

## ProcureAz Alert

**Date** March 20, 2017

**To:** Agency CPOs and Procurement Technical Leads

**From:** ProcureAZ Help Desk

**Re:** \*New\* Request for Information Functionality (RFI) Now Available on the Bid Template

'Request for Information' is now a choice on the **Bid Method** drop down list. This allows Basic Purchasing users to utilize bid template functionality to conduct Requests for Information directly through ProcureAZ.

At this point in time, if the bid template is used for an RFI the final document status should remain 2BO-Opened. Recommended standard work is being drafted and will follow shortly.

The screenshot shows the 'New Bid' form in the ProcureAZ system. The 'Bid Method' dropdown menu is open, showing the following options: Request for Proposal (RFP), Invitation for Bid (IFB), Request for Grant Application (RFGA), Request for Quotation (RFQ), Request for Qualifications, Reverse Auction (RA), and Request for Information (RFI). The 'RFI' option is highlighted in blue. The 'Bid Method' label is circled in red, and the dropdown menu is circled in blue.

Field	Value
Bid Number:	
Status:	2BI - In Progress
How Solicited:	Email
Department:	
Location:	
Show on Web:	<input checked="" type="checkbox"/>
Required Date:	
Available Date:	
Bid Type:	Open Bid
Control Code:	
Print Dest Detail:	Always
Purchase Method:	Open Market
Tax Rate:	
Item Single Award Only:	<input type="checkbox"/>
Info Contact:	
Pre-Bid Conference:	
Bulletin Desc:	
Quote Notification:	
Bid Method:	Request for Information (RFI)
Priority Level (1-5):	
Project No.:	
Building Code:	
Cost Code:	
Requisition Received:	
Customer Review:	

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email [procure@azdoa.gov](mailto:procure@azdoa.gov).

Thank you!

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