ARIZONA
P R O C U R E M E N T   P O R T A L

Reviewing and Releasing a Solicitation

This document is a quick-reference guide for procurement users who need to review and release 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/

When a Procurement Officer has setting up their project for their solicitation, gathering requirements, identifying suppliers, preparing their solicitation, and configuring any questionnaires and/or item grids, the Procurement Officer can send the solicitation out for approval from their Procurement Manager and/or CPO. Who a solicitation needs to be approved by is dependent on the agency the Procurement Officer is from.

When the necessary approvals have been received and the solicitation is ready to be released, the system will release the solicitation for offers based on the release date that has been entered.

Sending a Solicitation for Review

1. From any page in APP, select **Sourcing Projects** from the **Sourcing** drop-down menu.
2. Search for the solicitation you wish to send for review and then click the ✏️ (**Pencil**) icon to open it.
3. Review the various tabs and details of your solicitation to make sure all of necessary information has been entered.
4. Navigate to the **Prepare RFx** tab and then click on the **Workflow** header.
5. Click the **Send Solicitation for Approval** button.

The displayed workflow is now updated and reflects where your solicitation is in the review process.

Reviewing a Solicitation

1. From the Pending Validations window on the APP homepage, click the ✏️ (**Pencil**) icon for the solicitation that you wish to review.
2. Review the details of the solicitation on the **Setup Project, Setup Team, Project Schedule, Setup Documents, Requirements, Identify Suppliers,** and **Prepare RFx** tabs. Please refer to the next page for details on what types of information are on each tab.
3. Depending on the results of your review, click the **Approve** or **Reject** button. If you reject a solicitation you be required to enter comments, which will then be emailed to the creator of the solicitation.

When reviewing a solicitation, please refer to the following descriptions of the various tabs that make up a solicitation. Please note the View RFx Activity, Open Technical Envelope, Open Financial Envelope, Analyze & Award, Reverse Auctions, and Synthesis tabs will not have any information until further on in the solicitation process:

Setup Project	Displays general information regarding the solicitation such as the agency, commodity, and creation date associated with the solicitation.
Setup Team	Displays the agency team members for the solicitation.
Discussion Forum	Contains any internal and external messages that have been sent regarding the solicitation.
Project Schedule	Displays the solicitation's tasks, schedule, and status.
Setup Documents	Displays any documents that have been uploaded for the solicitation.
Requirements	Contains any requirement assessments that have been completed for the solicitation.
Identify Suppliers	Lists the suppliers that will be invited to submit offers for the solicitation.
Prepare RFx	Contains the following sections: • Setup – displays the RFx type and dates for the solicitation • RFx Exhibits – displays the list of supplier-facing documents • Suppliers – shows the suppliers that were selected on the Identify Suppliers tab • Technical questionnaire – displays the technical questionnaire questions • Technical evaluation questionnaire – shows the technical questionnaire weighting and evaluators • Financial questionnaire – displays the financial questionnaire questions • Financial evaluation questionnaire – shows the financial questionnaire weighting and evaluators • Items (F) – Shows the item grid(s) for the solicitation • Workflow – Shows where the solicitation is in the process workflow

Releasing a Solicitation

1. From any page in APP, select **Sourcing Projects** from the **Sourcing** drop-down menu.
2. Search for the solicitation you wish to release and then click the (**Pencil)** icon to open it.
3. Navigate to the **Prepare RFx** tab and then click the **Send** button.
4. Select which files you would like to attach to the solicitation email.
5. Confirm which suppliers and contacts you want to send the solicitation to.
6. Make edits to the email text as necessary.
7. Click the **Send** button.