

Posting to the Public Portal

This document is a quick-reference guide for Procurement Officers who need to post 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/grqs>.

There are two sections of the Public Portal, one for the Public Solicitations and the other for Public Contracts. Information posted by the Procurement Officer will be viewed by the public on this platform. For more information refer to the Viewing the Public Portal QRG

Posting a Public Solicitation

1. When creating a Sourcing Event, navigate to the **Prepare RFX** tab
2. Confirm that the **Post to the Public Portal** checkbox is selected (it will be checked by default) and set the date that the solicitation should open to the public. After the solicitation is posted, it will never disappear from public view

Note: The Posting to the public portal will not take place until the **publication begin date** has been reached and the solicitation is in **open for bidding** status. No solicitation will ever be posted to the public portal in draft status, even if the begin date has been reached.

The screenshot displays the 'Prepare RFX' interface. On the left is a navigation menu with 'Prepare RFX' selected. The main area is divided into 'RFX SETTINGS' and 'DATES'. In 'RFX SETTINGS', the 'Label' is 'Public Portal' and the 'Post to the Public Portal' checkbox is checked. In 'DATES', the 'Publication begin date' is set to 10/17/2018. Green boxes and numbers '1' and '2' highlight the 'Prepare RFX' tab, the 'Post to the Public Portal' checkbox, and the 'Publication begin date' field respectively.

3. After the Solicitation has been issued, the Solicitation will be made Public. The following information will be available to the public.

- General Information (bid due date, Agency, process, status etc.)
- Documents
- Technical Questionnaire
- Financial Questionnaire
- Items

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Accessing the Bid Opening Report

1. After the bid due date has passed and the bids have been unsealed, the **Bid Opening Report** will be available on the Public Portal. For all events, a list of bidders who submitted a proposal will be listed, and for IFBs the total price of all the line items will also be included. This report will be available on the **View RFX** tab of the portal.

BIDDERS
Supplier
American Green
Specialty Bulb Co Inc
Wesco Distribution Inc
3 Result(s)

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Posting Supplier Responses

1. After Award, the Procurement Officer will download all vendor responses, filter out Confidential Documents and post them to the Public Portal
2. On the Sourcing Event navigate to the **Analyze and Award** tab
3. Under the **Proposals** Subtab click the checkboxes of the suppliers whose responses need to be downloaded, or click the **hand icon** to select all
4. Click the **Zip Selected Documents** button

Note: If there are multiple rounds the Procurement Officer should use the most recent round to ensure the most up to date information is posted.

The screenshot shows the 'Proposals' subtab in the 'Analyze and Award' section. A table lists two proposals from Xerox Incorporated and Apple Incorporated, both with a status of 'Submitted'. A green box highlights the 'hand icon' in the 'Quest. progress' column, labeled with a circled '1'. Below the table, a 'Zip Selected Documents' button is highlighted with a green box and labeled with a circled '2'.

Suppliers	Label	Status	Upld docs	Bid progress	Quest. progress	Submitted on (your local time)	Score	Total	Decision
Xerox Incorporated	Proposal # 1	Submitted		100%	100% <input checked="" type="checkbox"/>	8/20/2018 4:13:52 PM	0.50	150.00 USD	
Apple Incorporated	Proposal # 1	Submitted		100%	100% <input checked="" type="checkbox"/>	8/20/2018 4:12:36 PM	1.00	100.00 USD	

2 Result(s)

[Zip Selected Documents](#)

4. Navigate to the **Prepare RFX Tab** on the left side of the screen and select the **RFX Exhibits** Subtab
5. Click the **Create a Document** button

The screenshot shows the 'RFX Exhibits' subtab selected in the 'Prepare RFX' section. A 'Create a Document' button is highlighted with a green box and labeled with a circled '5'. Below the button, it shows '0 Result(s)'.

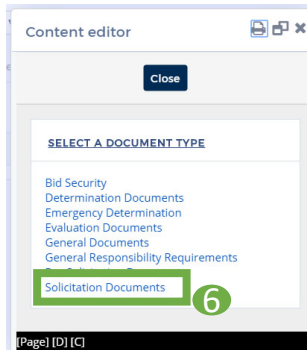
Setup **RFX Exhibits** Suppliers Technical questionnaire Te

[Create a Document](#) [Attach from Programs Library](#)

