

Opening and Reviewing Solicitation Offers

This document is a quick-reference guide for procurement users who need to open and review solicitation offers 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/>

After the bid due date has passed, the Procurement Officer who created the solicitation can view the submitted offers and begin to determine responsibility, responsiveness, and susceptibility of each of the submitting suppliers. Offers are split into technical and financial envelopes in the system to help streamline the offer evaluation process.

As part of reviewing solicitation offers, Procurement Officers must determine each supplier's responsibility, responsiveness, and susceptibility. In the event a Procurement Officer determines that a supplier's offer is non-susceptible, non-responsible, and/or non-responsive, they will mark that supplier's offer as non-admissible. Marking an offer as non-admissible removes that particular supplier from the solicitation competition.

Whenever an offer is marked non-admissible, a determination should be provided and uploaded on the Setup Documents tab by the Procurement Officer explaining why the offer was non-admissible. In addition, the Procurement Officer can notify the associated supplier via the Discussion Forum regarding their offer's non-admissibility or they can wait to notify the supplier after the award has been made. In addition, any offers that are marked as non-admissible are not carried over to the next envelope or the evaluating phase.

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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 view.
3. If your solicitation followed a sealed offer process, navigate to the **View RFX activity** tab and click on the **Lock** icon to unseal the offers. Click the **Ok** button to confirm.
4. Navigate to the **Open Technical Envelope** or **Open Financial Envelope** tab. Please note that if your sourcing project has both a technical and a financial envelope, you must first review the technical envelope, indicate the offer admissibility of the technical offers, complete offer evaluations for the technical envelope, and then click the **Validate (and open next envelope)** button before you can view the financial envelope.
5. Click the hyperlink for the offer you wish to view.
6. The offer is displayed.

Indicating Offer Admissibility

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 view.
3. If your solicitation followed a sealed offer process, navigate to the **View RFX activity** tab and click on the **Lock** icon to unseal the offers. Click the **Ok** button to confirm.
4. Navigate to the **Open Technical Envelope** or **Open Financial Envelope** tab.
5. Click the hyperlink for the offer you wish to view.
6. The offer is displayed. Review the offer for responsibility, responsiveness, and susceptibility. Close the offer when your review is complete.
7. Click the **Admissible proposal** or **Non-admissible proposal** depending on the result of your review. If you mark an offer as non-admissible you should provide a determination and upload the determination on the **Document Setup** tab. If you mark a supplier's offer as non-admissible on either the technical or financial envelope, their offer will be removed from the solicitation competition and the other envelope.
8. Continue to review the remaining offers.

Reviewing Offers as a Non-Scoring Evaluator

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 view.
3. Navigate to the **Open Technical Envelope** or **Open Financial Envelope** tab.
4. Click the hyperlink for the offer you wish to view.
5. The offer is displayed. Review the offer for responsibility, responsiveness, and susceptibility. Close the offer when your review is complete.
6. You can also see supplier's questionnaire answers side-by-side by navigating to the **Questionnaire answers** header.
7. To help prepare for meeting with the evaluation committee, navigate to the **My answers** section to see the evaluation that will be completed. Click the  (**Pencil**) icon to open the evaluation.
8. The evaluation is displayed. Click the **Download in Excel 2007-2010 format (xlsx)** link to download the evaluation to your computer.
9. Complete the evaluation for the associated supplier in Excel or Google Sheets.
10. Continue to review offers and complete evaluations as necessary.