

Viewing the Public Portal

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

Both Public Solicitations and Public Contracts can be viewed by anyone by accessing the APP homepage. Details of these items can be viewed by looking into individual records. In addition suppliers can register for events from this public page.

Viewing a Public Solicitation

1. From the APP Home page click on the **Open Solicitation** Hyperlink.

The screenshot shows the Arizona Procurement Portal homepage. On the right side, there is a navigation menu with several links: 'Help Desk +1 602-542-7600', 'Click Here to Register', 'Open Solicitations' (highlighted with a red box), 'State Contracts', 'Public Catalog', and 'Technical Requirements'. The 'Open Solicitations' link is the one to be clicked according to the instructions.

2. On the Browse Page Search for the desired Solicitation (also known as a RFx) by Agency, Keyword, Begin Date etc. Click **Search** to filter your results.
3. Click on the **Pencil Icon** on the left side of the record to access it.

The screenshot shows the search results page. The search filters are highlighted with a red box. Below the filters is a table of search results. The first result is highlighted with a red box.

Code	Label	Commodity	Agency	Begin (UTC-7)	End (UTC-7)	Status
BPM002485	Dispatch Recording System for ECD	Software or hardware engineering	Department of Transportation	4/29/2020 12:00:00 AM	5/26/2020 12:00:00 PM	Open for Bidding
BPM002602	Wastewater Operator for Patagonia Lake State Park	Water and wastewater treatment supply and disposal	Arizona State Parks Board	5/21/2020 4:00:00 PM	5/27/2020 3:00:00 PM	Open for Bidding

- 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.

The screenshot displays the 'Solicitation General Information' and 'Solicitation Documents' sections of a procurement record. On the left, a navigation menu includes 'View RFX', 'Items (F) (Ext)', 'Financial questionnaire (Ext)', and 'Technical Questions'. The main content area is divided into two columns. The left column contains 'Solicitation General Information' with fields for Code (BPM002485), Label (Dispatch Recording System for ECD), Lot # (1), Round # (3), Begin Date (4/29/2020 12:00:00 AM UTC-7), RFP Response Cutoff (12:00:00 AM), Procurement Officer Email (bjones@azdot.gov), Procurement Officer Phone (602-712-4321), Commodity (81111500 - Software or hardware engin...), and Summary (ADOT is seeking a term contract for an Audio Dispatch Recording System). The right column contains 'Solicitation Documents' with a table listing documents such as 'BPM002485 Solicitation Amendment Summary Two (2)', 'BPM002485 Solicitation Amendment Summary One (1)', 'BPM002485 Solicitation', 'BPM002485 Uniform Terms and Conditions', 'BPM002485 Uniform Instructions to Offerors', and 'BPM002485 Special Instructions to Offerors'. Below the table are 'RFx Links' for 'View Technical Questions', 'View Financial questionnaire (Ext)', and 'View Quotation Form'. A 'Participate in Solicitation' button is visible at the top of the main content area.

- 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.
- After the solicitation due date has passed and the status is 'in evaluation' the Solicitation opening report will be available on the 'view RFX' tab of the record. For IFBs, this will also include the total dollar value of the proposals.
- After the Solicitation has been awarded you will be able to download all the responses from the 'View RFX' Page. Click the **Download Proposals** button to extract the zip file.

The screenshot displays the 'Bidders' section of a procurement record. The left navigation menu is the same as in the previous screenshot. The main content area shows a list of bidders under the heading 'Bidders'. The list includes: BREINHOLT CONTRACTING INC, MILLS DESIGN GROUP, Arizona Specialty Demolition, LLC, Logos Builders Southwest LLC, Doege Development, Trent Richard Talton, and H D DEVELOPMENT LLC. Below the list is a 'Download Proposals' button, which is highlighted with a red box. To the right of the bidder list, there is a section for 'Solicitation Documents' with a table listing documents like 'Uniform Instructions to Offerors (Approved)' and 'Special Instructions to Offerors (Approved)'. Below this table are 'RFx Links' for 'View Technical Questions', 'View Financial Questionnaire (Ext)', and 'View Quotation Form'.

Viewing Public Contracts

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

- On the Browse Page search for the desired Contract by **Keywords, Organization, Commodities, Co-Op Designation, Statewide Contract, Contract ID, Validity Dates, and Status**. Click **Search** to filter your results.
- Click on the **Pencil Icon** on the left side of the record to access the contract.

Contract ID	Amendment #	Label	Supplier	Type	Effective Date	End Date	Sourcing Project	Effective Date	Owner Last Name	Owner First Name	Owner	Statewide Contract
ADSP016-137340	3	Network Equipment and Services including Network and Cyber Security Amendment #3	CUSTOM STORAGE INC - CSTOR	Master Agreement	7/1/2016	6/30/2021		7/1/2016	Bell Hillebrand Red Horse	Eric John Michael	Bell Eric Hillebrand Michael Red Horse John	<input type="checkbox"/>
CTR049957	0	Installation, Repair and Maintenance of Fuel Tank Systems	EATON SALES AND SERVICE LLC	Master Agreement	5/28/2020	5/27/2021	Installation, Repair and Maintenance of Fuel Tank Systems	5/28/2020	Villalino	Elizabeth	Villalino Elizabeth	<input checked="" type="checkbox"/>
CTR049956	0	Installation, Repair and Maintenance of Fuel Tank Systems	COCHISE - COCHISE	Master Agreement	5/28/2020	5/27/2021	Installation, Repair and Maintenance of Fuel Tank Systems	5/28/2020	Villalino	Elizabeth	Villalino Elizabeth	<input checked="" type="checkbox"/>

4. In the record users can view the components of the Contract including **Header information (Contract Header), Contract Scope, Validity Dates, Documents, and Items.**

Contract Header

Label Red Rock ADA/Drainage Improvements - Design Services for ASPB	Type Master Agreement
Supplier ROBERT POLCAR ARCHITECTS INC	Contract Code CTR049887
Contract Amount 15950.00	Currency USD

Contract Scope

Organizations
Arizona State Parks Board

Commodities
Civil engineering

Contract Validity

Effective date 5/22/2020	End Date
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Documents

Title	Type
Polcar ArchitectsR ed Rock Amphitheater proposal April 21, 2020	General Documents
Executed Agreement - PR20-051 Red Rock State Park Amphitheater ADA Design	Finalized Contract
COI - Robert Polcar Architects, Inc 6/6/202020	Insurance Documents
3 Result(s)	

Items

Name	Product Code	Negotiated Price	Currency	UOM
Professional Services ADA compliance and site development at Amphitheater for Red Rock SP	Professional Services	1.00	USD	EA

5. Users are able to download documents associated with the contract by clicking the document icon.

Documents

Title	Type	
Polcar ArchitectsR ed Rock Amphitheater proposal April 21, 2020	General Documents	
Executed Agreement - PR20-051 Red Rock State Park Amphitheater ADA Design	Finalized Contract	
COI - Robert Polcar Architects, Inc 6/6/202020	Insurance Documents	
3 Result(s)		