



University of Idaho

# EXPLORING OPPORTUNITIES:

**A VENDOR GUIDE TO BIDDING AT U OF I**

Edition 1  
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# SECTION 1: GETTING STARTED

# 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](mailto:purchasing@uidaho.edu)  
 **Website:** [uidaho.edu/purchasing](http://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.

University of Idaho

Enter your email to Login/Create Account English ▼

proposals@example.com

Looks like you don't have an account yet. Click 'Create Account' to register.

Email

[Back](#)

Create Account

Please contact Purchasing Services (U of I JAGGAER Support) at [jaggaer@uidaho.edu](mailto:jaggaer@uidaho.edu) for assistance.

POWERED BY JAGGAER

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.

The screenshot shows the University of Idaho Sourcing Portal. The left sidebar contains navigation options: Home, Orders, Catalogs and Contracts, Sourcing, Reporting, Administer, and Registration. The main content area is titled "Welcome to the University of Idaho Sourcing Portal" and includes a brief introduction and a "Customer Contact" section for Purchasing Services. A "Quick Links to Common Tasks" section contains a link to "Manage Registration Profile". The "Sourcing Events" section features a filter dropdown set to "Opening or Closing Soon" and a "Go to Public Opportunities" link. Below this is a table of events, with one event listed: RFP-2025-023, Open, Student Case Management Software, with release and close dates for 2025. An "Action" column for this event contains a "View Submitted Response" dropdown. At the bottom, a summary table shows counts for Released, Open, Closed, Awarded, and All events, with a "View All Events" link.

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	View Submitted Response

Events	Released	Open	Closed	Awarded	All
My Events	0	1	7	1	9
Public Events	0	1	9	2	12

# 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.

The screenshot displays the 'Manage Registration Profile' page for 'ACME Inc'. The left sidebar contains navigation options: Home, Orders, Catalogs and Contracts, Sourcing, Reporting, Administer, and Registration. The 'Registration' menu item is selected. The main content area is titled 'Business Details' and includes a description of the information provided. Below this, there are sections for 'Annual Revenue/Receipts' (with input fields for 2022, 2023, and 2024), 'Sales Territories' (with radio buttons for local and national suppliers and input fields for service areas), and 'Products and Services' (with input fields for NAICS Codes and Commodity Codes). The 'Products and Services' section is highlighted with a red box. At the bottom, there are 'Previous', 'Next', and 'Save Changes' buttons. A large red arrow points to the 'Save Changes' button.

## 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
<b>Closed</b>	<p><b>Gravity-Defying Slinkys</b> <span style="float: right;">View</span></p> <p>Contracts and Purchasing Services at the University of Idaho hereby publishes notice of its intent to waive the competitive bid requirements.</p> <p><b>Open</b> 2/24/2025 10:30 AM PST    Type    BWLN <b>Close</b> 3/3/2025 10:30 AM PST    Number    BWLN-2025-014 Contact    Jake Milleson <a href="mailto:jacobmilleson@uidaho.edu">jacobmilleson@uidaho.edu</a> Details     <a href="#">View as PDF</a></p>

# SECTION 3: SUBMITTING A BID



# 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**
  - Open a web browser and visit **[Insert Public Bid Site URL]**.
- 2. Locate Available Bid Opportunities**
  - The **homepage** will display a list of current solicitations.
  - Use the **filters or search bar** to refine results by keyword, bid number, or category.
- 3. Understand the Bid Statuses**
  - **Open** – Bids currently accepting vendor responses.
  - **Upcoming** – Future solicitations that have not yet opened for submission.
  - **Closed** – Bids that are no longer accepting submissions but are pending review.
  - **Awarded** – Bids that have been finalized, and a vendor has been selected.

