

Finalizing a Sourcing Project

This document is a quick reference guide for Procurement Officers who need to Finalize a solicitation 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/>.

Once a Procurement Officer has finalized a sourcing project award and created a contract they will go back into the sourcing project and finalize the sourcing project.

Finalizing a Sourcing Project

1. From the **Sourcing** dropdown select **Sourcing Projects**.
2. On the Sourcing Project page, search for the sourcing project you would like to Finalize.
3. To edit the sourcing project, click the **Pencil** icon.



4. Navigate to the **Prepare Rfx** tab.



5. Click **Finalize Award** at the top of the page.



6. Once the page refreshes, click **Finalize**.



7. On the pop-up click **Ok**.

az-pre.ivalua.us says

Are you sure you want to finalize? This will publish all remaining documents and make the status 'awarded'



ARIZONA

P R O C U R E M E N T P O R T A L

8. Navigate to the Setup Project tab.



9. Change the Status of the sourcing project to **Closed**.

Status *

In progress ✕ ▾

Cancelled

Closed

See All

10. Next, Click **Save**.

11. Your sourcing project has now been finalized and updated on the Public Portal.

Code	Label	Commodity	Agency	Begin (UTC-7)	End (UTC-7)	Status	RFx Awarded
BPM002533	Sweet Treats JSJ 7.21.2020	Chocolate and sugars and sweeteners and confectionary products	Arizona Department of Administration	7/21/2020 12:00:00 AM	7/22/2020 7:00:00 AM	In Evaluation	<input checked="" type="checkbox"/>

1 Result(s)