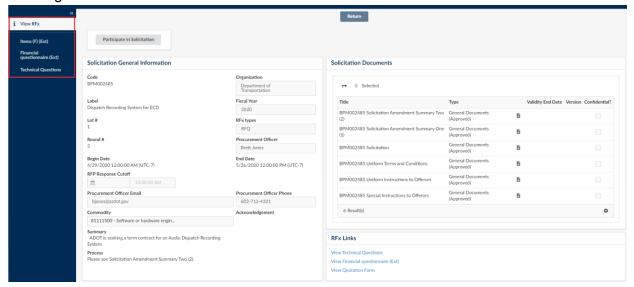# Viewing the Public Portal

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.

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.
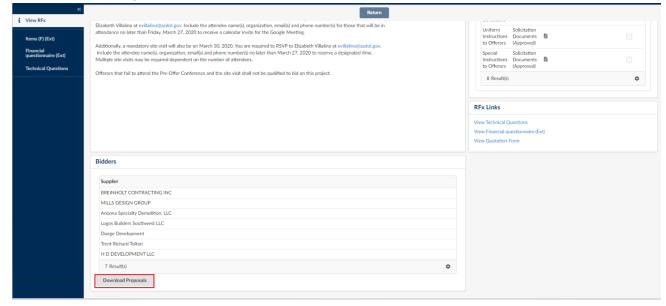3. Click on the **Pencil Icon** on the left side of the record to access it.

4. 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.

5. 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.
6. 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.
7. 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.

Viewing Public Contracts

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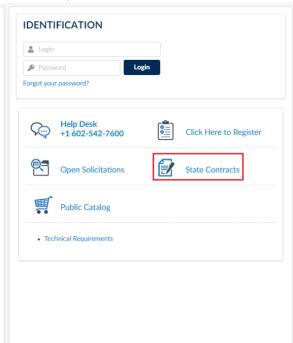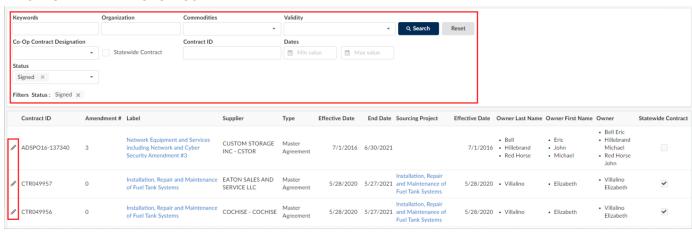

2. On the Browse Page search for the desired Contract by **Keywords, Organization, Commodities, Co-Op Designation, Statewide Contract, Contract ID, Validity Dates,** and **Status.** Click **Search** to filter your results.
3. Click on the **Pencil Icon** on the left side of the record to access the contract.

	Contract ID	Amendment #	Label	Supplier	Type	Effective Date	End Date	Sourcing Project	Effective Date	Owner Last Name	Owner First Name	Owner	Statewide Contract
✎	ADSPO16-137340	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	☐
✎	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	✔
✎	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	✔

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

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)		⚙