The screenshot shows the 'Business Opportunities' page. At the top, there is a navigation link: '< Back to University of Idaho Purchasing'. Below this are filter tabs: 'Open for Bid', 'Upcoming', 'Closed', 'Awarded', and 'All'. A search bar is present with the placeholder text 'Search by event title, number, contact, short description, or commodity code description'. To the right of the search bar are 'Clear' and 'Search' buttons. Below the search bar is a 'Sort by' dropdown menu set to 'Close date descending'. The main content area is a table with columns 'Status' and 'Details'. The first row shows a bid with status 'Open' and title 'Campus Security Enhancement'. The description reads: 'The University of Idaho is seeking proposals for campus security enhancements including AI-enabled cameras and installation services.' To the right of this row is a 'Respond Now' button, which is highlighted by a large red arrow. Below the description, there are fields for 'Open' (3/6/2025 12:00 AM PST), 'Close' (3/14/2025 12:00 PM PDT), 'Type' (RFP), 'Number' (RFP-2025-018), 'Contact' (Jake Milleson [jacobmilleson@uidaho.edu](mailto:jacobmilleson@uidaho.edu)), and 'Details' (with a PDF icon and 'View as PDF' link).

- 4. View Bid Details & Respond**
  - Select **View as PDF** to see the bid without logging into the portal.
  - 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**.

University of Idaho

Sourcing > Sourcing Events > Search Events

**Open** This event closes in **1 day and 6 hour(s)** on 3/18/2025 at 12:00 AM PDT. [Event Schedule](#) [Questions & Answers for this Event](#)

### Campus Security Enhancement

RFP-2025-024

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.

**Yes, I Intend to Bid** **No Bid**

Event Title	Campus Security Enhancement	Time Zone	PDT/PST - Pacific Standard US/Pacific)
Event Type	Request for Proposals (RFP)	Release Date	3/14/2025 12:00 AM PDT
Event Number	RFP-2025-024	Event Open Date	3/15/2025 12:00 AM PDT
Stage Title	-	Event Close Date	3/18/2025 12:00 AM PDT
Currency	USD	Question Submission Close Date	3/18/2025 12:00 AM PDT
Payment Terms	-		

#### Contacts

If you need more information on this event, please contact:

**Jake Milleson**

Prerequisites   
Supplier Attachments   
Questions   
Items   
Review & Submit

Q & A Board  
My Exports and Imports

# 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.

**Prerequisites** Event Actions ▾ History ?

Please review and agree to the prerequisites listed below.

**⚠ Prerequisites Required to Enter Bid**  
- You must complete prerequisites before you may enter your bid.

★ Required to Enter Bid

Please download, complete and return. ★

[↓ PROPOSAL RESPONSE CERTIFICATION](#)

I certify that I have read and agree to the terms above.  
*No File Attached*

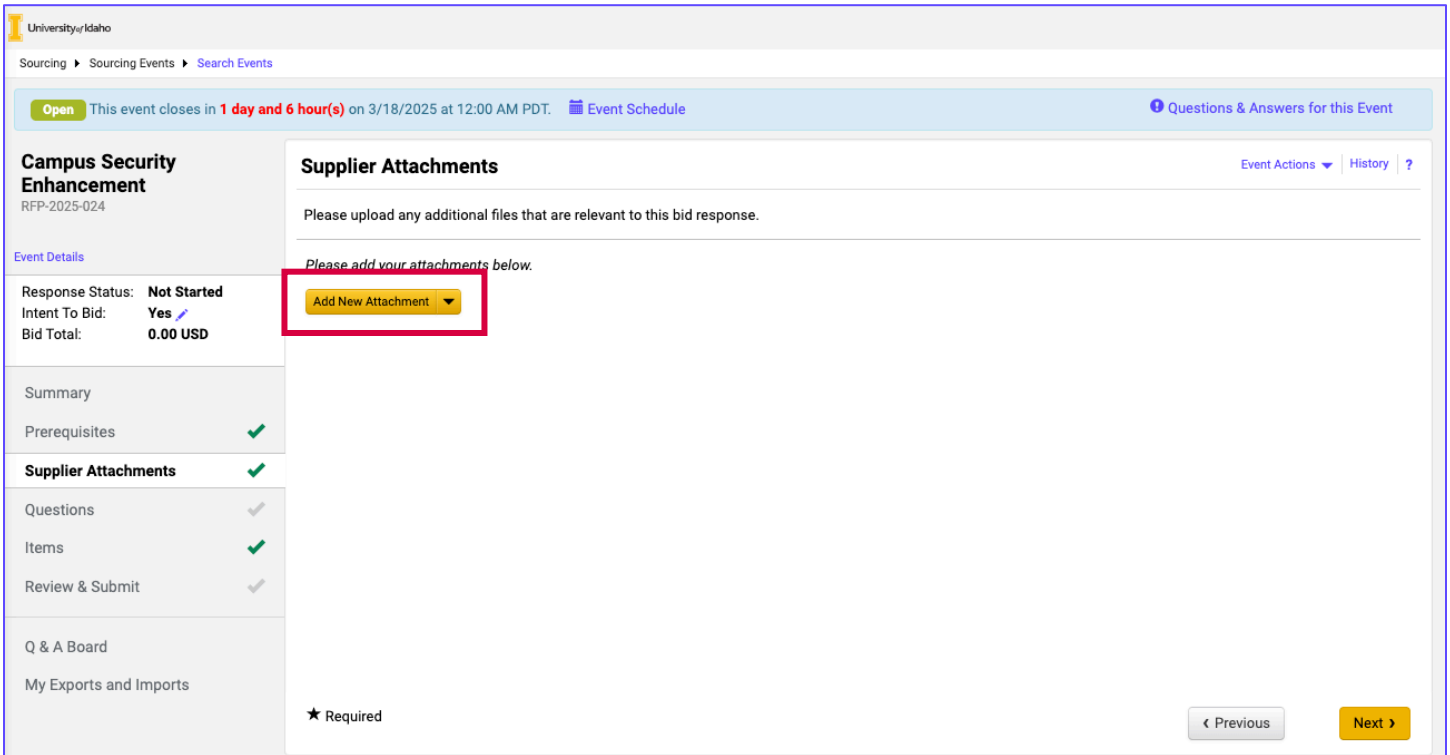
**⚠ You must complete this prerequisite and upload an attachment to bid on this event.**



