ARIZONA
PROCUREMENT PORTAL

Viewing Bids and Contracts in the Public Portal

This document is a quick-reference guide for Suppliers or the Public who need to view public solicitations 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/.

Viewing a Public Solicitation

1. From the APP Homepage click on the Open Solicitations Hyperlink.
2. Select **Open Solicitations** button on the right hand side of the screen.

3. On the Browse Page Search for the desired Solicitation by Agency, Keyword, Issue Date etc.
   a. Press **Search** to filter your results.
4. Click on the Pencil Icon on the left side of the record to access it

5. In the record, view the components of the Solicitation including **solicitation general information, solicitation documents, questionnaires, and the item grid.** Use the tabs on the left to navigate through these sections.

6. If a Supplier would like to submit an offer to the Solicitation, click on the **Participate in Solicitation** button, where they will be prompted to login to submit an offer.

Note I: After the bid due date has passed and solicitation status is 'in evaluation' bid opening report will be available on the 'view RFx' tab of the record. For IFBs, this will also include the dollar value.

Note II: After the RFx has been awarded you will be able to download all the solicitation responses from the 'View RFx' Page. Click the **download proposals** button to extract the zip file.

Viewing a Public Contract

1. From the APP Homepage click on the **State Contracts** Hyperlink.

2. On the Browse Page Search for the desired Contract by criteria include Commodity, Keyword, Expiry Date, or Agency.
3. Click on the **Pencil** Icon on the left side of the record to access it.
4. In the record view the components of the **Contract Header, Contract Scope, Contract Validity, Documents, and Price List.**

Contract Header

Label	**Type**
Office Cubicles 2020 Amendment #1	Master Agreement
Supplier	**Contract Code**
JJ Supplies	CTR047447
Contract Amount	**Currency**

Contract Scope

Organizations
State Procurement Office

Commodities
Office furniture

Contract Validity

Effective date **End Date**
2/17/2020   2/17/2025

Documents

0 Result(s)

Items

0 Result(s)

5. To View the Solicitation associated with the Contract, return to the Browse Page and click on the Sourcing Project Hyperlink on the line of the record. Please note that only contracts that were awarded in APP will have the hyperlink.

Keywords	Organization	Commodities		Status			

Contract ID	Amendment #	Label	Supplier	Type	Effective Date	End Date	Sourcing Project	Effective Date	Owner Last Name	Owner First Name	Owner	Statewide Contract
✏ CTR047410	1	Office Cubicles 2020 Amendment #1	JJ Supplies	Master Agreement	2/17/2020	2/17/2025	Office Cubicles	2/17/2020	• Jimenez	• John	• Jimenez John	☐