University *of* Idaho

EXPLORING OPPORTUNITIES:

A VENDOR GUIDE TO BIDIDNG AT U OF I

Edition 1
Revised: March 28, 2025

JAGGAER

Contents

SECTION 1:
GETTING STARTED

University *of* Idaho

Welcome to the University of Idaho Sourcing Portal

At the University of Idaho (U of I), we are dedicated to fostering strong vendor relationships to support our mission as Idaho's premier land-grant research institution. Our JAGGAER Sourcing Portal is the university's online bidding platform, providing a streamlined and transparent process for suppliers to discover, compete for, and manage procurement opportunities.

Whether you are a new vendor looking to do business with the university or an existing supplier responding to a new bid, this guide will walk you through the essential steps for registering, navigating the sourcing portal, and submitting competitive bids.

Purpose of This Guide

This guide is designed to provide step-by-step instructions on:

- Finding and viewing bid opportunities
- Registering and managing your vendor bidding account
- Submitting proposals and responding to solicitations
- Understanding the bid evaluation and award process
- Best practices for a successful partnership with U of I

By following this guide, you will gain a clear understanding of how to engage with U of I's procurement process efficiently and competitively.

Why Do Business with the University of Idaho?

- **Transparency & Fair Competition:** We adhere to state and institutional procurement policies to ensure a fair and competitive bidding process.
- **Opportunities for Growth:** The university partners with businesses of all sizes, from local vendors to national suppliers.
- **Commitment to Excellence:** As Idaho's flagship research university, U of I prioritizes quality, sustainability, and value in vendor partnerships.
- **User-Friendly Sourcing Portal:** The JAGGAER system streamlines the bidding process, providing a centralized and efficient platform for vendors.

How to Use this Guide

This guide will walk you through the end-to-end process of bidding with the University of Idaho. Each section provides detailed instructions, screenshots, and best practices to help you navigate the JAGGAER Sourcing Portal with ease.

For additional questions, contact the University of Idaho Contracts & Purchasing Services at:

    ✉ **Email:**   purchasing@uidaho.edu
    🌐 **Website:**   uidaho.edu/purchasing

Accessing the Sourcing Portal

The **University of Idaho JAGGAER Sourcing Portal** serves as the central platform for vendors to view and respond to bid opportunities. Vendors can access public bid opportunities through this system. Registration is easy and free.

Public Bid Opportunities

The **University of Idaho Public Bid Site** allows vendors to view open solicitations without logging in. This ensures transparency and provides vendors an opportunity to review bid details before registering.

To view current bid opportunities,
visit: https://bids01.jaggaer.com/apps/Router/PublicEvent?CustomerOrg=UIdaho

Understanding Bid Statuses:
- **Open** – Bids currently accepting responses from vendors.
- **Upcoming** – Future solicitations that have not yet opened for responses.
- **Closed** – Bids that are no longer accepting submissions but are pending review.
- **Awarded** – Bids that have been finalized and awarded to a vendor.

To access full bid details, including attachments and response requirements, vendors must log in or create an account in the JAGGAER Sourcing Portal.

Creating and Accessing a Vendor Account

To submit a bid, vendors must have an **active JAGGAER Sourcing Portal account.**

Step 1: Vendor Registration

New vendors must complete a one-time registration process in JAGGAER. This process ensures vendors receive relevant bid notifications and can respond to solicitations.

1. Navigate to the **JAGGAER Supplier Registration Portal**.
2. Enter your email to **Login/Create Account.**
   o If your company does not have an account, select **Create Account** at the bottom of the screen.

3. Select the **commodity codes** relevant to your business to receive bid notifications.
4. Review and accept the **University of Idaho's Terms and Conditions.**
5. Submit the registration form and check your email for confirmation.

Once registered, vendors can log in at any time to update company information, review bid invitations, and submit proposals.

Step 2: Logging into the JAGGAER Sourcing Portal

1. Go to https://bids01.jaggaer.com/apps/Router/PublicEvent?CustomerOrg=UIdaho
2. Enter the **username and password** created during registration.
3. Click **"Sign In"** to access the vendor dashboard.

Upon login, vendors can view open bid opportunities, manage bid submissions, and track solicitation updates. If you experience login issues, use the **"Forgot Password"** feature or contact **JAGGAER Supplier Support** for assistance.

