

Withdrawing or Amending an Offer

This document is a quick-reference guide for suppliers who would like to amend or withdraw an offer 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/>.

Amending an Offer

If the State issues an amendment (i.e., new round), the supplier will be notified via email and will be **required to acknowledge receipt of the amendment and re-submit a bid to remain** under solicitation consideration (refer to the Submitting an Offer quick-reference guide for further information on RFP acknowledgement and offer submission). While submitting a response to an amendment, the supplier has the ability to copy forward previous offer responses to streamline the submission process.

Similarly, if the supplier wants to modify an offer after it has been submitted without completely withdrawing themselves from the solicitation process, they can retract the offer, make edits, and submit a replacement offer.

Recover an Offer

1. Log into app.az.gov.
2. Navigate to the **Sourcing** tab on the top of the screen.
3. Select **Manage my Proposals**
4. Click the **pencil** next to the offer that requires a re-submitted response or modification.
5. Select **Copy last submitted proposal** from the Other Action dropdown.
6. The fields now become editable and populate with the most recent RFx responses.
7. Edit the fields as required, then click **Validate & Submit Proposal**.

294) : Lot 1 / Round 2

Search ...

Save | Validate & Submit Proposal | Cancel Proposal | Other Actions

Copy an existing proposal

Copy last submitted proposal

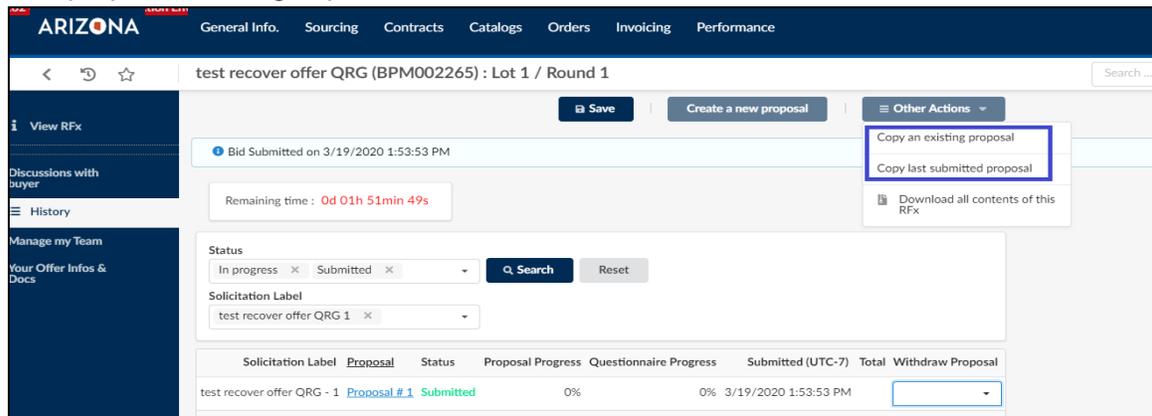
Download all contents of this RFx

No proposal has been submitted

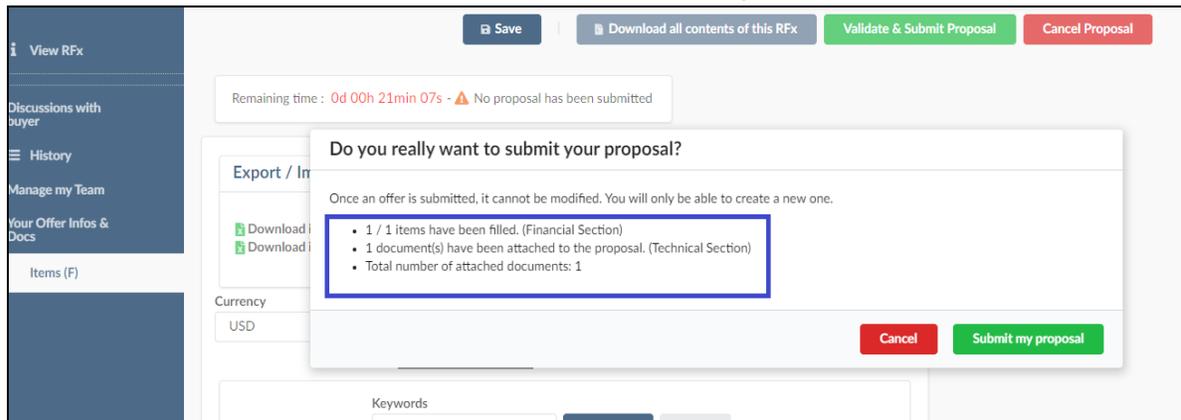
Solicitation Documents

Duplicate a Previous Offer

1. Login to app.az.gov.
2. Navigate to the **Sourcing** tab on the top of the screen.
 - a. Select **Manage my Proposals**
 - b. Click the **pencil** next to the offer that needs to be duplicated.
3. Once in the bid, Navigate to the **Other Actions** button on the top of the screen
 - a. Select **Copy an Existing Proposal** or **Copy Last Submitted proposal** depending on which proposal is being copied.



4. The fields now become editable and populated with the selected RFX responses.
5. Edit the fields as required, then click **Validate & Submit my Proposal**.



Withdrawing an Offer

1. Login to app.az.gov.
2. Navigate to the **Sourcing** tab on the top of the screen.
 - a. Select **Manage my Proposals**
 - b. Click the **pencil** next to the offer that needs to be withdrawn.
3. Select the **History** tab on the left side panel.
4. Then, click **Withdraw my offer**.
5. Once you have selected to withdraw my offer, click **Cancel Proposal**.

The screenshot displays the 'Manage my Proposals' section of the Arizona Procurement Portal. The interface includes a left-hand navigation menu with options like 'View RFx', 'Discussions with buyer', 'History', and 'Manage my Team'. The main content area shows a 'Status' filter set to 'Submitted', a 'Solicitation Label' of 'test recover offer QRG 1', and a table of proposals. The 'Withdraw Proposal' button in the table header is highlighted with a red box. At the top right, there are buttons for 'Save', 'Download all contents of this RFx', 'Validate & Submit Proposal', and 'Cancel Proposal'.

| Solicitation Label | Proposal | Status | Proposal Progress | Questionnaire Progress | Submitted (UTC-7) | Total | Withdraw Proposal |
|----------------------------|------------------------------|-------------|-------------------|------------------------|-------------------|-------|-------------------|
| test recover offer QRG - 1 | Proposal # 1 | In progress | 0% | 0% | | | |

6. Select **OK** when the pop up window appears to confirm withdrawal of proposal.