# Uploading Supplier Attachments

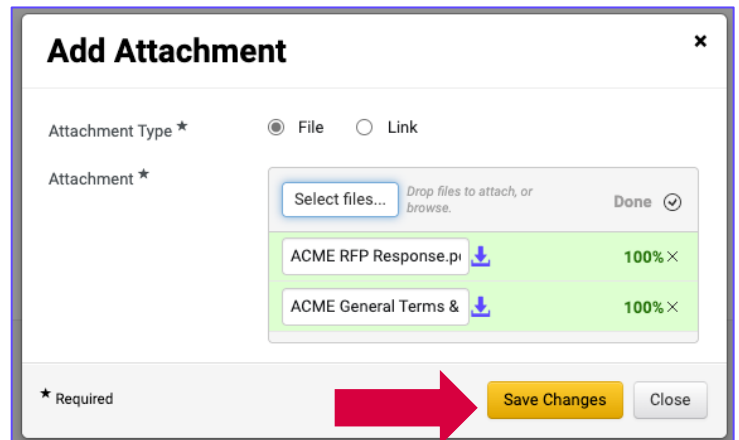
Vendor documents (e.g., proposal, pricing sheets, certifications) should be uploaded under **"Supplier Attachments."**

1. Click **"Add New Attachment"**
2. Select file type and upload required documents
3. Confirm successful upload before proceeding

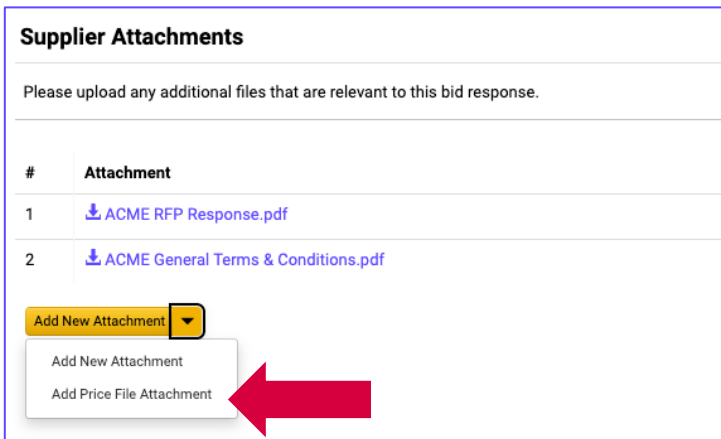


In the window, upload your file(s) and save your changes.

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.