This system provides vendors with a **centralized, secure**, and **efficient** way to submit bids with the University of Idaho.

SECTION 2: NAVIGATING THE PORTAL

Understanding the Vendor Dashboard

The **JAGGAER Vendor Dashboard** is the homepage where vendors can **view bid opportunities, manage submissions, and update account details.**

Key Features:
- **Sourcing Events:** Bids the vendor has been invited to or shown interest in.
- **Public Opportunities:** Open solicitations available to all vendors.
- **Notifications:** Updates on bid deadlines, changes, and awards.

Managing Your Account

Vendors can update their **company details, contacts, and commodity codes** in the portal.

1. Click on **"Registration"** in the dashboard.
2. Edit **business Details** and select relevant **commodity codes**.
3. Save changes to ensure receipt of relevant bid notifications.

Finding & Viewing Bid Opportunities

Once logged into JAGGAER, vendors can view personalized bid opportunities through the **Sourcing Events Widget** on their dashboard. This widget helps vendors quickly identify:

- **Bids they have been invited to respond to.**
- **Public solicitations.**
- **Active solicitations they have previously viewed.**

Sourcing Events ?

Show [Opening or Closing Soon ⌄] ⭢ Go to Public Opportunities

Event Number	Status	Event Title	Dates	Action
RFP-2025-023	Open	Student Case Management Software	Release: 3/14/2025 12:00:00 AM PDT Open: 3/15/2025 12:00:00 AM PDT Close: 3/17/2025 12:00:00 AM PDT	Continue Response ▾
RFP-2025-024	Open	Campus Security Enhancement	Release: 3/14/2025 12:00:00 AM PDT Open: 3/15/2025 12:00:00 AM PDT Close: 3/18/2025 12:00:00 AM PDT	View Submitted Response ▾

Events	Released	Open	Closed	Awarded	All
My Events	0	2	7	1	10
Public Events	0	2	9	2	13

View All Events

Bid Types

The University of Idaho utilizes different types of solicitations based on the nature of the procurement and compliance with state and university policies. Understanding these bid types will help vendors determine eligibility and requirements before submitting a response.

Competitive Bids (Standard Solicitations)

Competitive bids follow a formal procurement process where vendors submit responses, and the university evaluates proposals based on price, qualifications, and other factors. These include:

- **Request for Proposal (RFP)** – Used when factors beyond price, such as technical expertise and methodology, are evaluated.
- **Request for Quotation (RFQ)** – Focused primarily on pricing, with the award going to the lowest responsive and responsible bidder.

Bid Waiver Legal Notices

A **Bid Waiver Legal Notice** (**BWLN)** is issued when the Director of Contracts & Purchasing Services has determined that it is appropriate to waive the competitive bid requirement under state law and university policy.

When is a Bid Waiver Used?
- A vendor has a **unique product or service** with no viable competition.
- The procurement is an **emergency purchase** necessary to prevent disruption of university operations.

How to View Bid Waiver Notices:
- These notices are posted on the Public Bid Site under a separate event type labeled **"BWLN."**
- Vendors can review these notices for **transparency purposes**, but responses are **not required.**

Example Bid Waiver Legal Notice Event:

Status	Details	
Closed	**Gravity-Defying Slinkys** Contracts and Purchasing Services at the University of Idaho hereby publishes notice of its intent to waive the competitive bid requirements.	View
	Open 2/24/2025 10:30 AM **PST** Type BWLN	
	Close 3/3/2025 10:30 AM **PST** Number BWLN-2025-014	
	Contact Jake Milleson jacobmilleson@uidaho.edu	
	Details 📄 View as PDF	

SECTION 3: SUBMITTING A BID

University *of* Idaho

Viewing Current Bid Opportunities

The University of Idaho Public Bid Site allows vendors to browse open bid opportunities without logging into the JAGGAER Sourcing Portal. This ensures transparency and allows vendors to review solicitations before registering.

Step-by-Step Instructions

1. **Go to the University of Idaho Public Bid Site**
   o Open a web browser and visit **[Insert Public Bid Site URL]**.

2. **Locate Available Bid Opportunities**
   o The **homepage** will display a list of current solicitations.
   o Use the **filters or search bar** to refine results by keyword, bid number, or category.

