Submitting a Best and Final Offer (BAFO)

This document is a quick reference guide for users who need to submit a BAFO 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/.

Procurement Officers will request a BAFO through the APP system. Supplier contacts will receive an email they have been invited to a BAFO round. Suppliers can choose to submit a BAFO or not to submit a BAFO. If a supplier does not submit a BAFO their last proposal will be adopted.

Submitting a Best and Final Offer

1. Log in to APP
2. Click on the Open BAFO Requests button
3. On the Open BAFO Control page, Click the Click Here button to begin the BAFO process
4. If applicable navigate to the Questionnaire you would like to update your response on
5. Update your questionnaire responses
6. Navigate to the Items tab
7. Update your Items (Unit Price)
8. Click Submit

9. Click Submit my Proposal

Do you really want to submit your proposal?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 2 / 2 items have been filled. (Financial Section)
- 2 / 2 questions have been filled. (Financial Section)
- 1 document(s) have been attached to the proposal. (Proposal)
- 1 document(s) have been attached to the proposal. (Questionnaires)
- Total number of attached documents: 2

10. Users will receive a notice that their BAFO has been submitted