ARIZONA
PROCUREMENT PORTAL
QUICK REFERENCE GUIDE

Confidential Questionnaire Attachments

This document is a quick reference guide for users wishing to mark questionnaire attachments as confidential 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 suppliers to mark their uploaded proposal documents as confidential. Procurement Officers can update the status should a non-confidential document be marked confidential or a confidential document not be marked confidential.

Confidential Questionnaire Attachments

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 **Open Technical Envelope/Open Financial Envelope** left margin tabs.
4. Click the **Red Padlock** under the Questionnaire Confidentiality Column.
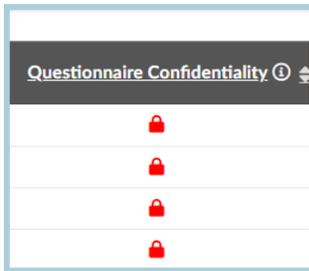
5. On the Attachments Confidentiality (Questionnaires) popup, update the attachment's confidentiality status by checking or unchecking the **Confidential File** checkbox next to each attachment.

> *If an attachment's confidential file checkbox is checked, it will be confidential and not appear on the public portal.*

6. Once complete updating the file status, click **Set Confidentiality & Close**.

7. Repeat as needed for all supplier's proposals.

Suppliers cannot mark questionnaire attachments as confidential during a Best and Final Offer (BAFO) round, therefore, Procurement Officers should ensure confidential documents remain confidential after a BAFO round by following the steps listed above.

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