3. **Understand the Bid Statuses**
   o **Open** – Bids currently accepting vendor responses.
   o **Upcoming** – Future solicitations that have not yet opened for submission.
   o **Closed** – Bids that are no longer accepting submissions but are pending review.
   o **Awarded** – Bids that have been finalized, and a vendor has been selected.

4. **View Bid Details & Respond**
   o Select **View as PDF** to see the bid without logging into the portal.
   o Clicking the **solicitation title** or **Respond Now** will prompt you to login/create your account to enter your bid.

Indicating Intent to Bid

1. Open the **bid opportunity** you want to respond to.
2. Click **"Yes, I Intend to Bid"** to confirm participation.
3. Proceed to complete the **prerequisites and required documentation**.

Completing Prerequisites

The Prerequisites Page may include the following:

Most solicitations will include a **Certification Form** that must be **downloaded, signed, and re-uploaded** as part of the prerequisites.
- The certification form may include:
    - Proposal response certification
    - Agreement to the RFP/RFQ terms and conditions.
    - Confirmation that the vendor is **not debarred from federal or state contracts.**
    - Idaho Compliance Certification for Contractors and Vendors.

Vendors must complete the form and **upload it back into the system** before continuing.

Steps to Complete & Upload the Certification Form:
1. Click the **download link** next to the Certification Form.
2. Open and review the document.
3. Print or digitally sign the form.
4. Save a copy in **PDF format**.
5. Click **"Upload File"** in the Prerequisites Page and select your completed form.
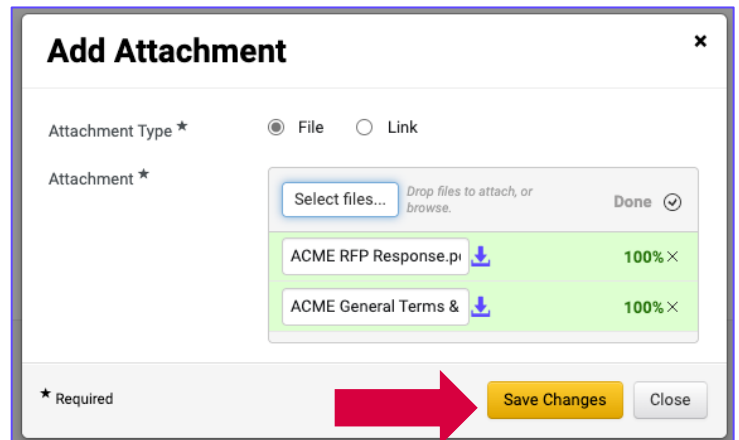
Uploading Supplier Attachments

Vendor documents (e.g., proposal, pricing sheets, certifications) should be uploaded under **"Supplier Attachments."**

