



DEPARTMENT OF FINANCE AND ADMINISTRATION

MAYOR: Lauren McLean | DIRECTOR: Lynda Lowry

Dear Valued Vendor,

In an effort to improve service and efficiency, the City of Boise has implemented a Vendor Portal using the JAGGAER Platform for the purpose of soliciting bids/proposals from vendors. This system provides convenient online access to all formal and informal solicitations that the City of Boise has made available.

Solicitations will start to move and only be available in Jaggaer using the Vendor Portal on January 12, 2023. It is anticipated that all solicitations will only be available in Jaggaer on February 1, 2023. Only electronic bids will be allowed. If you have any questions on how to submit a bid/proposal in the Vendor Portal, please contact Purchasing (contact information listed below).

In order to participate in future City of Boise bid opportunities, please register online here: [City of Boise Vendor Portal](#). There is no charge to register, simply follow the registration instructions and select the commodity codes that apply to the products/services that you provide. Once registered, you will start receiving notifications for events that match the commodity codes you selected. If you need any assistance registering or using the platform, please contact JAGGAER Supplier Support at <https://jaggaer.com/supplier-support/>.

We are pleased to provide you with a more efficient method of obtaining The City of Boise bid information. We thank you for your cooperation and welcome your participation.

Sincerely,

City of Boise Purchasing
Department of Finance and Administration
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purchasing@cityofboise.org