

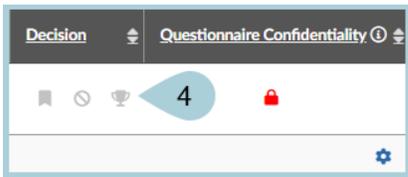
Awarding a Solicitation (Analyze & Award Tab)

This document is a quick reference guide for users wishing to award a solicitation 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/>.

Once a Procurement Officer has evaluated all supplier offers, they can award single or multiple suppliers in the Analyze & Award tab. Awarding a single supplier can be done from the proposals tab; the Scenario tab can be used if awarding multiple suppliers. Awarding a supplier does not automatically notify them of the award; award notifications are sent in the Synthesis tab.

Awarding a Single Supplier

1. Select **Sourcing Projects** from the Sourcing drop-down menu.
2. Search for the solicitation you wish to edit, then click the **Pencil** icon to open it.
3. Navigate to the **Analyze & Award** left margin tab.
4. To award a single supplier, click the **Trophy** icon under the **Decision** column for the supplier you wish to award.



5. Click **OK**.
6. Your solicitation has been awarded.
7. To cancel an award, click the **Cancel Award** button at the top of the page or click the **Trophy** icon. After canceling the award, you can select a different supplier to award.

Awarding to Multiple Suppliers



Deleting the Total column in the Item grid will remove the ability to award multiple suppliers.

1. Select **Sourcing Projects** from the Sourcing drop-down menu.
2. Search for the solicitation you wish to edit, then click the **Pencil** icon to open it.
3. Click the **Analyze & Award** left margin tab.
4. Click on the **Scenarios** header.
5. Click on **StateAZ Award** in the Scenario column.

6. Award suppliers manually from the **Award All** section. You can also manually enter the percentage or amount you wish to award in the **Response** section.

Code	Label	Qty	Award	Unit price	Deliv. date	Amount	Qty	%age	USD
I1_1	Milk Chocolate		RW&C Proposal ...	25.0000	7/13/2023	✓ 25.0000		100.0000 %	25.0000
I1_2	Dark Chocolate		RW&C Proposal ...	35.0000	7/13/2023	✓ 35.0000		100.0000 %	35.0000
Total						60.0000			60.0000

7. Once you have entered the desired Percentage or Amount to award click **Save**.

8. Verify the items and suppliers you are awarding have a green checkmark in the items grid.

Code	Label	Qty	Award	Unit price	Deliv. date	Count	Qty
I1_1	Milk Chocolate		RW&C Proposal ...	25.0000	7/13/2023	✓ 25.0000	
I1_2	Dark Chocolate		RW&C Proposal ...	35.0000	7/13/2023	✓ 35.0000	

9. Click **Confirm Award** at the top of the page.

10. Click **OK**.

11. Confirm awards by navigating to the **Proposals** tab and verify all suppliers you awarded have a green trophy icon.

Supplier	Proposal #	Status	Documents	Proposal Progress	Questionnaire Progress	Submitted (UTC-7)	Score	Total	Decision	Questionnaire Confidentiality
<input type="checkbox"/> RW&C	1- Reopened	Submitted		100%	100%	7/7/2023 2:58:39 PM		60,0000 USD	🏆	🔒
<input type="checkbox"/> Shelby	1- Reopened	Submitted		100%	100%	7/7/2023 2:58:39 PM		60,0000 USD	🏆	🔒

12. To cancel an award, click **Cancel Award** at the top of the page. After canceling the award you are able to select a different supplier to award.

Resources

Click the link below for more information on the Sourcing Project creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176>