# Using the Discussion Forum

This document is a quick reference guide for users using the Arizona Procurement Portal (APP) Discussion Forum. 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 solicitation has been released to suppliers for offers, suppliers can submit clarifying questions via the Discussion Forum. The Discussion Forum provides procurement users with the following functionality:

1. Categorizations: When a message is being drafted, users must indicate the type of question they are asking (i.e., Clarification, Q&A, Negotiations, Other).
2. Streamlined Communications: The Discussion Forum provides a traceable, streamlined, two-way communication channel between suppliers and procurement users.
3. Downloadable Content: Procurement users can download all content from the Discussion Forum and attach it as an RFx exhibit and/or to a contract. This can be particularly helpful for posting content to the public portal.
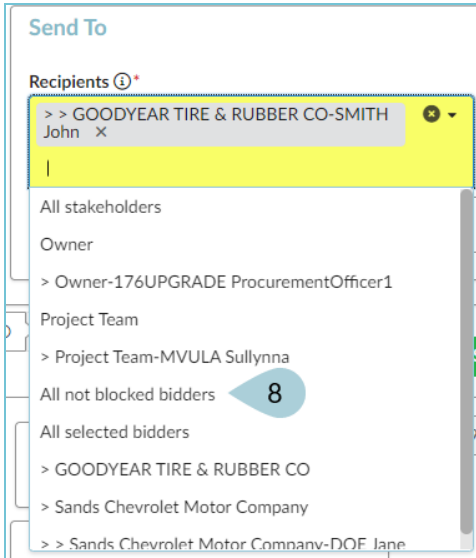
Using the Discussion Forum

1. From any page in APP, select **Sourcing Projects** from the Sourcing drop-down menu.
2. Search for the solicitation you wish to edit and click the **Pencil** icon to open it.
3. Navigate to the **Discussion Forum** tab.
4. Any supplier discussions are displayed. Use the **Display** drop-down menu to refine your search results as necessary.
5. Click on the message you wish to respond to.
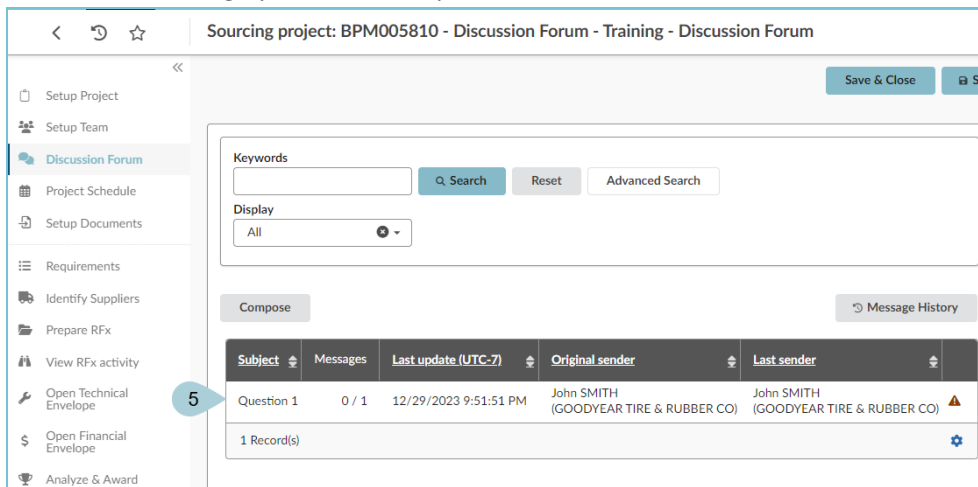
6. Review the message and then click the **Reply** or **Forward** button.
   a. **Reply** sends only your answer to the question to the addressees. The supplier who submitted the question will see the answer linked to their original post. If you use this option, we highly recommend you copy and paste the original question into your answer for the benefit of other suppliers viewing the answer.
   b. **Forward** sends both the question *AND* your answer to the addressees. The supplier who asked the question will not see the answer linked to their original question – they will see it as a new post.
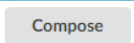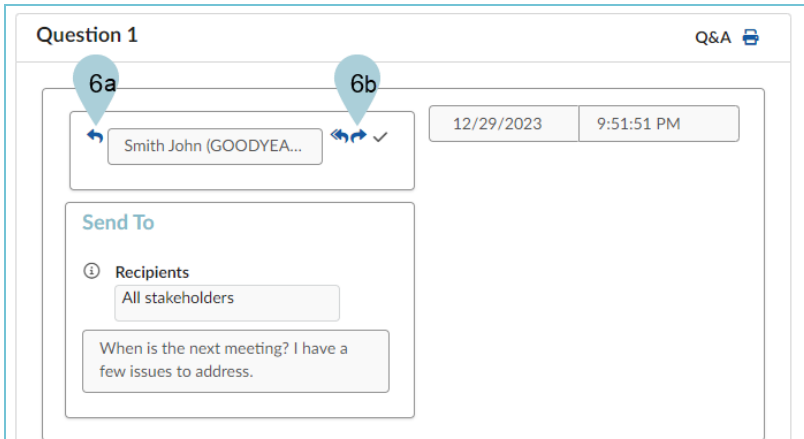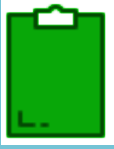

7. Enter your response and attach any associated files.
8. If you want the response to be visible to all suppliers, change the **To** drop-down to **All Not blocked bidders** (this allows all suppliers, including those who elect to participate in the sourcing event after the answer is posted, to see the response).

9. Click **Send**.
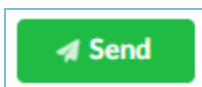
You can also use the Compose [Compose] button in the Discussion Forum tab to write messages to project team members or suppliers. After clicking the Compose button, select the type of message you are drafting (Q&A, Negotiations, Other, or Clarification) and to whom the message should be sent, and then enter the details of the message.

All supplier communication throughout the solicitation process is recommended to be conducted via the Discussion Forum so there is complete transparency and traceability.

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