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.
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   b. Click the pencil next to the offer that needs to be withdrawn.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.
6. Select OK when the pop up window appears to confirm withdrawal of proposal.