# 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.
  - The “Open for Bid” tab (shown with red arrow) will show all of the current bid opportunities.
  - The “Upcoming” tab will be blank.
  - The “Closed” tab will show all closed bid opportunities that are waiting for a final award.
  - The “Awarded” tab will show all bid opportunities that have posted a final award.
  - 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.
View Bid Opportunities from Your Vendor Portal Homepage


- 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.
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.

- 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.

**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.
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.

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.
  - Upload a document by clicking “Add New Attachment”
    - Select “Add New Attachment” OR “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.
  - 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.
  - 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.
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.
  - Bid schedules may vary in structure.
  - Multiple pages may exist.
  - Additional description of each line item may be available under “Details” next to the item name.
  - 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.
  - You can enter a unit price directly on this screen or click “Respond to Item” to see the information better.
  - You can also export/download the bid schedule in excel and complete it that way.

- 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”.
  - Upload your completed bid schedule and click “Submit”.

![Image of bid schedule interface]
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”
Submitting a Question and Reviewing Responses

- Click “Q & A Board” on the left side of the screen.
- Click “Ask a Question”
  - 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.

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