

**CITY OF BOISE VENDOR PORTAL/JAGGAER**  
**HOW TO VIEW AND RESPOND TO BID OPPORTUNITIES**

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## How to View Current Bid Opportunities

View Bid Opportunities from the Public Site

Link to Public Bid Site: <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=CityofBoise>

- You can view all public bid opportunities on the public site.
  - o The “Open for Bid” tab (shown with red arrow) will show all of the current bid opportunities.
  - o The “Upcoming” tab will be blank.
  - o The “Closed” tab will show all closed bid opportunities that are waiting for a final award.
  - o The “Awarded” tab will show all bid opportunities that have posted a final award.
  - o The “All” tab will show all bid opportunities no matter their state.
- To view details on a bid opportunity, click into it by clicking either the title or “Respond Now” box (red boxes below). This will route you to the bid opportunity within your Jaggaer/Vendor Portal account. You must login in order to view the bid opportunity.

**NOTE:** You must have a Jaggaer/Vendor Portal account to view the bid opportunity details.

The screenshot displays the City of Boise Vendor Portal interface. At the top, the City of Boise logo is prominent. Below the logo, a welcome message and a link to 'City of Boise Purchasing' are provided. A section titled 'Business Opportunities' contains a navigation bar with tabs for 'Open for Bid', 'Upcoming', 'Closed', 'Awarded', and 'All'. A red arrow points to the 'Open for Bid' tab. Below the navigation bar is a search bar with a 'Search' button and a 'Clear' button. A 'Sort by' dropdown menu is set to 'Close date descending'. The main content area shows a list of bid opportunities. The first entry is 'Annual Irrigation Supplies, FY2023', which is highlighted with a red box. To the right of this entry is a 'Respond Now' button, also highlighted with a red box. Below the bid title, the status is 'Open', and the details include the open date (2/1/2023 10:57 AM MST), close date (2/16/2023 10:00 AM MST), type (FB-), number (FB-2023-107), and contact information (Megan Harvey, mharvey@cityofboise.org). A 'View as PDF' link is also present.

**CITY of BOISE**

Thank you for visiting the City of Boise Vendor Portal where you can view current solicitation events, bid results and award information.

Additional information can be found here: [City of Boise Purchasing](#)

**QUESTIONS?** For questions regarding any of the sourcing events listed on the "Open for Bid" tab below, access the sourcing event and submit your questions through the Q&A board prior to the Q&A closing date. For questions regarding technical issues after the Q&A closing date OR questions regarding any of the sourcing events listed on the "Closed" or "Awarded" tabs, refer to the sourcing event contact person listed on the sourcing event.

**IMPORTANT:** In order to view the sourcing event information and submit a bid or proposal, you must be registered with the City of Boise Vendor Portal. If you are not registered, you can do so at no cost by clicking on any of the solicitations below. You will then be routed to the Boise Vendor Portal where you can follow the instructions on creating an account.

**Business Opportunities**

[Back to City of Boise Purchasing](#)

Open for Bid **Upcoming** Closed Awarded All

Keyword  [Clear](#) [Search](#)

Sort by

**Status** **Details**

[Open](#) **Annual Irrigation Supplies, FY2023** [Respond Now](#)

Irrigation supplies for the maintenance of Park Irrigation systems. Vendor to supply irrigation parts and supplies per bid specifications.

**Open** 2/1/2023 10:57 AM MST Type FB-  
**Close** 2/16/2023 10:00 AM MST Number FB-2023-107  
Contact Megan Harvey [mharvey@cityofboise.org](mailto:mharvey@cityofboise.org)  
Details [View as PDF](#)

## View Bid Opportunities from Your Vendor Portal Homepage

Link to Vendor Portal/Jaggaer: <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=CityofBoise>

- Below shows the Vendor Portal homepage. From here you can view available bid opportunities as well as your previous bids.
  - The **red box** shows you the number of bid opportunities that are open. Click on the number to view those opportunities.
    - My Events (top number) are the number bid opportunities that you have been invited to (by commodity code or manual invitation) or bid opportunities that you have shown interest in by viewing.
    - Public Events (middle number) are the number of public bid opportunities available.
    - Auction Events- The City of Boise doesn't run these.
  - The **yellow box** shows all of the bid opportunities you've been invited to (by commodity code or manual invitation) or you have shown interest in by viewing and clicking "Intend to Bid". Click on "View Event" (yellow arrow) to view the bid opportunity.
  - The **green box** will show you all of the bid opportunities including closed and awarded opportunities. You can filter the list by using the filter options on the left-hand side of the screen. The option to view your submitted response or view the event are provided to the right of each listed bid opportunity.
  - The **red arrow** will take you to the public site.