1. Click **"Add New Attachment"**
2. Select file type and upload required documents
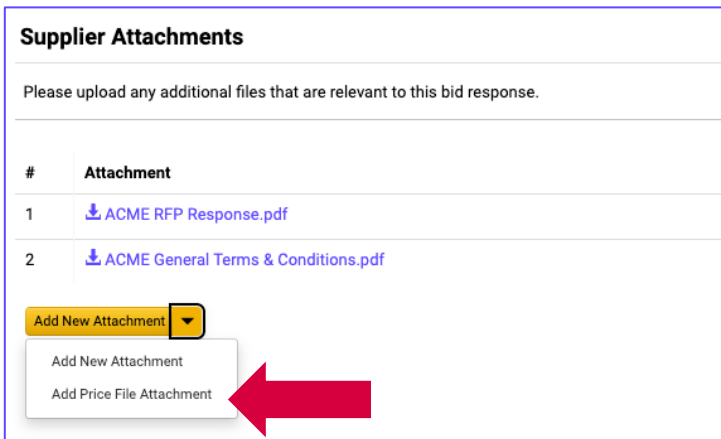3. Confirm successful upload before proceeding
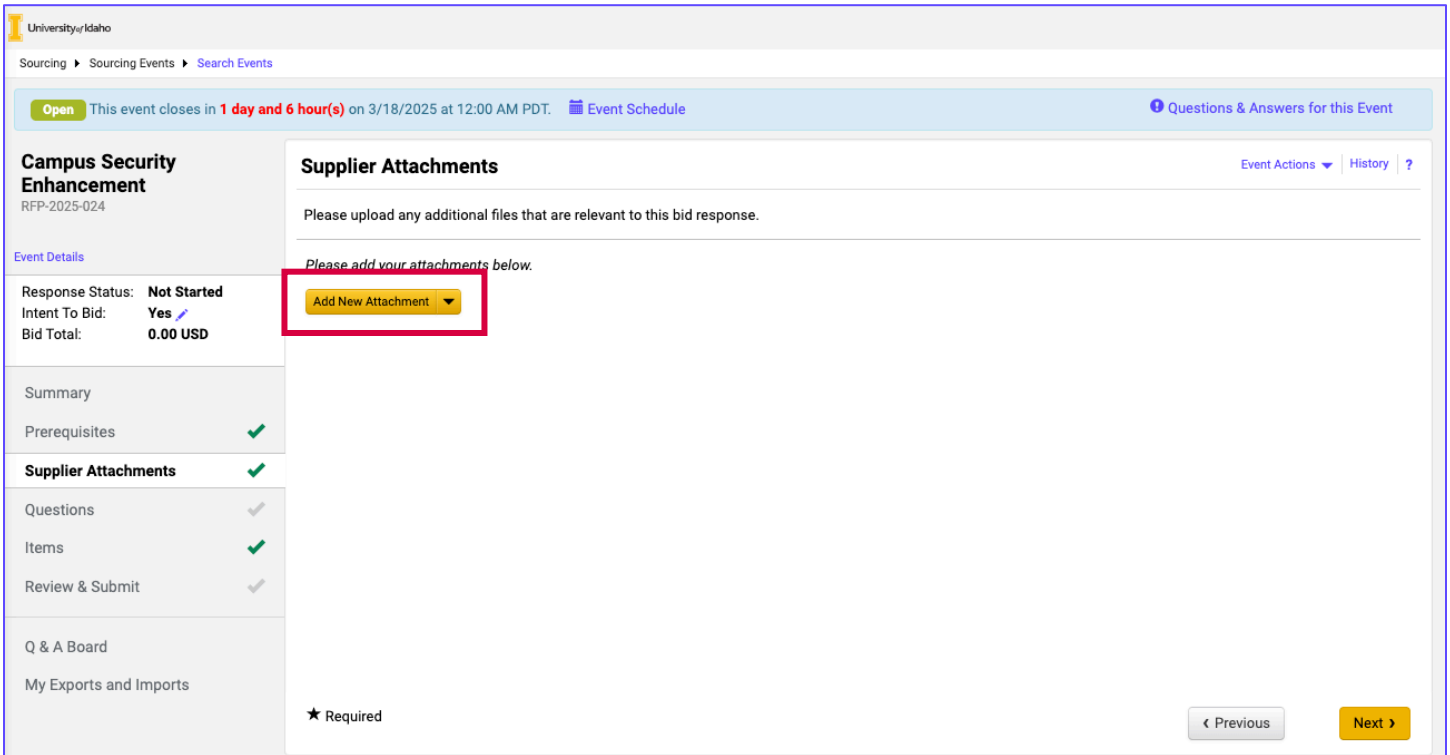
In the window, upload your file(s) and save your changes.

Multiple files can be uploaded at once.

If uploading a price file as a part of your response select the "**Add Price File Attachment"** option from the dropdown.

Answering Bid Questions

Some solicitations require vendors to **respond to structured bid questions.** These questions vary depending on the sourcing event and there may be additional pages of questions.

