ARIZONA
PROCUREMENT PORTAL

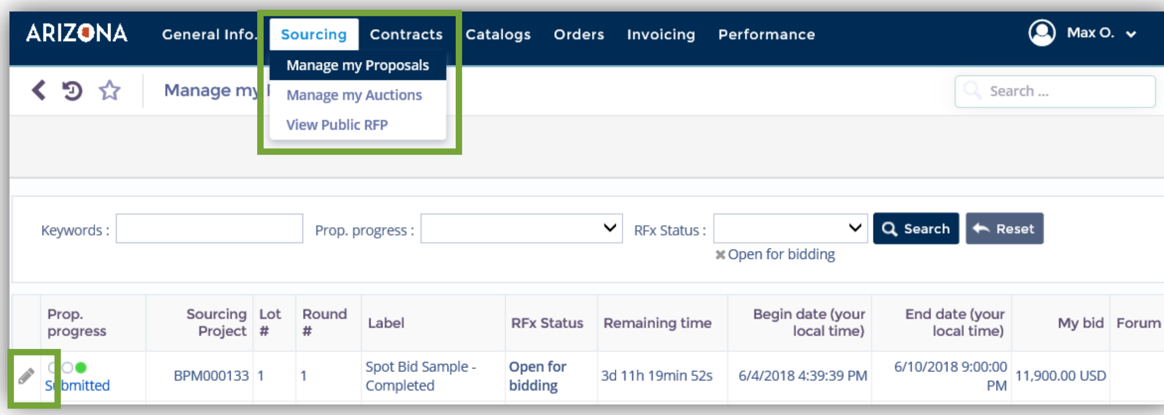
Submitting an Offer

This document is a quick-reference guide for suppliers who would like to submit a response to a solicitation via the APP Supplier Portal. 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/. For more information on submitting an offer, go to [insert link to supplier resources tab] and reference the Submitting an Offer training course.

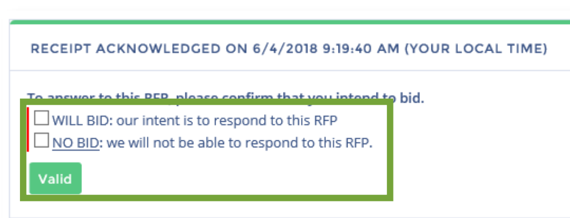
Submitting an Offer

Once a supplier has reviewed a solicitation, they will have the ability to provide responses to the questions within the Questionnaire and Item tabs and submit their offer.

1. Navigate to the APP homepage, app.az.gov, and enter login credentials.
2. Click on the **Sourcing** menu option, then **Manage my Proposals** from the dropdown menu. Select the individual RFx line item by clicking the edit icon.



3. The supplier must acknowledge receipt of the solicitation by clicking **I acknowledge receipt of this RFP,** followed by confirmation of supplier intentions to bid with a response of "will bid" or "no bid". Once the appropriate selection is made, click **Valid**.



(continued on the next page)

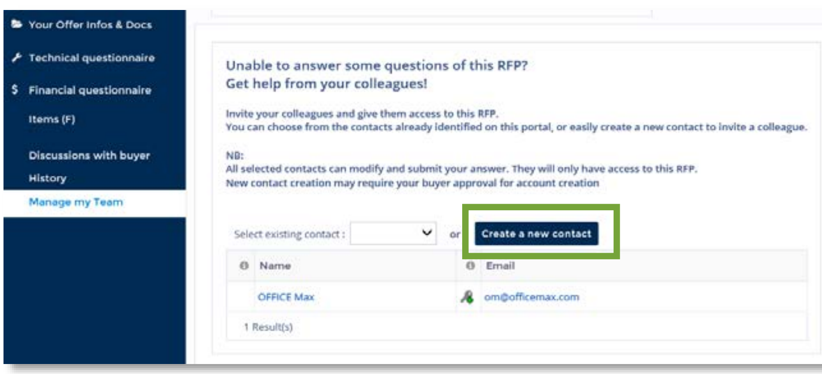
Submitting an Offer *(continued)*

4. Complete all of the required fields indicated by a red vertical bar (|) within the Technical Questionnaire, Financial Questionnaire, and Item Grid tabs as applicable. Suppliers have the ability to download the item grids and questionnaires into an excel spreadsheet, and re-upload the forms as part of their responses.

> **Note:** With high volume contracts, Procurement Officers will specify for suppliers to complete and attach the Catalog Upload Template instead of using the Item tabs. Please refer to the Catalog Upload course materials for more detailed guidance.

   If suppliers have any questions during this process, they can submit them via the Discussion Forum, which is discussed on page 4.