**CITY of BOISE**  
Home ▶ Customer Portal Home

Welcome to the City of Boise's Vendor Portal!

**Customer Contact** ?  
Email purchasing@cityofboise.org

**Quick Links to Common Tasks** ?  
[Manage Registration Profile](#)

**Sourcing Events** ?  
[Go to Public Opportunities](#)

Show

Event Number	Status	Event Title	Dates	Action
FB-2023-107	Open	Annual Irrigation Supplies, FY2023	Open: 2/1/2023 10:57:00 AM MDT Close: 2/16/2023 10:00:00 AM MDT	<a href="#">View Event</a>

Events	Released	Open	Closed	Awarded	All
My Events	0	1	20	10	31
Public Events	0	1	34	14	49
Auction Events	0	0	0	0	0

[View All Events](#)

## Viewing Details of a Bid Opportunity

- Click “View Event” located to the right of any bid opportunity to view the details. You will be routed to the Summary page.

**CITY of BOISE**  
Sourcing > Sourcing Events > Search Events

**Open** This event closes in **14 days** on 2/16/2023 at 10:00 AM MST. [Event Schedule](#) [Questions & Answers for this Event](#)

### Annual Irrigation Supplies, FY2023

FB-2023-107

Event Details

Response Status: **Not Started**  
Intent To Bid: **Not Set**   
Bid Total: **0.00 USD**

**Summary**

**Intent to Bid Not Set**  
- You must set your Intent to Bid to "Yes" to respond to this event.

Event Title	Annual Irrigation Supplies, FY2023	Time Zone	MST - Mountain Standard Time (US/Arizona)
Event Type	Formal Bid	Event Open Date	2/1/2023 10:57 AM MST
Event Number	FB-2023-107	Event Close Date	2/16/2023 10:00 AM MST
Stage Title	-	Sealed Bid Open Date	2/16/2023 10:00 AM MST
Currency	USD	Question Submission Close Date	2/8/2023 5:00 PM MST
Payment Terms	-		
Sealed Bid	Yes		

**PRE-BID CONFERENCE INFORMATION**

Pre-Bid Conference  
No Pre-Bid Conference

Pre-Bid Location  
-

**PROJECT INFORMATION**

Estimated Cost  
100000

Delivery Location

[Next >](#)

- The summary page will show important bid dates, pre-bid conference information, estimated cost if available, delivery location if available, City of Boise contact information, and general information on how to submit a bid and view the public bid opening.
- Navigation:
  - **Red box above:** Click “Yes, I Intend to Bid” or “No Bid”. If you want to submit a response, you must select “Yes, I Intend to Bid”.
  - **Green box above:** This shows the status of your response.
  - **Blue ribbon:** The blue ribbon at the top of the page shows you how many days you have left to submit a response on the left and provides a link to submit questions to the right.
  - **Yellow box above:** View the bid opportunity details by clicking through the event. You can use the tabs to the left to navigate through.  
General description of each tab:
    - **Summary:** Provides general summary information about the event.

- **Prerequisites:** Questions/Statements that the Vendor must review and certify that they reviewed them prior to submitting a bid/proposal.
- **Buyer Attachments:** Documents provided by the City of Boise such as technical specifications, project details, drawings, etc. will be posted here.
- **Supplier Attachments:** This is where you can upload documents such as additional information or your proposal.
- **Questions:** The City of Boise will provide a list of questions to be answered by the Vendor.
- **Items:** This is the bid schedule.
- **Review and Submit:** Once ready to submit your bid/proposal, you will do so from this tab.
- **Q & A Board:** If you want to ask questions about this event or see responses to questions about this event, you can do so here. All questions and responses for the event will be posted here.
- **My Exports and Imports:** If you choose to export or import any documents you can find them here.

## How to Submit a Bid/Proposal

- Click “View Event” located to the right of any bid opportunity to view the details. You will be routed to the Summary page.

### Indicating Your Intent to Bid

- Click “Yes, I Intend to Bid” (red box below), then click “Next” at the bottom of the page.