1. Navigate to the **"Questions"** tab.
2. Complete all required fields.
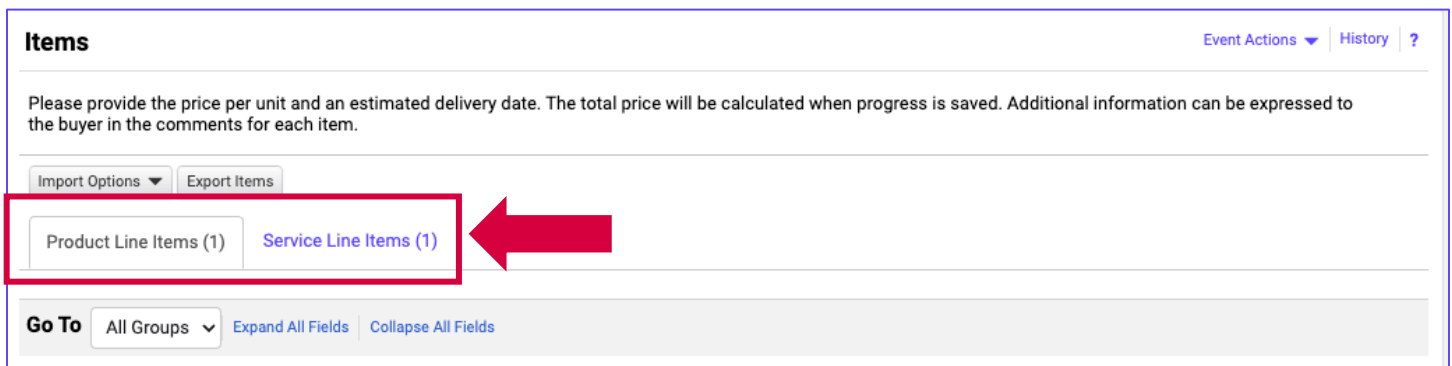3. Click **"Save Progress"** before continuing.

Completing the Items Section

Vendor submit pricing and other required details under the **"Items"** section. This section may include **Products, Services, or both**, depending on the solicitation. Some solicitations may also refer to this section as a **Bid Schedule** in procurement documents.

Navigating to the Items Section

- After completing the **Questions** section, click **"Next"** at the bottom of the page or select **"Items"** from the left-hand navigation menu.

- If the solicitation includes both **Products and Services**, use the **tabs at the top of the page** to switch between them.

Understanding the Items Section

- The structure of this section varies depending on the solicitation.
- Some bids may include **multiple pages** of items.
- Each line item may have a **description and additional details** available under the **"Details"** link next to the item name.
- Some solicitations require vendors to enter more than just unit pricing. Additional required fields, such as delivery timelines or specifications, will be labeled accordingly.

Entering Pricing and Other Required Information

- Enter the **unit price** for each line item.
  - Pricing can be entered **directly into the portal** or
  - Click **"Respond to Item"** to open a detailed view for easier input.

If applicable, vendors may choose to **export the bid schedule to Excel**, complete it offline, and import it back into the system. See the included JAGGAER instructions in the import dropdown for help in completing an offline bid.

Saving and Verifying Your Response

- After entering all required information, click **"Save Progress"** to ensure responses are recorded.
- A **green check mark** will appear next to the **Items** tab once all required fields have been completed.

Note: Not all items may be required. Vendors should carefully review the solicitation details to ensure they have provided responses for all necessary line items.

Final Review & Submission

Before submitting a response, vendors should complete a final review to ensure all required information is accurate and complete. This step helps prevent errors and ensures compliance with solicitation requirements.

Navigate to the Review & Submit Section

After completing the **Items** section, click **"Next"** at the bottom of the page or select **"Review & Submit"** from the left-hand navigation menu.

Verify Completion of All Sections

- The **progress indicator** on the page will display check marks next to completed sections.
- Any missing or incomplete sections will be flagged, and you will not be able to submit your response until they are addressed.

Review your Bid Response

Before submission, we recommend you carefully review:

- **Pricing details** in the **Items** section.
- **Uploaded Supplier Attachments**, including proposals, certifications, and any required forms.
- **Responses in the Questions section(s)** to ensure all required fields are completed.
- **Acknowledgement of prerequisites,** including terms and conditions.

If updates are needed, navigate back to the relevant section to make changes before submitting.

Certify and Submit Your Response

- Read the **certification statement** at the bottom of the page.
- Check the box confirming your agreement to the terms.
- Click "**Submit Response**" to finalize your submission.

Modify or Withdraw a Submitted Response

- Proposers **can modify or withdraw and resubmit their response at any time before the event closes**.
- To make changes, navigate back to the event, make necessary updates, and **save changes before the deadline**.

Confirm Submission

- Once submitted, the system will display a **confirmation message** and record the submission time.
- You can verify or update your submission under **"My Responses"** in the vendor dashboard.

