

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

Code	Label	Commodity	Agency	Begin (UTC-7)	End (UTC-7)	Status	RFx Awarded
BPM002263	D359119 Default Begin Date - RFP	Mining and Well Drilling Machinery and Accessories	Arizona Department of Administration	3/16/2020 12:00:00 AM	3/16/2020 3:15:00 PM	Achieved	<input type="checkbox"/>
BPM002260	Testing	Office Equipment and Accessories and Supplies	Arizona Department of Administration	3/5/2020 11:55:33 AM	3/5/2020 12:15:00 PM	In Evaluation	<input type="checkbox"/>
BPM002255	Amendment Rounds Tests CAC	Chocolate and sugars and sweeteners and confectionary products	Arizona Department of Administration	2/25/2020 4:55:56 PM	2/25/2020 5:15:00 PM	In Evaluation	<input type="checkbox"/>

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.

Participate in Solicitation

Solicitation General Information

Code BPM002263	Organization Arizona Department of Administration
Label D359119 Default Begin Date - RFP	Fiscal Year
Lot # 1	RFP types RFP
Round # 1	Procurement Officer Theresa
Begin Date 3/16/2020 12:00:00 AM (UTC-7)	End Date 3/16/2020 3:15:00 PM (UTC-7)
RFP Response Cutoff 12:00:00 AM	
Procurement Officer Email theresa@azdoa.gov	Procurement Officer Phone
Commodity 20000000 - Mining and Well Drilling M...	Acknowledgement

Solicitation Documents

0 Result(s)

RFP Links

- [View Technical Questions](#)
- [View Financial questionnaire \(Ext\)](#)
- [View Quotation Form](#)

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

Bidders

Total	Supplier
10.00	Gilbert Office Supplies

1 Result(s)

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.

View RFx

Financial questionnaire (Ext)

Technical Questions

Round # 1

Begin Date 2/20/2020 12:00:00 AM (UTC-7)

RFP Response Cutoff 12:00:00 AM

Procurement Officer Email gmr@ivalua.com

Procurement Officer Phone 9197660460041

Commodity 20000000 - Mining and Well Drilling M...

Acknowledgement

Summary
this is summary text. please check if special chars are accepted such as - + @\$ sample test ^&**

Process
this is process text. please check if special chars are accepted such as - + @\$ sample test ^&**

Bidders

Supplier
Fugiat

1 Result(s)

Download Proposals

Viewing a Public Contract

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

ARIZONA
PROCUREMENT PORTAL
app.az.gov

The objectives of the Arizona Procurement Portal are to make it easier for suppliers to offer their goods and services, and to make it easier for the State of Arizona to promptly buy and pay for the goods and services it needs.

Our vision is to make procurement simple, efficient, and effective reducing complexity and increasing visibility so that we are better able to deliver on our commitments to our stakeholders.

State Procurement Office.

SUPPLIERS: [Please click here for APP reference guides and help documents](#)

IDENTIFICATION

Forgot your password?

Help Desk +1 602-542-7600

Click Here to Register

Open Solicitations

State Contracts

Public Catalog

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.**

ARIZONA
PROCUREMENT PORTAL

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

Contract Scope	Contract Validity
Organizations	Effective date
State Procurement Office	End Date
	2/17/2020
Commodities	2/17/2025
Office furniture	

Documents	Items
0 Result(s)	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

Q Search

Reset

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	<input type="checkbox"/>