

## Awarding a Spot Bid

*This document is a quick-reference guide for procurement users and requesters who need to need to award spot bids (also known as sourcing from a requisition) in the Arizona Procurement Portal (APP.) If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO Website: <https://spo.az.gov/>*

Once a spot bid sourcing project has been released, the user responsible for the spot bid will be able to view the supplier responses as they are submitted. Unlike a typical sourcing project, submitted offers are not sealed and they can be viewed the moment they are submitted. Once at least three offers have been received, the user responsible for the spot bid can select the offer that they would like award and can create an award.

After an award has been selected, the associated PR can be updated to include the award details. Once the PR has been updated, the system will perform a variance check of \$50 or 10% (whichever is greater) and compare the award amount to the original requisition amount. If the award passes the variance check it will move on to a purchase order, otherwise the PR will go through the approval workflow again.

### Awarding a Spot Bid Sourcing Project

1. From any page in APP, select **Sourcing Projects** from the **Sourcing** drop-down menu.
2. From the **Sourcing Projects** page, click on the  (**Pencil**) icon for the solicitation that you wish to award.
3. Navigate to the **Analyze & Award** tab and then go to the **Awarding** section.
4. From this page you can award based on percentage, dollar amount, and/or quantity. To enable a multiple award, select **Yes** from the dropdown.
5. Enter criteria in the **Mass Award** window for the award you would like to make and then click **Apply Mass Award** or use the **Select algorithm** drop-down and **Apply algorithm** button to make awards based on *Best overall bid*, *Best price on each line*, *Best rating*, etc.
6. Click the **Confirm Award** button and then the **OK** button once you have finalized you award.



**Note:** In addition to awarding from the **Awarding** section, you can also award from the **Proposals** section with the **Decision** column if you are awarding the solicitation to only one supplier.

## Updating a Requisition with Award Details

1. While reviewing the spot bid sourcing project, navigate to the **Synthesis** tab.
2. Click on the **Origin PR** hyperlink.
3. Click the **Update Prices** button to update the PR with the award details. Click the checkbox(es) for the line items you wish to update and then click **Save & Close**.
4. Click the **Sourcing Event Finished** button to have APP perform its variance check. If there is a greater than \$50 or 10% difference (whichever is greater) in the original and the updated price, the approval workflow will be required to start from the beginning. If the variance check is passed, a purchase order will be generated. You can check the status of a purchase requisition at any time by navigating to the **Workflow** tab.

Please note that if you awarded the spot bid to multiple suppliers, multiple purchase orders would be created.