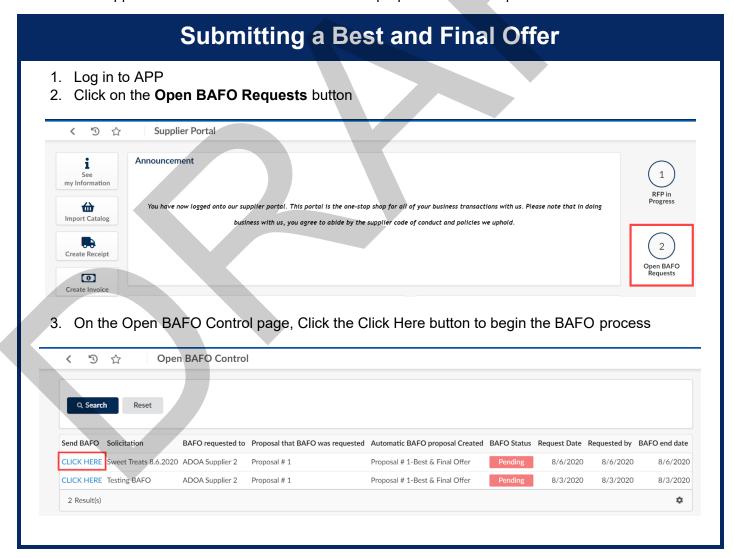


Submitting a Best and Final Offer (BAFO)

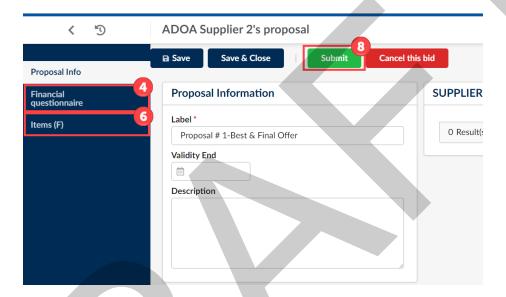
This document is a quick reference guide for users who need to submit a BAFO in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: https://spo.az.gov/.

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.





- 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

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)
 Your proposal has been successfully submitted. Buyers have been notified. You can follow your bid status in next step "History of Submitted Bids"
- **1** Bid Submitted on 8/6/2020 8:55:30 AM