solicitation Label	Proposal #	Status	Proposal Progress	Questionnaire Progress	Questionnaire Confidentiality (Attachments)	Submitted (UTC-7)	Total	Withdraw Proposal
Sweet Treats for Arizona 8.3.2023 - 1	1	Submitted	100%	100%		8/4/2023 11:08:52 AM	45,000 USD	Withdraw this offer

8. Click **Cancel Proposal**.
9. Select **OK** when the pop up window appears to confirm withdrawal of proposal.

Resources

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

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