5. If the supplier wishes to add team members to the RFx response process, navigate to the **Manage my Team** tab.
6. Click **Create new Contact.**

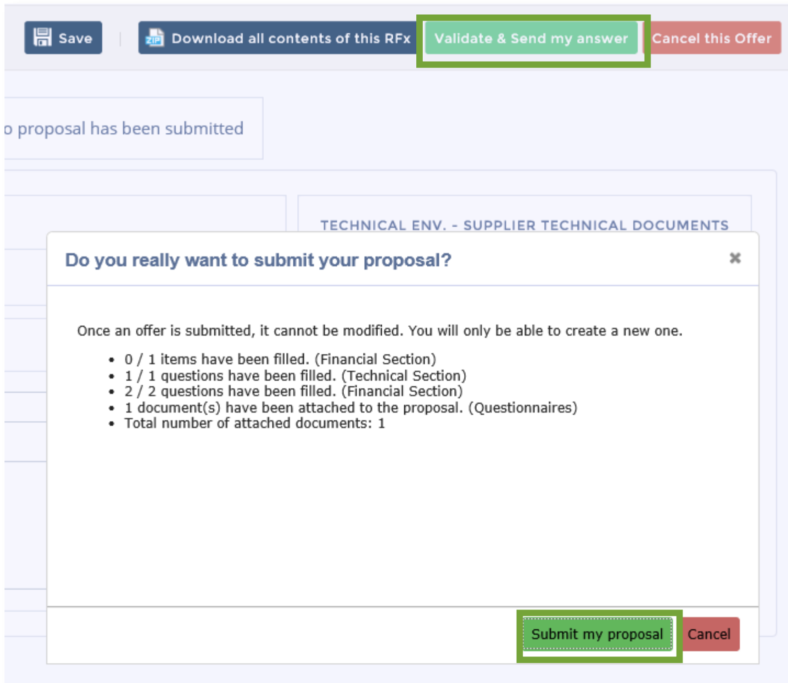


5. A pop up window appears to enter the contact identity and address, then click **Save and Close.**

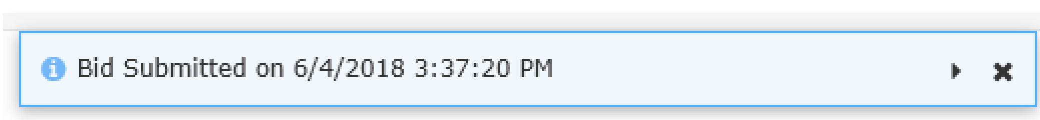
(continued on the next page)

Submitting an Offer *(continued)*

8. Upon completing the response, click **Validate & Send my offer.** A pop-up window will appear confirming the user would like to submit the response. Click **Submit my proposal** as confirmation.



9. Once submitted, the user will see a confirmation flag in the upper right-hand corner of the screen stating that the bid has been submitted with the associated time stamp. The flag will remain static for the user to view at any time.



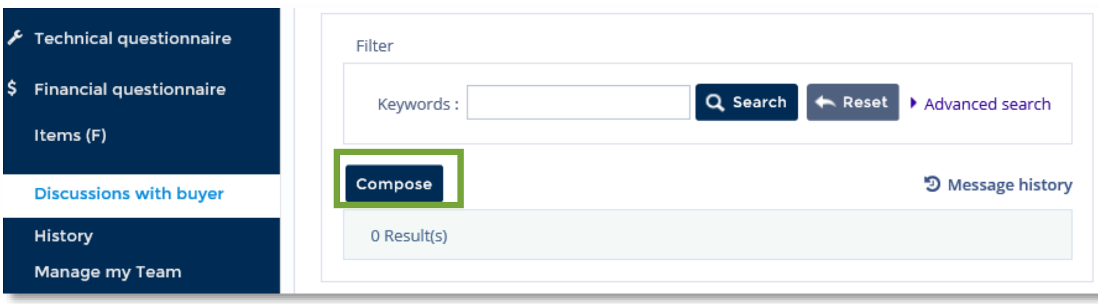
(continued on the next page)

ARIZONA
PROCUREMENT PORTAL

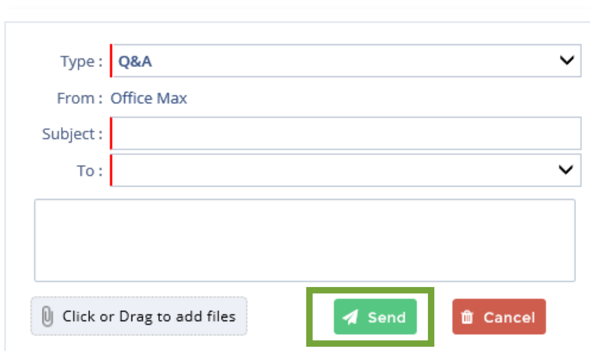
Using the Discussion Forum

At any point during the RFx process, APP offers a Discussion Forum for all questions and correspondence between the supplier and the State. The Discussion Forum is where clarifications, Q&A, and negotiations will be completed between the suppliers and the State. Suppliers can compose a new message type, or search within the message history to reference and/or export older conversations.

1. Locate the sourcing project you wish to submit inquiries for and click on the **Forum** icon to submit Q&A, negotiations, and clarification requests.
2. Click **Compose** to create a new forum.



3. Complete all of the required fields. *The fields marked by a red vertical bar (|) are required. In addition, tool tips are available for certain fields (indicated by the icon) provide quick help information that is relevant to that specific field.*
4. Click **Send** to send the message to the stakeholders indicated in the **To** text field.



5. To search for an existing discussion forum, scroll through the message history or enter a keyword into the **Search** field, then click **Search**. Click on the desired line item within the message history to view the forum contents.