The screenshot shows the City of Boise Sourcing Events interface. The event title is "Annual Irrigation Supplies, FY2023" (FB-2023-107). The response status is "Not Started" with "Intent To Bid" set to "Not Set" and "Bid Total" at "0.00 USD". A yellow warning box states: "Intent to Bid Not Set - You must set your Intent to Bid to 'Yes' to respond to this event." A red box highlights the "Yes, I Intend to Bid" button. Below this, a table lists event details:

Event Title	Annual Irrigation Supplies, FY2023	Time Zone	MST - Mountain Standard Time (US/Arizona)
Event Type	Formal Bid	Event Open Date	2/1/2023 10:57 AM MST
Event Number	FB-2023-107	Event Close Date	2/16/2023 10:00 AM MST

### Completing the Prerequisites

- Read each prerequisite, including any attachments, follow the instructions provided in each prerequisite, then check the certification box.
  - Documents and information for viewing are shown in blue text.
- You can upload a document by clicking “Upload” under the desired prerequisite.
- All the yellow highlighted requisites are required. The grey highlighted prerequisites are not required.
- Prerequisites may change depending on the needs of the bid opportunity.

- Click "Save Progress" in order to verify that all of the prerequisites have been satisfied. If all requirements have been satisfied, you will see a green check mark next to the "Prerequisites" tab to the left.

**NOTE:** The green check mark indicates that you have satisfied the requirements of certifying and uploading a document where required. It does not indicate that you have successfully uploaded the correct document, such as a signed signature page. Your bid/proposal may still be deemed non-responsive once opened if the uploaded documents do not meet all requirements.

### **Example Prerequisites:**

In this example there are two required prerequisites.

Prerequisite #1: You must download the bid signature page (blue text), sign it, then upload it, and certify that you have read and agree to the terms.

Prerequisite #2: You must also open the provided terms and conditions (blue text) and certify that you have reviewed them and agree to the terms.

Prerequisite #3: This prerequisite is grey and not required. It provides information on how to submit an Equal or Equivalent Request and provides a form (blue text) to do so.

The screenshot shows the 'Prerequisites' section of a sourcing event page. The event is 'Annual Irrigation Supplies, FY2023' (FB-2023-107), which closes in 14 days on 2/16/2023 at 10:00 AM MST. The event status is 'Not Started' with an intent to bid of 'Yes' and a bid total of '0.00 USD'. The prerequisites list includes:

- Prerequisites Required to Enter Bid:** A yellow warning box states, 'You must complete prerequisites before you may enter your bid.' A star icon indicates this is 'Required to Enter Bid'.
- BID PROPOSAL SIGNATURE PAGE:** A blue link to download the form is provided. Below it, a yellow box contains the text: 'I certify that I have read and agree to the terms above.' with a 'No File Attached' link and an 'Upload' button. A yellow warning box below states: 'You must complete this prerequisite and upload an attachment to bid on this event.'
- Terms and Conditions:** A blue link to download the terms is provided. Below it, a yellow box contains the text: 'I certify that I have read and agree to the terms above.' with a yellow warning box stating: 'You must complete this prerequisite to bid on this event.'
- Equal or Equivalent Request Form:** A blue link to download the form is provided. Below it, a grey box contains the text: 'I certify that I have read and agree to the terms above.'

At the bottom of the page, there are three buttons: 'Previous', 'Save Progress' (highlighted in green), and 'Next'.

## Reviewing Buyer Attachments

- From the “Prerequisites” page you can click “Next” at the bottom of the page or click “Buyer Attachments” on the left side of the screen.
- This page will list all the attachments provided by the City of Boise. Attachments will vary depending on the project. They include any technical specifications, drawings, project background information, description of the scope of work, etc.
- Click on the blue text to open each attachment.

The screenshot shows the City of Boise Sourcing Events interface. The event is titled "Annual Irrigation Supplies, FY2023" (FB-2023-107) and is currently "Open". The event closes in 14 days on 2/16/2023 at 10:00 AM MST. The page is titled "Buyer Attachments" and contains the following information:

- Event Details:** Response Status: Not Started; Intent To Bid: Yes; Bid Total: 0.00 USD.
- Attachments:** A single attachment is listed: "Project+Description+and+Information (3).pdf".

