

Best and Final Offer (BAFO) Process

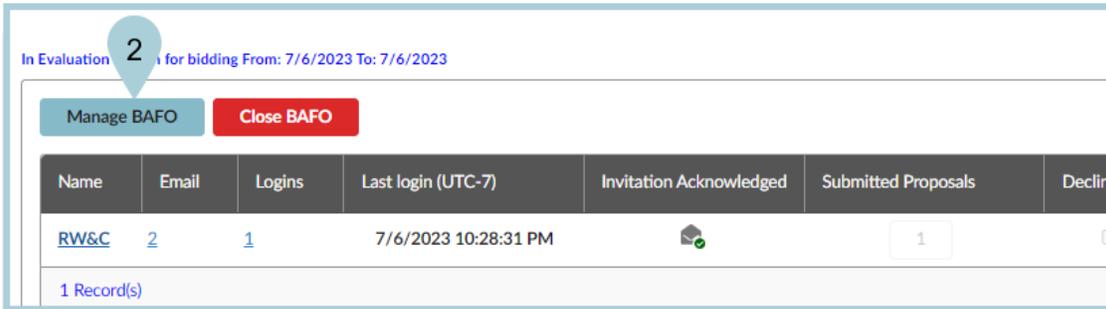
This document is a quick reference guide for users requesting a BAFO in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

APP allows Procurement Officers to request a BAFO round. BAFO will be requested from the View RFX Activity left margin tab within a sourcing project. To disable a BAFO round, Procurement users must deselect the Enable Manage BAFO checkbox when creating their Sourcing project.

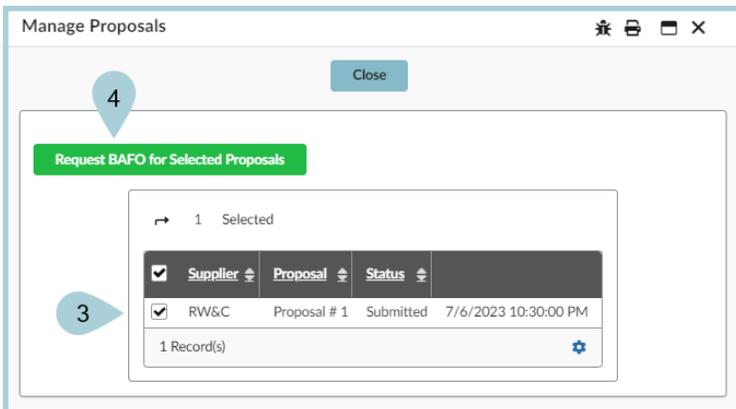
Requesting Best and Final Offer

 To request the Best and Final Offer, you must complete the required steps to close the Technical and Financial Envelopes.

1. Navigate to the **View RFX Activity** left margin tab.
2. Click **Manage BAFO**.



3. On the **Manage Proposals** pop-up, select each supplier you would like to invite to the BAFO.
4. Click **Request BAFO for Selected Proposals**.



5. On the Open BAFO Proposals pop-up, enter a **BAFO Due Date**.
6. Edit the **Message to Suppliers** section.
7. If applicable, upload attachments.
8. Once complete, Click **Request BAFO**.

9. Click **OK**.
10. Click **Close** on the **Manage Proposals** pop-up.
11. Your BAFO round has now been sent.
12. Your BAFO Status will show as **Pending**.

BAFO requested to	Proposal that BAFO was requested	Automatic BAFO proposal Created	BAFO Status	Request Date	Requested by	BAFO end date
RW&C	Proposal # 1	Proposal # 1-Reopened	Pending	7/7/2023	7/7/2023	7/10/2023

Closing BAFO



Once the BAFO due date has been reached users can close the BAFO period.

1. Navigate to the **View RFx Activity** left margin tab.



Procurement Officers can view the BAFO Status for each Supplier. Suppliers who submitted a BAFO will have a Status of BAFO Completed, Suppliers who did not submit a BAFO will have a status of Pending.

2. Click the **Change Summary** button in the BAFO Details section to view changes.

BAFO Control

BAFO requested to	Proposal that BAFO was requested	Automatic BAFO proposal Created	BAFO Status	Request Date	Requested by	BAFO end date
RW&C	Proposal # 1	Proposal # 1-Reopened	BAFO Completed	7/7/2023	7/7/2023	7/10/2023

1 Record(s)

Changes Summary

3. Review the changes on the Best & Final Offer - Changes Overview, click **Save & Close**.



4. Click **Close BAFO** to close the BAFO period.



5. Click **OK**.

 *The Status for the supplier that did not submit a BAFO will change to Last Proposal Adopted.*

6. Complete your BAFO evaluation.
7. Award your Solicitation.

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>

