

Viewing the Public Portal

This document is a quick-reference guide for Suppliers or the Public who need to view public 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/app/>.

Both Public Solicitations and Public Contracts can be viewed by anyone by accessing the APP homepage. Details of these items can be viewed by looking into individual records. In addition suppliers can register for events from this public page.

Viewing a Public Solicitation

1. From the APP Homepage click on the **Open Solicitations** Hyperlink

Welcome to the State of Arizona's Procurement Portal



The objectives of the Arizona Procurement Portal are to make it easier for suppliers to offer their goods and services, and to make it easier for the State of Arizona to promptly buy and pay for the goods and services it needs.

Our vision is to make procurement simple, efficient, and effective reducing complexity and increasing visibility so that we are better able to deliver on our commitments to our stakeholders.

IDENTIFICATION

rcowgill
 Login
 Lost your password?

Help Desk
+1 602-542-7600

Wants to do Business with the state?

Open Solicitations 1

State Contracts

• Technical Requirements

2. On the Browse Page Search for the desired Solicitation by Agency, Keyword, Issue Date etc. Press **Search** to filter your results

3. Click on the **Pencil Icon** on the left side of the record to access it

Keywords : Commodities : Search

Rfx types : Status :

Bid Issue Date : to Rfx Awarded :

Agency :

3	Code	Label	Commodity	Bid Issue Date	Bid Due Date (your local time)	Status	Agency	RFX Awarded
✎	PM000884	R2 Sourcing 15	Live Plant and Animal Material and Accessories and Supplies		2/17/2019 5:00:00 AM	In Evaluation	Arizona Department of Administration	☑
✎	PM000883	R2 Sourcing 14	Live Plant and Animal Material and Accessories and Supplies		2/17/2019 5:00:00 AM	Open for bidding	Arizona Department of Administration	☐

Viewing the Public Portal

4. In the record, view the components of the Solicitation including **solicitation general information, solicitation documents, questionnaires, and the item grid**. Use the tabs on the left to navigate through these sections.

5. If a Supplier would like to submit an offer to the Solicitation, click on the **Participate in Solicitation** button, where they will be prompted to login to submit an offer

SOLICITATION GENERAL INFORMATION

Business Process code : BPM000790 Organization : Arizona Department of Administration
 Label : Statewide Real-Time Captioning (CART) and Sign Language Interpreter Services Fiscal Year : 2019
 Lot#: 1 Rfx types : RFP
 Round : 3 Procurement Officer : Sabina Moore
 Begin Date : Procurement Officer Email : Sabina.Moore@azdoea.gov
 End date : 2/20/2019 5:00:00 PM (your local time) Procurement Officer Phone : 602-542-8911
 Commodity : S2112067 - In person sign language interpretation service
 Process : There will not be Pre-Offer Conference for this Solicitation.
 Summary : The State is seeking to establish one or more Statewide contracts to provide a variety of Statewide Real-time Captioning (CART) Sign Language Interpreter Services for all State of Arizona Digital Agencies, Co-Op-Buyers), employees and/or consumers who are Deaf, Hard of Hearing, DeafBlind, persons with Combined Hearing and Vision Loss, or persons with speech difficulties and in doing so, support compliance with the provisions of the Americans with Disabilities Act (ADA).

SOLICITATION DOCUMENTS

Title	Type	Validity End Date	Version
BPM000790 Solicitation Amendment 1	Solicitation Documents (Approved)		1
BPM000790 Solicitation Amendment 2	Solicitation Documents (Approved)		1
BPM000790 Part 2- Statewide Real-Time Captioning (CART) and Sign Language Interpreter Services-Rev 2	Solicitation Documents (Approved)		1
BPM000790 Attachment 5-D Proposed Staffing Chart and Location-Rev.1	Solicitation Documents (Approved)		1
BPM000790 Attachment 4- Pricing Document	Solicitation Documents (Approved)		1

6. After the bid due date has passed and solicitation status is 'in evaluation' **bid opening report** will be available on the 'view Rfx' tab of the record. For IFBs, this will also include the dollar value.

SOLICITATION GENERAL INFORMATION

Business Process code : BPM000731 Organization :
 Label : Data Center Project - DW Fiscal Year : 2018
 Lot#: 1 Rfx types : RFP
 Round : 2 Procurement Officer : Rachel Cowgill
 Begin Date : Procurement Officer Email : rcowgill@KPMG.com
 End date : 9/15/2018 2:00:00 AM (your local time) Procurement Officer Phone :
 Commodity : 81110000 - Computer services
 Process :
 Summary :

SOLICITATION DOCUMENTS

Access to Technical questionnaire | Financial questionnaire (Ext)
 Access to quotation form

BIDDERS

Supplier
Digital Realty Trust
Gloabl Switch
2 Result(s)

Viewing the Public Portal

7. After the RfX has been awarded you will be able to download all the solicitation responses from the 'View RfX' Page. Click the **download proposals** button to extract the zip file.