### Questions Event Actions ▾ | History | ?

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

Import Options ▾ | Export Questions

#### ▼ 1: Business Information

1.1  
Business Classification Type. Please check mark if applicable.

Minority Business Enterprise (MBE)       Women Owned Business Enterprise (WBE)       Small Business Enterprise (SBE)       Veteran Business Enterprise (VBE)


Disadvantaged Business Enterprise (DBE)

1.2  
Dun & Bradstreet Number (DUNS)

1.3  
Legal Structure ★

1.4  
Website

★ Required

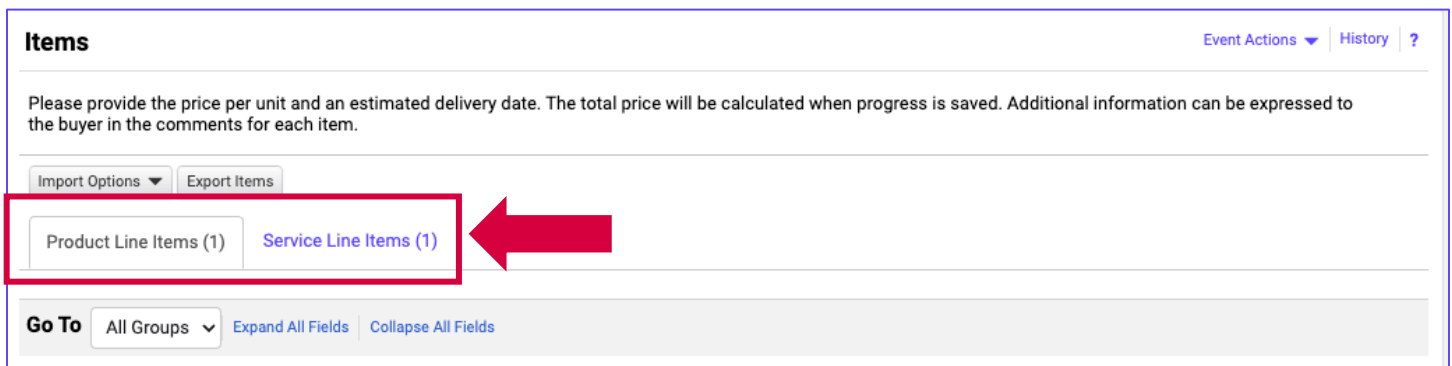


## Completing the Items Section

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.



The screenshot shows the 'Items' section of a procurement system. At the top left is the title 'Items' and at the top right are links for 'Event Actions', 'History', and a help icon. Below the title is a text instruction: 'Please provide the price per unit and an estimated delivery date. The total price will be calculated when progress is saved. Additional information can be expressed to the buyer in the comments for each item.' There are two buttons: 'Import Options' and 'Export Items'. Below these are two tabs: 'Product Line Items (1)' and 'Service Line Items (1)'. The 'Service Line Items (1)' tab is highlighted with a red box and a red arrow points to it from the right. At the bottom, there is a 'Go To' section with a dropdown menu set to 'All Groups' and two links: 'Expand All Fields' and 'Collapse All Fields'.

### 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.

#	Item Name, Description, Etc	Qty	UOM	Requested Delivery	Unit Price (USD)	Total Price (USD)	Estimated Delivery	
P1.1	AI-Enhanced Security Cameras <a href="#">View Details</a>	50	Each	-	<input type="text"/>	-	<input type="text"/> mm/dd/yyyy	<a href="#">Respond to Item</a>

Comment:   
1000 characters remaining

Total Price (USD) 0.00

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.

Items Event Actions ▾ | History | ?

Please provide the price per unit and an estimated delivery date. The total price will be calculated when progress is saved. Additional information can be expressed to the buyer in the comments for each item.

[Import Options ▾](#) [Export Items](#)

- Import Responses
- Download Items
- Get Import Instructions

Service Line Items (1)

[Go to All Groups ▾](#) [Expand All Fields](#) [Collapse All Fields](#)

## 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 & Submit

Event Actions | History | ?