## Uploading Supplier Attachments

- From the “Buyer Attachments” page you can click “Next” at the bottom of the page or click “Supplier Attachments” on the left side of the screen.
- On this page you can upload any additional information you want to provide or your proposal if this is a Request for Proposal.
  - o Upload a document by clicking “Add New Attachment”
    - Select “Add New Attachment” OR “Add Price File Attachment”

The screenshot shows the City of Boise Sourcing Events interface. The event is titled "Annual Irrigation Supplies, FY2023" (FB-2023-107) and is currently "Open". The event closes in 14 days on 2/16/2023 at 10:00 AM MST. The page is titled "Supplier Attachments" and contains the following information:

- Event Details:** Response Status: Not Started; Intent To Bid: Yes; Bid Total: 0.00 USD.
- Attachments:** A dropdown menu is open, showing options: "Add New Attachment", "Add New Attachment Show menu", and "Add Price File Attachment".

## Completing the Questions Page

- From the "Supplier Attachments" page you can click "Next" at the bottom of the page or click "Questions" on the left side of the screen.
- This page lists numerous questions regarding the project such as delivery information, references, and public agency clause.
  - o If this is a Request for Proposal or other format that requires a vendor to provide a proposal, this page may also contain questions that need to be addressed in your proposal such as approach, experience, proposed deliverables, etc.
  - o Multiple pages of questions may exist. Additional pages would be listed under the "Questions" tab.
- Every question with a star at the end must be answered.
- Once you have completed all required questions, click "Save Progress" to verify. If all of the required questions have been addressed, you will see a green check mark next to the "Questions" tab on the left-hand side of the page.

**CITY of BOISE**

Sourcing > Sourcing Events > Search Events

Back to Results 1 of 1 Results < >

**Open** This event closes in **14 days** on 2/16/2023 at 10:00 AM MST. [Event Schedule](#) [Questions & Answers for this Event](#)

### Annual Irrigation Supplies, FY2023

FB-2023-107

Event Details

Response Status: **Not Started**  
Intent To Bid: **Yes** ✓  
Bid Total: **0.00 USD**

Summary

Prerequisites ✓

Buyer Attachments ✓

Supplier Attachments ✓

**Questions** ✓

Items

Review & Submit ✓

Q & A Board

My Exports and Imports

### Questions

Please review and respond to the questions below. You may save progress at any time.

[Import Options](#) [Export Questions](#)

**On This Page**

- 1: Delivery Information (2)
- 2: Public Agency Clause (1)
- 3: Significant Local Economic Presence (3)
- 4: References (4)

Overview of questions provided here.

**1: Delivery Information**

1.1

List any risks associated with the on-time delivery of this project. If you need additional space, attach a document in the "Supplier Attachments" section referencing this question number in the file name. \*

2500 characters remaining

Additional question pages would be listed here.

## Completing the Bid Schedule

- From the “Questions” page you can click “Next” at the bottom of the page or click “Items” on the left side of the screen.
- This page will show you the bid schedule.
  - o Bid schedules may vary in structure.
  - o Multiple pages may exist.
  - o Additional description of each line item may be available under “Details” next to the item name.
  - o Some bid schedules will list additional item fields underneath each line item. These fields are requests for additional information outside of unit price and are labeled. These fields also can provide additional information to the vendor.
- Provide the unit price for each line item.
  - o You can enter a unit price directly on this screen or click “Respond to Item” to see the information better.
  - o You can also export/download the bid schedule in excel and complete it that way.

The screenshot shows the 'Annual Irrigation Supplies, FY2023' bid page. The 'Items' section is active, displaying a table of product line items. The table has the following columns: #, Item Name, Description, Etc, Qty, UOM, Requested Delivery, Unit Price (USD), Total Price (USD), and Estimated Delivery. The first item, P1.1, is '½" x 3" nipple PVC' with a quantity of 25 and a requested delivery of 45 days after award. The 'Unit Price (USD)' column for this item is highlighted with a red box. A red arrow points to the 'Respond to Item' button located to the right of the item row. The page also shows a sidebar with navigation options like 'Summary', 'Prerequisites', and 'Items', and a top navigation bar with 'Back to Results' and 'Event Schedule'.

- Once you have responded to all required items, click “Save Progress” to verify. If all the required items have been addressed, you will see a green check mark next to the “Items” tab on the left-hand side of the page.

**NOTE:** Not all items may be required. Double check your response to make sure you are responding to all the items you want to respond to.

## Exporting/Importing a Bid Schedule

- You have the option to export the bid schedule by clicking “Export Items” (red arrow below). You can find the export in the “My Exports and Imports” tab on the left once complete.
- Once you have the exported bid schedule, you can complete the bid schedule then import it. Click “Import Options” then select “Import Item Responses”.
  - o Upload your completed bid schedule and click “Submit”.