The screenshot shows the 'View RfX' page with the following details:

- SOLICITATION GENERAL INFORMATION:**
 - Business Process code : BPM000731
 - Label : Data Center Project - DW
 - Lot#: 1
 - Round : 2
 - Begin Date :
 - End date : 9/15/2018 2:00:00 AM (your local time)
 - Commodity : 61110000 - Computer services
 - Process :
 - Summary :
- Organization :**
- Fiscal Year :** 2018
- RfX types :** RFP
- Procurement Officer :** Rachel Cowgill
- Procurement Officer Email :** rcowgill@KPMG.com
- Procurement Officer Phone :**

SOLICITATION DOCUMENTS:

- Access to Technical questionnaire | Financial questionnaire (Ext)
- Access to quotation form

BIDDERS:

- Supplier: Digital Realty Trust
- Global Switch

A green box highlights the **Download Proposals** button, which is also circled with a green '8'.

View Public Contracts

1. From the APP Homepage click on the **State Contracts** Hyperlink

The screenshot shows the Arizona Procurement Portal homepage with the following details:

- Welcome to the State of Arizona's Procurement Portal**
- ARIZONA** PROCUREMENT PORTAL
app.az.gov
- IDENTIFICATION:**
 - Username: rcowgill
 - Password: [Redacted]
 - Login button
 - Lost your password?
- Help Desk:** +1 602-542-7600
- Wants to do Business with the state?**
- Open Solicitations**
- State Contracts** (highlighted with a green box and a green '1')
- Technical Requirements**

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Viewing the Public Portal

2. On the Browse Page Search for the desired Contract by criteria include Commodity, Keyword, Expiry Date, or Agency. Press **Search** to filter your results
3. Click on the **Pencil Icon** on the left side of the record to access it

Keywords: Q Search
 Commodity: Validity: Dates: to
 Agency: Status: Signed
 Statewide Contract: Co-Op Contract Designation:

Contract ID	Amendment #	Label	Supplier	Type	Effective Date	Original End Date	Actual End Date	Not to Exceed Amount	Organization	Statewide Contract	Commodity	Validity	Rfx
R040229	1	Amendment Research and Survey Statewide #1	WESTGROUP LLC	Master Agreement	11/12/2018	11/11/2019	11/11/2019		Arizona Department of Administration	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Corporate objectives or policy development • Economic analysis • Methodology and analysis • Project administration or planning • Situation and stakeholder analysis and communications planning services • Travel facilitation 	Running	
ADSP016-131469	1	Temporary Administrative Law Judges (TALJ)	LAW OFFICES LINDA MARIE BROWN P LLC	Master Agreement	5/1/2016	4/30/2019	4/30/2020	0.00	State of Arizona	<input type="checkbox"/>	<ul style="list-style-type: none"> • Legal services 	Running	

4. In the record view the components of the Contract including **Header information (Contract Info), Documents, and Price List.**

CONTRACT INFO

Contract ID: ADSP016-131469	Original End Date: 4/30/2019	Commodities: 80120000 - Legal services
Amendment #: 1	Actual End Date: 4/30/2020	Contracting Agency: State of Arizona
Label: Temporary Administrative Law Judges (TALJ)	Maximum End Date: 4/30/2021	
Type: Master Agreement	Validity: Running	
Supplier: LAW OFFICES LINDA MARIE BROWN P LLC	Co-Op Contract Designation: no	
Contract Description:	Statewide Contract: <input type="checkbox"/>	
Agency Project ID:		
Federal Project ID:		
Alternate Contract ID:		

PRICE LIST

Label	Product Code	Short Description	Supplier	Supplier Reference No.	Manufacturer Reference No.	Currency	UOM	Negotiated Price
Legal services	ADSP016-131469-1	Services are provided on an hour Rate, one Unit equals one Hour. The hourly rate shall cover all general operating expenses of services, including but not limited to qualified personnel per	LAW OFFICES LINDA MARIE BROWN P LLC	ADSP016-131469-1	ADSP016-131469-1	USD United States dollar	Hour	\$0.00

1 Result(s)

EXHIBITS

Title	Type
RRQ Part 1 of 2 OAH Temporary Administrative Judge Services 2 11 16.pdf	General Documents
Amendment 1 Descriptions of RRQ Corrections.pdf	General Documents
RRQ Part 2 of 2 OAH Temporary Administrative Judge Services Offeror Submittal Documents rev 2 17 16.docx	General Documents
Amendment 2 Change in Due Date and Professional Liability Ins. Requirements-1.docx	General Documents

5. To View the Solicitation associated with the Contract, return to the Browse Page and click on the **Rfx Hyperlink** on the line of the record. Please note that only contracts that were awarded in APP will have the hyperlink

Code	Label	Supplier	Type	Original End Date	Actual End Date	Global Amount	Organization	Commodity	Amendment #	Validity	Rfx
CTR0000396	New Contract - Public Portal	Global Switch	Master Agreement	7/31/2019			Arizona Department of Corrections	• Computer servers		Running	Event for UAT

1 Result(s)

6. View the Solicitation and associated documents such as the Bid Opening Report and Supplier Responses.