

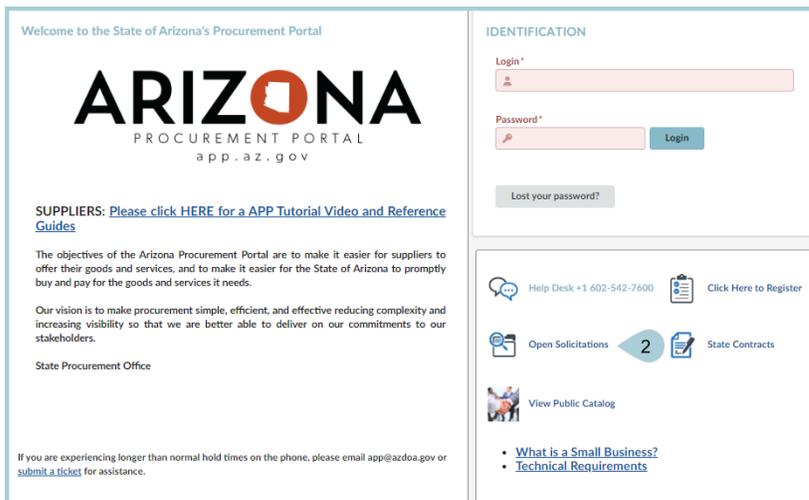
# Viewing Public Solicitations in the Public Portal

This document is a quick reference guide for users who need to view 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/>

Public Solicitations can be viewed by anyone by accessing the APP homepage. Details of these items can be viewed by looking into individual records. In addition suppliers can register for events from this public page. If you believe the records you are searching for are not public record, please submit a request through the [ADOA Website](#).

## Viewing a Public Solicitation

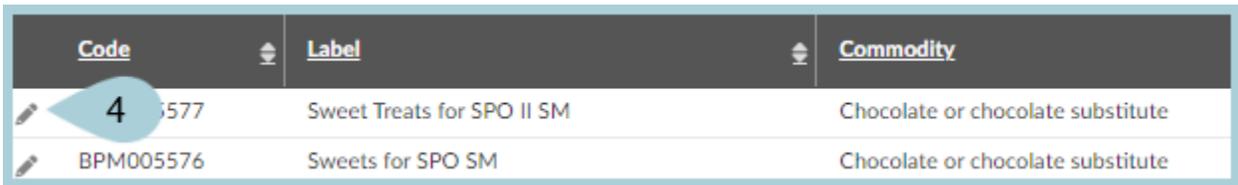
1. Navigate to the Arizona Procurement Portal (APP)
2. From the APP Home page click on the **Open Solicitations** Hyperlink.



3. On the browse page, search for the desired Solicitation (also known as a RFx) by Agency, Keyword, Begin Date etc. Click **Search** to filter your results.



4. Click on the **Pencil Icon** to access the record.



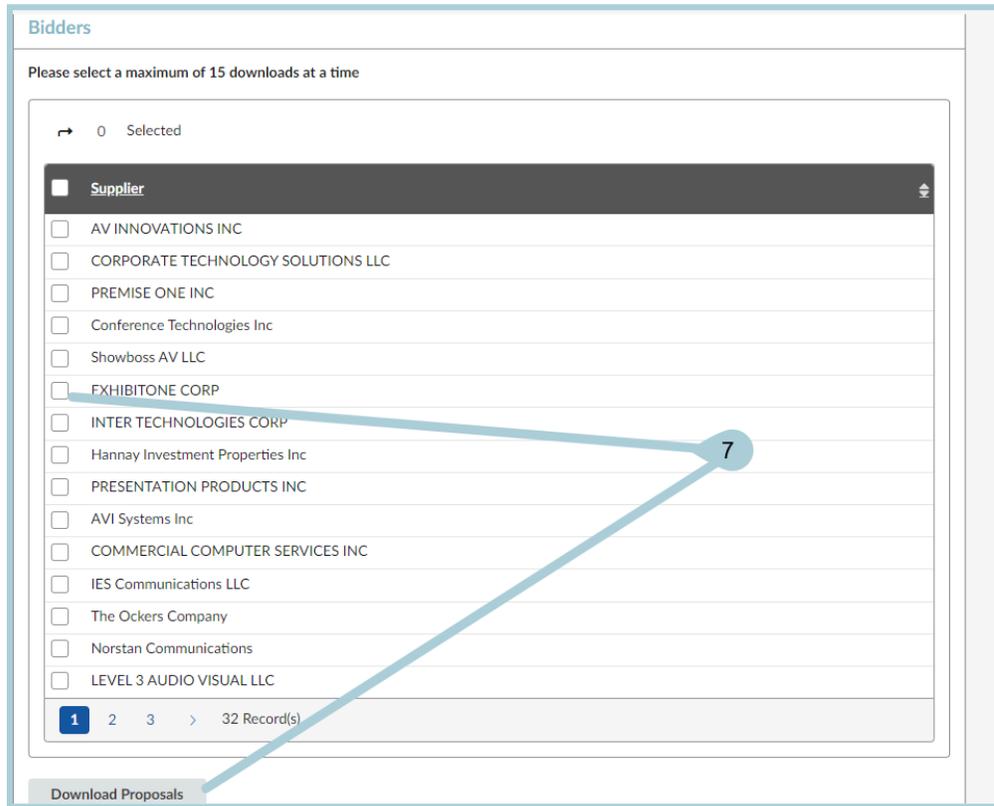
<u>Code</u>	<u>Label</u>	<u>Commodity</u>
577	Sweet Treats for SPO II SM	Chocolate or chocolate substitute
BPM005576	Sweets for SPO SM	Chocolate or chocolate substitute

