




QUICK REFERENCE GUIDE

Technical and Financial Envelopes

This document is a quick reference guide for users reviewing solicitation offers 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/>.

Offers are split into technical and financial envelopes to help streamline the offer evaluation process. As part of reviewing solicitation offers, Procurement Officers must determine each supplier's responsibility, responsiveness, and susceptibility.




Open Technical Envelope

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** left margin tab.
4. Click the hyperlink for the offer you wish to view.
5. The offer displays.
 - a. Review the offer for responsibility, responsiveness, and susceptibility.
 - b. Close the offer when your review is complete.
6. Click **Accept Proposal** or **Reject Proposal**, depending on the result of your review.



If you mark a supplier's offer as Rejected on either the technical or financial envelope, their offer will be removed from the solicitation competition and the other envelope.

7. You can see the supplier's questionnaire answers side-by-side by selecting all offers and clicking the **Compare Questionnaire Responses** button.
8. You can also download the supplier's Technical Questionnaire by selecting the offers and clicking the **Download Selected Proposals** button. This downloads the documents in this envelope only.

3		8		Download selected proposals		Compare Questionnaire Responses		7	
<input checked="" type="checkbox"/>	Supplier	Proposal	Documents	Questionnaire Progress	Submitted (UTC-7)	Score	Actions	Questionnaire Confidentiality ⓘ	
<input checked="" type="checkbox"/>	PALMER ENGINEERS INC	Proposal # 1		100%	1/6/2025 5:29:18 PM	100.00	<button>Accept Proposal</button> <button>Reject proposal</button>	6 	
<input checked="" type="checkbox"/>	GOODYEAR TIRE & RUBBER CO	Proposal # 1		100%	1/6/2025 5:25:31 PM	100.00	<button>Accept Proposal</button> <button>Reject proposal</button>		
<input checked="" type="checkbox"/>	Sands Chevrolet Motor Company	Proposal # 1		100%	1/6/2025 5:22:35 PM	100.00	<button>Accept Proposal</button> <button>Reject proposal</button>		

9. Continue to review the remaining offers.
10. Once all offers have been marked as Accepted or Rejected, click the **Close Envelope** button at the top of the page.

Save & Close

Save

Close Envelope

10

Q Search

Reset

Questionnaire Responses

Questionnaire Progress	Submitted (UTC-7)	Score	Actions	Questionnaire Confide
100%	1/6/2025 5:29:18 PM	100.00	<div>Proposal Accepted</div> <div>Cancel</div>	
100%	1/6/2025 5:25:31 PM	100.00	<div>Proposal Accepted</div> <div>Cancel</div>	
100%	1/6/2025 5:22:35 PM	100.00	<div>Proposal Accepted</div> <div>Cancel</div>	

11. Click OK.

Open Financial Envelope

1. Navigate to the **Open Financial Envelope** tab.
2. Click the hyperlink for the offer you wish to view.
3. The offer displays.
 - a. Review the offer for responsibility, responsiveness, and susceptibility.
 - b. Close the offer when your review is complete.
4. Click **Accept Proposal** or **Reject Proposal**, depending on the result of your review.



If you mark a supplier's offer as Rejected on either the technical or financial envelope, their offer will be removed from the solicitation competition.

5. You can see the supplier's questionnaire answers side-by-side by selecting all offers, and clicking the **Compare Questionnaire Responses** button.
6. You can also download the supplier's Financial Questionnaire by selecting the offers, and clicking the **Download selected proposals** button. This downloads the documents in this envelope only.

<div> 3 6 Download selected proposals Compare Questionnaire Responses 5 </div>									
<input checked="" type="checkbox"/>	Supplier	Proposal	Documents	Proposal Progress	Questionnaire Progress	Submitted (UTC-7)	Score	Actions	Questionnaire Confidentiality ⓘ
<input checked="" type="checkbox"/>	PALMER ENGINEERS INC	Proposal # 1	2	100%	100%	1/6/2025 5:29:18 PM		<div>Accept Proposal</div> <div>Reject proposal</div>	4
<input checked="" type="checkbox"/>	GOODYEAR TIRE & RUBBER CO	Proposal # 1		100%	100%	1/6/2025 5:25:31 PM		<div>Accept Proposal</div> <div>Reject proposal</div>	
<input checked="" type="checkbox"/>	Sands Chevrolet Motor Company	Proposal # 1		100%	100%	1/6/2025 5:22:35 PM		<div>Accept Proposal</div> <div>Reject proposal</div>	

7. Continue to review the remaining offers.

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>