

Finalizing a Sourcing Project

This document is a quick reference guide for users wishing to finalize a sourcing project 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 awarded a sourcing project award and created a contract, they will go back into the sourcing project and finalize/close it.

Finalizing a Sourcing Project

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. Verify the Procurement File is uploaded according to [SP 006](#).
4. Click the **Prepare Rfx** left margin tab.
5. Click **Finalize Award** at the top of the page.
6. When applicable, click **Approve**.
7. Once the page refreshes, click **Finalize**.
8. On the pop-up, click **OK**. This ensures the **Rfx Awarded** checkbox is checked in the Public Portal.



Status	Rfx Awarded	Begin (UTC-7)	End (UTC-7)
In Evaluation	<input checked="" type="checkbox"/>	2023 12:00:00 AM	7/6/2023 10:30:00 PM

9. Click **Save**.
10. Your sourcing project has now been finalized and updated on the Public Portal



Before continuing to the steps below, you must verify the sourcing project is visible on the public portal. If the sourcing project needs to be visible, contact the APP Help Desk at app@azdoa.gov or your APP Agency Lead for troubleshooting.

Closing a Sourcing Project

Verify your sourcing project is available on the public portal, then follow the steps below to close your solicitation.

1. Click the **Setup Project** left margin tab.
2. Change the Status of the sourcing project to **Closed**.
3. Click **Save**.

The screenshot displays the 'Setup Project' interface. On the left, a navigation menu lists various project management tasks, with 'Setup Project' highlighted and marked with a blue callout '1'. The main area shows the 'General Information' tab for a project with Code 'BPM005520'. The 'Status' dropdown menu is open, showing options: 'In progress' (highlighted in yellow), 'Cancelled', and 'Closed'. A blue callout '2' points to the 'Closed' option. In the top right corner, there are 'Save & Close' and 'Save' buttons, with a blue callout '3' pointing to the 'Save' button. Below the 'Status' dropdown is a 'See All' link. The 'Add a Task' button is visible in the 'Progress' section on the right.

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>