

# Posting to the Public Portal

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

There are two sections of the Public Portal, one for Public Solicitations and the other for Public Contracts. The public will view information posted by the Procurement Officer on this platform. For more information, refer to the Viewing the Public Portal QRG.

## Posting a Public Solicitation

1. When creating a Sourcing Event, navigate to the **Prepare RFX** tab.
2. Confirm that the **Post to the Public Portal** checkbox is selected (it will be checked by default) and set the date the solicitation should open to the public. After the solicitation is posted, it will never disappear from public view.

The screenshot shows the 'Prepare RFX' form in the Arizona Procurement Portal. At the top, there are buttons for 'Save & Close', 'Save', 'Forward', 'Send Solicitation for Approval', and 'Other Actions'. The form is divided into several sections: 'Label' (Sourcing Project Test), 'Lot #' (1), 'Round #' (1), 'RFP Response Cutoff' (12:00:00 AM), 'Advanced Options' (with 'Post to the Public Portal' checked), 'Bid Due Date' (7/7/2023, 12:00:00 AM), 'BAFO Due Date' (12:00:00 AM), 'Enable for the Public Portal' (with 'Publication begin date' set to 7/3/2023, 12:00:00 AM), 'Process' (with a dropdown menu), and 'Summary' (with a dropdown menu). A blue callout bubble with the number '2' points to the 'Post to the Public Portal' checkbox in the 'Advanced Options' section.



*The Posting to the public portal will only occur once the publication begin date has been reached and the solicitation is open for bidding status. No solicitation will ever be posted to the public portal in draft status, even if the begin date has been reached.*

3. After the Solicitation has been issued, the Solicitation will be made Public. The following information will be available to the public.
  - a. General Information (bid due date, Agency, process, status, etc.)
  - b. Documents

- c. Technical Questionnaire
- d. Financial Questionnaire
- e. Items

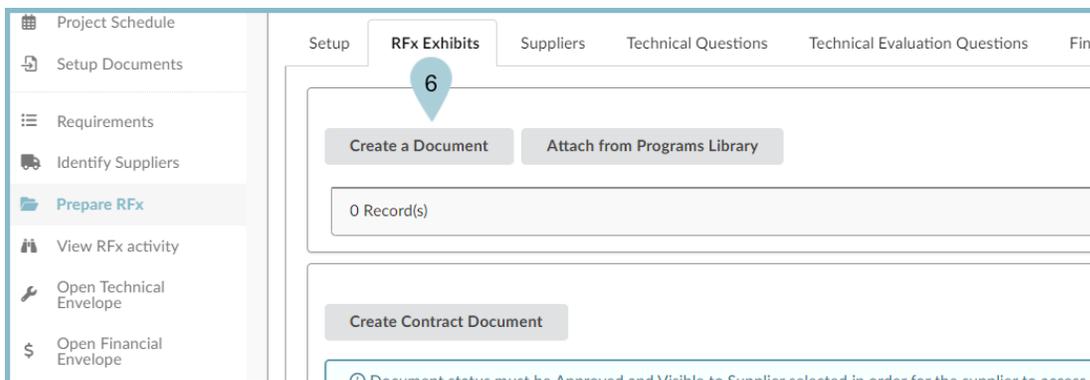
## Posting Supplier Responses

1. After the Award, the Procurement Officer will download all vendor responses, filter out Confidential Documents, and post them to the Public Portal.
2. Navigate to the **Analyze and Award** left margin tab on the Sourcing Event.
3. Under the **Proposals** header tab, click the checkboxes of the suppliers whose responses need to be downloaded, or click the **checkbox** in the Supplier column to select all.
4. Click the **Download Selected Proposals** button.

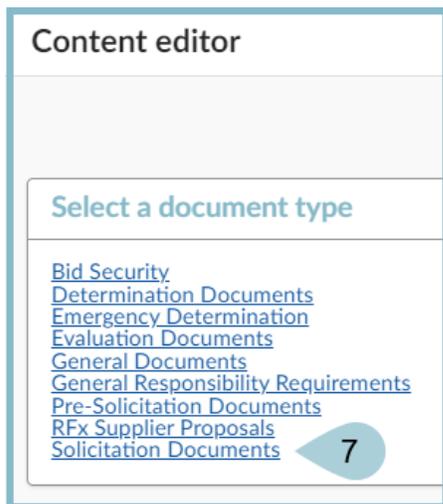


*If there are multiple rounds, the Procurement Officer should use the most recent round to ensure the most up-to-date information is posted.*

5. Click the **Prepare RFX** left margin tab and select the **RFX Exhibits** header.
6. Click the **Create a Document** button.



7. From the Content Editor Pop-Up, Select **Solicitation Documents**.



8. On the Solicitation Document page, complete the **Title** field with Supplier Responses as listed on standard naming convention (SP006).
9. Upload the zip file by clicking on the **Click or Drag to add files** button.
10. Click **Save & Close** to publish the document.

11. The document displays in the document table.
12. After all necessary documents are added click the **Finalize** button at the top of the page.

Title	Type	Att.	Last Modification (UTC-7)	Creation Date (UTC-7)	Validity End Date	Version
Supplier Responses	Solicitation Documents (Approved)		7/4/2023 8:16:35 AM	7/4/2023 8:16:35 AM		

13. Click **OK** to confirm your action.
14. Your vendor response documents have been published to the public portal as well as the status has been changed to **Awarded**.



*The documents will not be published until the Finalize button has been clicked. This will prevent documents being posted to the public portal while bidding is still going on. The Procurement Officer must not Finalize the solicitation until all documents are ready to be posted and the solicitation has been awarded.*

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## 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>