

Confidential Questionnaire Attachments

This document is a quick reference guide on how to set up confidential questionnaire attachments 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/>.

APP allows suppliers to mark sourcing project questionnaire attachments as confidential. Suppliers must mark these documents confidential before a bid period closes. Once a bid period closes only a procurement officer will be able to manage confidentiality setting on questionnaire attachments. Attachments marked as confidential will not appear on the Public Portal.

Supplier: Marking Questionnaire Attachments Confidential

1. Log in to APP
2. Navigate to RFP in progress
3. Navigate to the **Questionnaire** tab
4. Upload attachments to your questionnaire using the **Click or Drag to add Files** button



Upload Documents.

Answer

Click or Drag to add files

5. Select Files from your computer
6. Navigate to the **Overview** tab once you have uploaded your questionnaire files



Overview

Section One 2 / 2

7. Click **Set Up Confidentiality**

Attachments Confidentiality



Set Up Confidentiality

- Click the **Confidential File** Checkbox next to each attachment that you would like to mark confidential

Questionnaire Confidentiality

Define Confidentiality Define Confidentiality & Close

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Proposal Details

Proposal: Proposal # 1 Status: In progress

Attachments added to this proposal

File	Login	Confidential File
Arizona Logo.png	adoasup1@noemail.gov	<input checked="" type="checkbox"/>
Closed Caption Settings.png	adoasup1@noemail.gov	<input checked="" type="checkbox"/>
Exclamation.png	adoasup1@noemail.gov	<input type="checkbox"/>
APP Logo.png	adoasup1@noemail.gov	<input type="checkbox"/>

4 Result(s)

8

- Click **Define Confidentiality & Close**
- Complete your proposal and submit

State: Marking Questionnaire Attachments Confidential

- Find Sourcing Project
- Navigate to the Open Financial Envelope Tab
- Click the Red Padlock under the Questionnaire Confidentiality Column

Supplier	Documents	Proposal Progress	Questionnaire Progress	Questionnaire Confidentiality	Submitted (UTC-7)	Score	Actions
ADOA Supplier 1	Proposal #1	Financial Envelope 100%	Financial Envelope 100%	<input checked="" type="checkbox"/>	8/6/2020 1:42:18 PM		Accept Proposal Reject proposal

1 Result(s)

4. On the popup, update the attachment's confidentiality status by checking or unchecking the checkbox next to each attachment. (If an attachment's Confidential File checkbox is checked it will be confidential and not appear on the public portal)
5. Click **Set Confidentiality & Close**

Attachments Confidentiality (Questionnaires)

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Set Confidentiality Set Confidentiality & Close

Proposal Header

Proposal
Proposal # 1 en

Status Submitted Supplier ADOA Supplier 1

Attachments

File	Uploaded by	Confidential File
Arizona Logo.png	adoasup1@noemail.gov	<input checked="" type="checkbox"/>
Closed Caption Settings.png	adoasup1@noemail.gov	<input type="checkbox"/>
Exclamation.png	adoasup1@noemail.gov	<input checked="" type="checkbox"/>
APP Logo.png	adoasup1@noemail.gov	<input type="checkbox"/>

4 Result(s)

4

Note: Suppliers are unable to mark questionnaire attachments as confidential during a BAFO, Procurement Officers should ensure confidential documents remain confidential after a BAFO round.