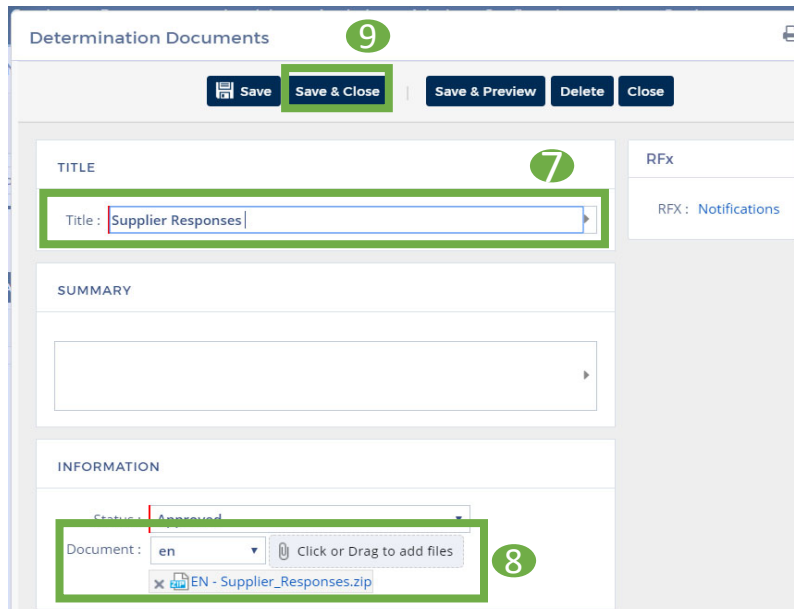
0 Result(s)

6. From the Content Editor Pop-Up Select **Solicitation Documents**

Posting to the Public Portal

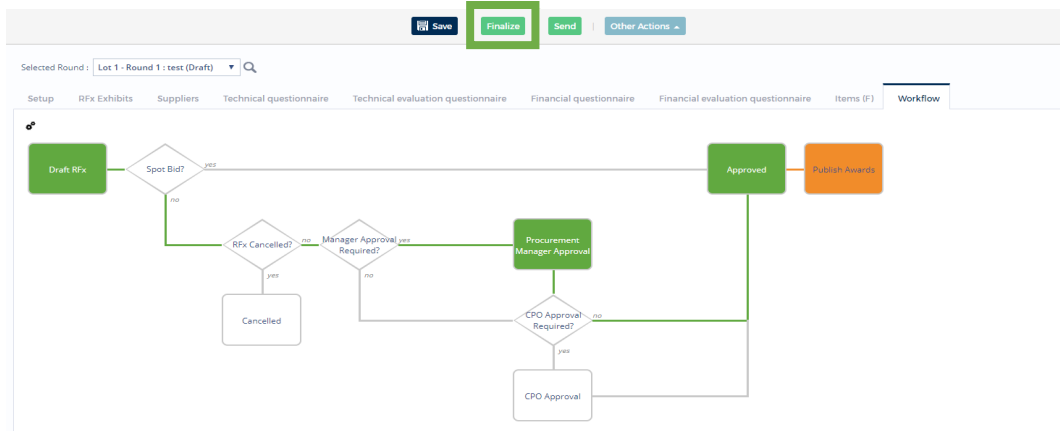


7. On the document page, enter **Supplier Responses** as the title of your document,
8. Upload the zip file by clicking on the **Click or Drag to add files** button
9. Click **Save and Close** to publish the document



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10. After all necessary documents are added click the **Finalize** button at the top of the page
11. Agree to the Pop-up confirming your action
12. Your vendor response documents have been published to the public portal as well as the status has been changed to **awarded**



Note: The documents will not be published until the **Finalize** button has been clicked. This will prevent documents being posted to the public portal while bidding is still going on. The Procurement Officer must not Finalize the solicitation until all documents are ready to be posted and the solicitation has been awarded.

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Creating a Public Contract

1. Navigate to the **Contract Record** that is to be made public
2. On the **Contract Header** tab, click the **Public Contract** checkbox under the additional information section at the bottom of the page.

Additional Information ▾

Co-Op Contract Designation :	yes ▾	Co-Op % :	50.00
Not to Exceed Amount :	<input type="text"/>		
ProcureAZ Contract Consumed Amount :	<input type="text"/>		
DBE Goal :	<input type="text"/>		
Set-Aside :	<input type="checkbox"/>		
APC Exempt :	<input type="checkbox"/>		
Public Contract :	<input checked="" type="checkbox"/> 1		
Standard Contract Type :	<input type="checkbox"/>		

Notes :

Note: Clicking this Box makes the Contract public immediately. **It should not be checked until the Contract is finalized.** However, the checkbox will be read only until the contract is in signed status.

3. The following information is made public when a Contract is posted to the Public Portal
 - Contract Header Information (Label, Description, Agency, Commodity, etc.)
 - Line Items
 - Documents

Note: **Confidential Document Types** will not be posted to the Public Portal. See the Posting Confidential Documents QRG to learn more about storing confidential documents in APP.