5. In the record, view the components of the Solicitation including **solicitation general information, solicitation documents, questionnaires,** and the **item grid**. Use the tabs on the left to navigate through these sections.

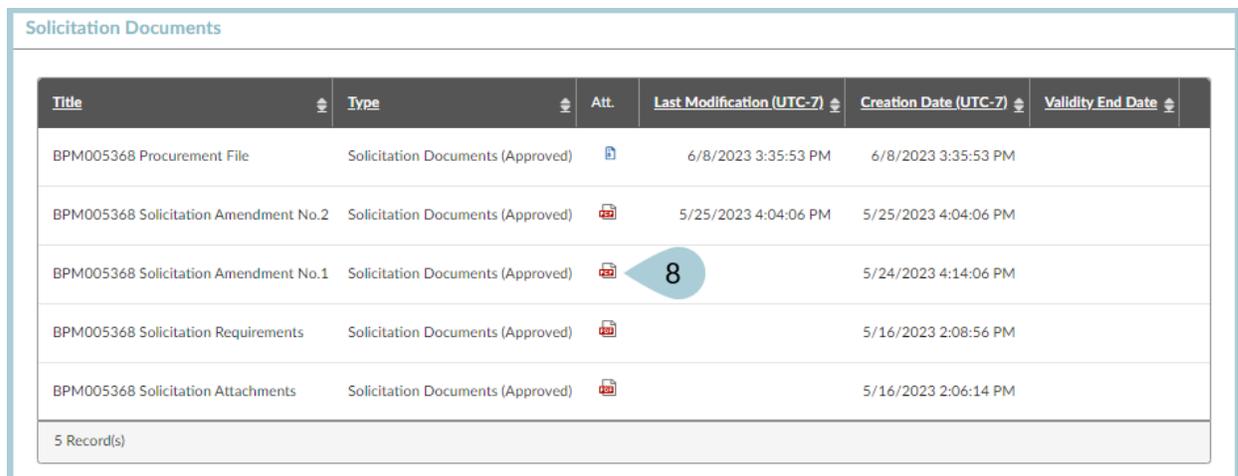


6. After the solicitation due date has passed and the status is 'in evaluation' the Solicitation opening report will be available on the 'view RFX' tab of the record. For IFBs, this will also include the total dollar value of the proposals.

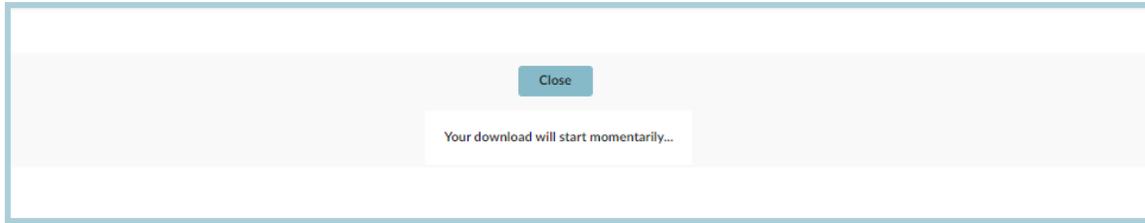
- After the Solicitation has been awarded use the View RFX left margin tab to download up to 15 responses at a time. Click the checkbox next to the supplier name, then click the Download Proposals button to extract the zip file.



- Users can also download documents in the **Solicitation Documents** section.



9. APP opens the Verify download public page. Your file will be downloaded accordingly.



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## Resources

Click the link below for more information on **Quick Reference Guides** in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/quick-reference-guides-176>