**Qual Irrigation Supplies, 023**  
23-107

Response Status: **Draft**  
To Bid: **Yes**  
Total: **0.00 USD**

**Items**

Please provide the price per unit and an estimated delivery date. The total price will be calculated by the buyer in the comments for each item.

Import Options

Product Line Items (38)

Go To: All Groups

Page 1 of 2 1-20 of 38 Results

Group P1: Category I - PVC/MJ Fittings (1 - 19 of 19 items)

#	Item Name, Description, Etc	Qty	UOM	Requested Delivery	Unit Price (USD)
P1.1	½" x 3" nipple PVC ★	25	Each	45 days after award	<input type="text"/>
Comment: <input type="text"/>					1000 characters remaining
P1.2	½" x 4" nipple PVC ★	100	Each	45 days after award	<input type="text"/>

## Review and Submit Your Bid/Proposal

- From the “Items” page you can click “Next” at the bottom of the page or click “Review & Submit” on the left side of the screen.
- If you see all green check marks in the “Progress” field (yellow box below) you will be able to submit your bid/proposal. If you are missing a response to a required item, this page will notify you and you will not be able to submit a bid/proposal until it is addressed.
- Check the certification box and click “Submit Response”

The screenshot shows the 'Review & Submit' page for the 'Annual Irrigation Supplies, FY2023' event. The page is titled 'CITY of BOISE' and includes navigation links for 'Sourcing', 'Sourcing Events', and 'Search Events'. A status bar indicates the event is 'Open' and closes in 14 days on 2/16/2023 at 10:00 AM MST. The main content area is divided into two columns. The left column contains event details: 'Response Status: Draft', 'Intent To Bid: Yes', and 'Bid Total: 371,522.00 USD'. Below this is a list of sections: Summary, Prerequisites, Buyer Attachments, Supplier Attachments, Questions, and Items, each with a green checkmark. The right column is titled 'Review & Submit' and contains a 'Progress' table. The table has two columns: 'Section' and 'Progress'. The 'Progress' column shows green checkmarks for all sections: Summary, Prerequisites, Buyer Attachments, Supplier Attachments, Questions, and Items. A yellow box highlights the 'Progress' column. Below the table is a 'Certification' section with a checkbox and the text: 'I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.' A red arrow points to the 'Submit Response' button at the bottom right of the page.

**CITY of BOISE**  
Sourcing > Sourcing Events > Search Events

1 of 1 Results < >

Open This event closes in 14 days on 2/16/2023 at 10:00 AM MST. Event Schedule Questions & Answers for this Event

### Annual Irrigation Supplies, FY2023

FB-2023-107

Event Details

Response Status: **Draft**  
Intent To Bid: **Yes**  
Bid Total: **371,522.00 USD**

Summary  
Prerequisites ✓  
Buyer Attachments ✓  
Supplier Attachments ✓  
Questions ✓  
Items ✓

#### Review & Submit

Please review and submit your response after all errors have been cleared. You will still be able to come back to the event and edit your response until the event is closed.

All sections are now complete, and you may submit your bid below.

Section	Progress
Summary	✓ No Required fields
Prerequisites	✓ Required fields complete
Buyer Attachments	✓ No Required fields
Supplier Attachments	✓ No Required fields
Questions	✓ Required fields complete
Items	✓ Required fields complete

I certify that the statements and information in this response are true and correct to the best of my knowledge and belief.

← Previous **Submit Response**

## Submitting a Question and Reviewing Responses

- Click "Q & A Board" on the left side of the screen.
- Click "Ask a Question"
  - o Complete the pop-up screen and include any attachments if necessary.

**NOTE:** You will not be able to submit a question once the questions due date has passed.

The screenshot shows the 'Question & Answer Board' for the event 'Annual Irrigation Supplies, FY2023'. The interface includes a sidebar with event details and a main content area with tabs for 'Public Q&A (0)', 'My Questions (0)', and 'Buyer Questions (unanswered 0)'. A red arrow points to the 'Ask a Question' button. The main content area displays the message: 'No questions and answers have been made public yet.' The sidebar shows the event status as 'Submitted' with a bid total of 371,522.00 USD. The main content area also includes a 'Sort by' dropdown menu set to 'Date Asked: Most Recent First'.

- Q & A Board Tabs
  - o Public Q & A: Shows all public questions and responses.
  - o My Questions: Shows all questions you have asked and any associated responses.
  - o Buyer Questions: Shows all questions asked by the City of Boise directly to you and any associated responses.