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
<a href="#">Summary</a>	✔ No Required fields
<a href="#">Prerequisites</a>	✔ Required fields complete
<a href="#">Supplier Attachments</a>	✔ No Required fields
<a href="#">Questions</a>	✔ Required fields complete
<a href="#">Items</a>	✔ Required fields complete

### Certification

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](#)

# 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.

**Certification**

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](#)

## 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.**

University of Idaho

Sourcing > Sourcing Events > Search Events

**Open** This event closes in **1 day and 5 hour(s)** on 3/18/2025 at 12:00 AM PDT. [Event Schedule](#) [Questions & Answers for this Event](#)

### Campus Security Enhancement

RFP-2025-024

Event Details

Response Status: **Submitted**  
Intent To Bid: **Yes**  
Bid Total: **18,000.00 USD**

#### Summary

This event will close on 12:00 AM PDT. You may withdraw your response until the event is closed. [Withdraw Bid](#)

Event Title	Campus Security Enhancement	Time Zone	PDT/PST - Pacific Standard Time (US/Pacific)
Event Type	Request for Proposals (RFP)	Release Date	3/14/2025 12:00 AM PDT
Event Number	RFP-2025-024	Event Open Date	3/15/2025 12:00 AM PDT
Stage Title	-	Event Close Date	3/18/2025 12:00 AM PDT
Currency	USD	Question Submission Close Date	3/18/2025 12:00 AM PDT
Payment Terms	-		

Prerequisites

Supplier Attachments

Questions

Items

# 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.

University of Idaho  
Sourcing

**✔ Response Submitted**

**Next Steps**  
You have submitted a bid of **18,000.00 USD**. You have until **12:00 AM PDT** to withdraw or change your bid.

- [Return to Home Page](#)
- [Event Summary](#)

**Event Summary**

Event Title	Campus Security Enhancement	Time Zone	PDT/PST - Pacific Standard Time (US/Pacific)
Event Type	Request for Proposals (RFP)	Release Date	3/14/2025 12:00 AM PDT
Event Number	RFP-2025-024	Event Open Date	3/15/2025 12:00 AM PDT
Stage Title	-	Event Close Date	3/18/2025 12:00 AM PDT
Currency	USD	Question Submission Close Date	3/18/2025 12:00 AM PDT
Payment Terms	-		

# 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.

The screenshot shows the 'Question & Answer Board' for the 'Campus Security Enhancement' event (RFP-2025-024). The event is open and closes in 1 day and 4 hours on 3/18/2025 at 12:00 AM PDT. The board includes a sidebar with event details (Response Status: Submitted, Intent To Bid: Yes, Bid Total: 18,000.00 USD) and a main area with tabs for 'Public Q&A (0)', 'My Questions (0)', and 'Buyer Questions (unanswered 0)'. A red box highlights these tabs. A red arrow points to the 'Ask a Question' button in the top right corner. The main area currently displays 'No questions and answers have been made public yet.' and a 'Sort by' dropdown set to 'Date Asked: Most Recent'.

## 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.

The 'Ask a Question' form includes a title bar with a close button. It has three main input fields: 'Subject \*' with the text 'Missing Document?', 'Question \*' with the text 'It looks like the campus map is missing. Will it be uploaded?' and a character count of '4939 characters remaining', and 'Attachment' with a 'Select file' button and the text 'Drop file to attach, or browse.'. Below these is a 'Disclaimer' section stating that submitted questions and answers may be exposed to all participating vendors. At the bottom, there is a '\* Required' label and two buttons: 'Submit Question' and 'Close'.



## 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.

### Question & Answer Board

Event Actions | History | ?

Ask sourcing event related questions, receive responses, read other supplier's questions and answers that have been made public, and respond to buyer-submitted questions.

Ask a Question

Public Q&A (1) My Questions (0) Buyer Questions (unanswered 0)

Sort by Date Asked: Most Recent First

**Missing Document?**  
It looks like the campus map is missing. Will it be uploaded? Asked 3/16/2025 at 7:16 PM PDT by Jake Milleson (My Question)

**Answer**  
Yes! It is attached here. [Campus Map -test.pdf](#)  
Answered 3/16/2025 at 7:18 PM PDT by Jake Milleson

## 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

## 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 Σ Inbox x UIdaho x

 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](mailto:purchasing@uidaho.edu)

# SECTION 5: RESOURCES & COMPLIANCE

## 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=EEVtkuCNHel>
- **U of I Purchasing Services:** [jaggaer@uidaho.edu](mailto:jaggaer@uidaho.edu) or the Buyer listed on the event.