Asking Questions & Reviewing Responses

The Q&A Board is available within each solicitation for vendors to ask questions and receive clarifications from the University of Idaho procurement team. All submitted questions and answers will be visible to ensure transparency for all potential respondents.

Accessing the Q&A Board

1. Navigate to **"Q & A Board"** in the bid event.
2. Click **"Ask a Question"** to submit an inquiry.
3. View **responses from procurement staff** under the same section.

Submitting a Question

Vendors may submit written questions through the Q&A Board until the posted deadline for each event. Responses will typically be provided no later than one week before the submission deadline to ensure all proposers have equal access to clarifications before finalizing their responses.

1. Click **"Ask a Question."**
2. Enter your question in the text box.
3. Attach supporting documents if necessary (only if allowed by the solicitation).
4. Click **"Submit"** to send your question for review.

Important: Questions must be submitted **before the deadline** listed in the event. Late questions may not receive a response.

Reviewing Responses

- Responses will be posted directly in the **Q&A Board** and will be publicly visible to all vendors.
- Vendors should check the Q&A Board periodically for updates or clarifications.
- The **University of Idaho will not provide verbal responses**; only written answers posted in the system are considered official.

Acceptable vs. Non-Acceptable Questions

☑ Acceptable Questions:

- Clarifications on the **scope of work, specifications, or requirements.**
- Questions about the **bid schedule, line items, or submission requirements.**
- Requests for missing or referenced documents.
- Confirmation of **pre-bid meeting details, deadlines, or submission format.**

🚫 Unacceptable Questions:

- **Requests to modify contract terms** that conflict with university policies.
- **Requests for pricing guidance** or cost expectations.
- **Questions about competitors' submissions** or proprietary details.
- **General inquiries about university procurement policies** (should be directed to the procurement office separately).

SECTION 4: AFTER SUBMISSION

University of Idaho

Bid Evaluation & Award Process

Once a bid closes, the **University of Idaho reviews all submissions** based on:

- **Compliance with solicitation requirements**
- **Pricing and overall value**
- **Vendor qualifications and past performance**

The university may request **clarifications or additional documentation** before making an award.

Notifications & Award Announcements

Vendors will receive **notifications on award decisions** via:

- **Email alerts** through the JAGGAER system
- **Portal updates** under the "My Events" section

Awarded vendors must follow **contracting and invoicing procedures** outlined in the award notice.

Notice of Intent to Award ∑ Inbox × UIdaho ×

U of I eProcurement UserTest <jaggaer-notification@uidaho.edu>

Solicitation Number and Title: RFP-2025-018 and Campus Security Enhancement
Opening Date and Time: 3/6/2025 and 12:00 AM PST

The following suppliers submitted responses to the above solicitation:

ACME Inc

Responses were evaluated according to the criteria stated in the solicitation. We announce our intent to award a contract to:

ACME Inc

We would like to thank each supplier for your time and efforts in preparing a response to this solicitation.

We invite you to contact the Procurement Officer if you would like additional information or have any questions about the evaluation process. suppliers are reminded that any protests of this decision must be submitted to the Procurement Officer within five (5) business days after the issuance of this notice. The protest must be in writing, clearly identify the solicitation, and detail the nature of the protest.

The successful supplier is instructed not to begin work, purchase materials, or enter into subcontracts relating to the work group until both the recipient and [TEST] University of Idaho | Purchasing Services sign the contract.

We appreciate your interest in doing business with [TEST] University of Idaho | Purchasing Services.

Sincerely,

Joe V Buyer

PHONE: 208-885-6116

E-MAIL: purchasing@uidaho.edu

SECTION 5: RESOURCES & COMPLIANCE

University of Idaho

Vendor Compliance & Best Practices

To ensure successful bid submissions, vendors should:

- **Read all solicitation documents carefully** before responding.
- **Upload required documents in the correct formats**.
- **Submit bids before the deadline** to avoid system issues.
- **Follow all University of Idaho procurement policies.**

Additional Resources

For further assistance, contact:

- **JAGGAER Supplier Support:** https://www.jaggaer.com/supplier-support

- **JAGGAER Supplier Portal Introductory Video:** https://www.youtube.com/watch?v=EEVtkuCNHeI

- **U of I Purchasing Services:** jaggaer@uidaho.edu or the Buyer listed on the event.