

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

Supplier Portal

Announcement

You have now logged onto our supplier portal. This portal is the one-stop shop for all of your business transactions with us. Please note that in doing business with us, you agree to abide by the supplier code of conduct and policies we uphold.

1 RFP in Progress

2 Open BAFO Requests

3. On the Open BAFO Control page, Click the Click Here button to begin the BAFO process

Open BAFO Control

Search Reset

Send BAFO Solicitation	BAFO requested to	Proposal that BAFO was requested	Automatic BAFO proposal Created	BAFO Status	Request Date	Requested by	BAFO end date
CLICK HERE Sweet Treats 8.6.2020	ADOA Supplier 2	Proposal # 1	Proposal # 1-Best & Final Offer	Pending	8/6/2020	8/6/2020	8/6/2020
CLICK HERE Testing BAFO	ADOA Supplier 2	Proposal # 1	Proposal # 1-Best & Final Offer	Pending	8/3/2020	8/3/2020	8/3/2020

2 Result(s)

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**

ADOA Supplier 2's proposal

Save Save & Close Submit Cancel this bid

Proposal Info

Financial questionnaire 4

Items (F) 6

Proposal Information

Label *
Proposal # 1-Best & Final Offer

Validity End

Description

SUPPLIER

0 Results

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

Cancel Submit my proposal

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

RFP Sweet Treats 8.6.2020 - 1 (In Evaluation) x

Your proposal has been successfully submitted. Buyers have been notified. You can follow your bid status in next step "History of Submitted Bids"

Bid Submitted on 8/6/2020 8:55:30 AM