

## Amending or Withdrawing an Offer

This document is a quick-reference guide for suppliers who would like to amend or withdraw an offer 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/>. For more information on amending or withdrawing an offer, go to [\[insert link to supplier resources tab\]](#) and reference the Submitting an Offer training course.

### Amending an Offer

If the State issues an amendment (i.e., new round), the supplier will be notified via email and will be **required to acknowledge receipt of the amendment and re-submit a bid** to remain under solicitation consideration (refer to the Submitting an Offer quick-reference guide for further information on RFP acknowledgement and offer submission). While submitting a response to an amendment, the supplier has the ability to copy forward previous offer responses to streamline the submission process.

Similarly, if the supplier wants to modify an offer after it has been submitted without completely withdrawing themselves from the solicitation process, they can retract the offer, make edits, and submit a replacement offer.

### Recover my Last Offer


*Allows the supplier to copy forward the most recent RFX responses*

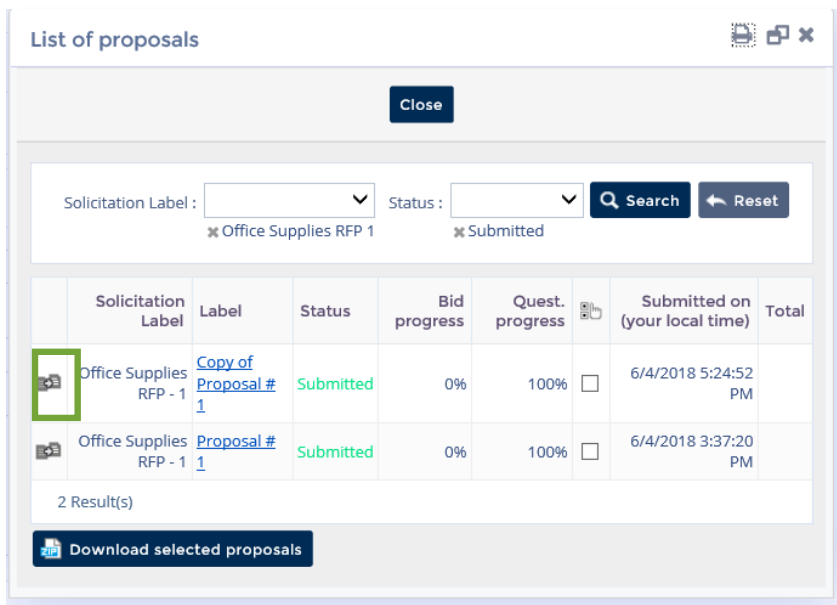
1. From **Sourcing** → **Manage my Proposals**, select the offer that requires a re-submitted response or modification.
2. Click on the **Other Actions** → **Recover my last offer**.
3. The fields now become editable and populate with the most recent RFX responses.
4. Edit the fields as required, then click **Validate & Send my answer**.

The screenshot displays the 'Manage my Proposals' interface. At the top, there are buttons for 'Save', 'Validate & Send my answer', 'Cancel this Offer', and 'Other Actions'. The 'Other Actions' dropdown menu is open, showing options: 'Download all contents of this RFX', 'Recover my last offer', and 'Duplicate a previous bid'. The 'Recover my last offer' option is highlighted with a green box. Below the menu, the form is divided into sections: 'ACKNOWLEDGEMENT' (Acknowledged on 6/4/2018 at 9:19 AM), 'GENERAL INFORMATION' (Label: Copy of Copy of Proposal #, Answer type: Alternate proposal selected, Replaced proposal: dropdown menu, Validity end date: calendar icon, Description: text area), 'TECHNICAL ENV. - SUPPLIER TECHNICAL DOCUMENTS' (Please ONLY drop files that are related to the Technical Section, Click or Drag to add files), and 'FINANCIAL ENV. - SUPPLIER FINANCIAL DOCUMENTS' (Please ONLY drop files that are related to the Financial Section, Click or Drag to add files). A left sidebar contains navigation links: View RFX, Your Offer infos & Docs, Technical questionnaire, Financial questionnaire, Items (F), Discussions with buyer, History, and Manage my Team.

## Duplicate a Previous Bid

*Allows a supplier to copy any previous offers submitted more than two times ago*




1. From **Sourcing** → **Manage my Proposals**, select the bid that requires a re-submitted response or modification.
2. Click on the **Other Actions** → **Duplicate a previous bid**.
3. A list of previous proposals will appear allowing the supplier to select which proposal they would like to duplicate.
4. Click the icon  next to the solicitation label to select a proposal.



List of proposals

Close

Solicitation Label:  Status:

	Solicitation Label	Label	Status	Bid progress	Quest. progress		Submitted on (your local time)	Total
	Office Supplies RFP - 1	<a href="#">Copy of Proposal # 1</a>	Submitted	0%	100%	<input type="checkbox"/>	6/4/2018 5:24:52 PM	
	Office Supplies RFP - 1	<a href="#">Proposal # 1</a>	Submitted	0%	100%	<input type="checkbox"/>	6/4/2018 3:37:20 PM	

2 Result(s)

4. The fields now become editable and populated with the selected RFx responses.
5. Edit the fields as required, then click **Validate & Send my answer**.

## Withdrawing an Offer

After a response is submitted by the supplier, this option will allow the supplier to remove the offer from consideration during the solicitation process.

1. From **Sourcing** → **Manage my Proposals**, select the proposal you wish to withdraw.
2. Navigate to the **History** tab.
3. Select **Withdraw this Offer** for the offer you wish to redraw.
4. Click the **Save** button. Please note if a supplier has submitted multiple offers for a solicitation, they will need to individually withdraw each offer if they want all of the offers to be withdrawn.