ARIZONA
PROCUREMENT PORTAL

Date: Oct 28th, 2022

To: Arizona Procurement Portal (APP) Agency Users

From: APP Help Desk

Subject: Sourcing Project Confidentiality Guidelines.

Hello,

The APP Helpdesk would like to ensure State Agencies are following <u>best practice guidelines in relation to uploading confidential documents</u> in sourcing projects.

Please be advised, in order to properly keep suppliers from seeing confidential documents until they are ready to be reviewed, the <u>documents must be uploaded under the "Setup Documents" tab, under the "Sourcing Project Documents" section of the solicitation.</u>

Please review QRG updated documents:

- https://spointra.az.gov/sites/default/files/QRG%202032%20Prepare%20RFx-%20RFx%20Exhibits%20Tab_0.pdf
- https://spointra.az.gov/sites/default/files/2023%20Step%202%2C%20Creating%20a%20Sourcing%20Project.pdf

Please **do not** upload documents under the "Prepare RFx" tab under "RFx Exhibits" until they are ready to be reviewed accordingly.

If you have any questions please contact the APP Help Desk at **602-542-7600** or please submit a ticket to the APP Inbox. app@azdoa.gov.

Thank you.

The APP Help Desk
602-542-7600
app@azdoa.gov
https://spo.az.gov/app-service-request