

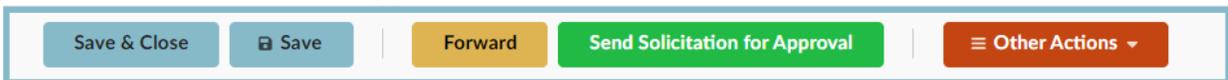
Publishing RFx (Open for Bidding)

This document is a quick reference guide for users wishing to publish an RFx 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 user has finished setting up their project for their solicitation, gathering requirements, identifying suppliers, preparing their solicitation, and configuring any questionnaires and/or item grids, the Procurement user is ready to publish their RFx.

Publishing RFx

1. From any page in APP, 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 **Prepare RFx** tab.
4. Click the **Send Solicitation for Approval** button.



The approver of a solicitation is dependent on the Procurement user's agency.

5. Once the Solicitation has been approved, click the **Send** button.
6. On the pop-up, verify the contacts that will receive the notification. Additional contacts can be added under the **Add Supplier Contact(s)** drop-down.
7. Users can also edit the notification **Subject** line and **Message**.



If the **Send me a copy** checkbox is checked, the procurement user will receive an email of each message sent to the suppliers.

8. Once complete, click the **Send and Close** button.

Send to

Supplier: RWISC

User: Murphy, Haasi

Contact: [Search]

1 Record(s)

Copy all team members

Email

Subject: A New Solicitation has been Sent

Dear Supplier,
 You have been invited to participate in the following solicitation for the Arizona Department of Administration. Please [Click here](#) to connect and to review materials and submit an offer. All offers must be received before 7/7/2023.

- Label: Sourcing Project Test
- Agency: Arizona Department of Administration
- Process: UNDEFINED
- Summary: UNDEFINED
- Bid Due Date: 7/7/2023
- Procurement Officer Name: Sullyna Muala
- Procurement Officer Email: simula@noemail.com

9. Your sourcing project has been sent out and published to the Public Portal (If this option was selected).

View RFx Activity

1. From any page in APP, 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 **View RFx Activity** left margin tab.
4. Procurement users can view which suppliers have been notified if any suppliers have acknowledged the invitation, submitted a proposal, or declined the invitation.

Lot : 1 - BPMtest - Round 1

In Evaluation - Open for bidding From: 6/29/2023 To: 6/29/2023

Name	Email	Logins	Last login (UTC-7)	Invitation Acknowledged	Submitted Proposals	Declined	Comment
Arizona Marketing Education Association	1				0	<input type="checkbox"/>	
Importation Casabawa Inc	2	1	6/29/2023 5:05:37 PM		0	<input type="checkbox"/>	
wexler partners llc	1				0	<input type="checkbox"/>	

3 Record(s)

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>