

# 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

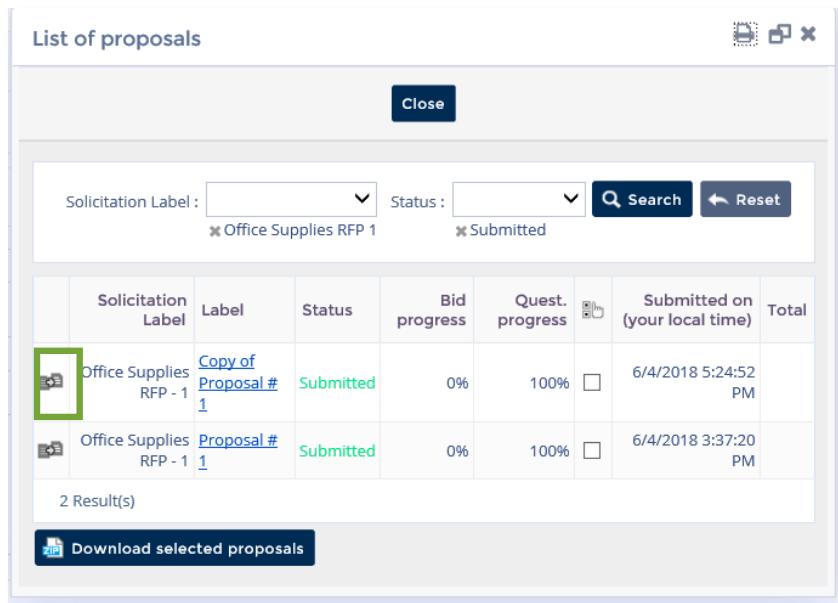
1. From **Sourcing → Manage my Proposals**, select the offer that requires a re-submitted response or modification.
2. Click on the **Other Actions → Recover my last offer**.
3. The fields now become editable and populate with the most recent RFx responses.
4. Edit the fields as required, then click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

The screenshot shows a user interface for managing proposals. At the top, there are buttons for 'Save', 'Validate & Send my answer' (highlighted in green), 'Cancel this Offer', and 'Other Actions'. Below these are several 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, Validity end date calendar, Description input field), 'TECHNICAL ENV. - SUPPLIER TECHNICAL DOCUMENTS' (button: 'Download all contents of this RFx'), 'FINANCIAL ENV. - SUPPLIER FINANCIAL DOCUMENTS' (button: 'Click or Drag to add files'). On the left sidebar, there are links for 'View RFx', 'Your Offer Infos & Docs' (Technical questionnaire, Financial questionnaire, Items (F), Discussions with buyer, History, Manage my Team), and a 'File' icon.

## Duplicate a Previous Bid

*Allows a supplier to copy any previous offer 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.



The screenshot shows a modal dialog titled "List of proposals". At the top, there are search filters for "Solicitation Label" and "Status", with dropdown menus and a search button. Below the filters, the status dropdown shows "Submitted" with an "x" icon. The table below has columns: Solicitation Label, Label, Status, Bid progress, Quest. progress, Submitted on (your local time), and Total. Two rows of data are shown:

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

At the bottom of the table, it says "2 Result(s)" and has a "Download selected proposals" button.

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.