

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 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 sidebar, 'Prepare RFX' is highlighted with a green box and a '1'. The main content area is divided into 'RFX SETTINGS' and 'DATES'.

RFX SETTINGS:

- Status: Draft
- Release Status: Draft
- RFX Type: RFP
- Label: Public Portal
- Lot #: 1
- Round #: 1
- Advanced options:
 - Post to the Public Portal (highlighted with a green box and '2')
 - Sealed bids
 - Suppliers must acknowledge
 - Suppliers answer in a form, not in a grid
 - Check the presence of a total column grid

DATES:

- Open and Closure:
 - Bid Issue Date: [calendar icon] h:mm:ss tt (your local time) Auto opening
 - Bid Due Date: 7/17/2019 [calendar icon] h:mm:ss tt (your local time) Auto closure
- Enable for the Public Portal:
 - Publication begin date: 10/17/2018 [calendar icon] h:mm:ss tt (your local time) (highlighted with a green box and '2')

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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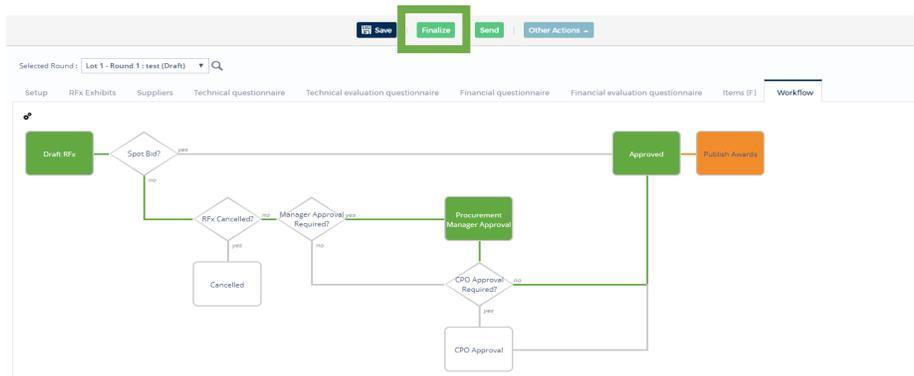
Accessing the Bid Opening Report

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)

Posting Supplier Responses

1. After Award, when the Procurement Officer is ready to publish the Procurement file they will finalize the award. This will publish all supplier responses (excluding confidential documents) and mark the solicitation as awarded in APP
2. On the Sourcing Event navigate to the **Prepare RFX** tab
3. Click the **Finalize** button at the top of the page. **Note:** after the finalize button is clicked, no additional documents can be added to the solicitation
4. Agree to the Pop-up confirming your action
5. Supplier response documents have been published to the public portal as well as the **awarded** flag has been checked,



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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.