

# I PRO NEWSLETTER

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## Top stories in this newsletter



Best Practices using Sourcing Event Templates



Changes coming to Sourcing Event Templates



Creating Amendments



Proxy Bids

The following are general directions on how to best use the sections of the sourcing event templates:



**Prerequisites:** include certifications/submission of documents that are common to most solicitations. Examples include Administration Document (available in new templates); Solicitation Instructions to Vendors; Terms and Conditions (include a prerequisite for each set of Ts and Cs, including standard, cloud, special, etc.); Insurance Requirements; and Signature Page.

**Buyer Attachments:** include any documents that are information-only or that suppliers may or may not submit. Examples include maps, diagrams, pre-proposal registration form, etc.

**Questions:** include questions for anything to which you want the suppliers to respond. This section is where the bulk of the buyers' work will come when developing the sourcing event. Make sure there is a question for every mandatory submission item and that the question tells the suppliers how to respond (and that the question type matches the instructions). For example: only set the question type as "File Upload" if you are asking the suppliers to submit a document; if you set the question as yes/no, make sure it asks a yes/no question.

Changes to the Sourcing Event templates are in the works!. As reported in our first newsletter, we have taken feedback from agencies and suppliers to help optimize the way we are using the Jaggaer tool. To date, we've updated the RFP template, with updates to the RFQ and ITB coming soon. One major change is to the "Description" section: it has been changed to one paragraph letting the suppliers know what is being requested as well as the suppliers' responsibility to view the full Sourcing Event by logging in to IPRO. More questions have been added to the Prerequisite and Question library. We hope to fill the Libraries with most frequency used type of questions. Remember, these questions can be edited to meet your requirements



There are only two ways to amend contracts: one is for contracts created by DOP on behalf of the agencies and the other is for contracts created by the agency.

1) For DOP-owned contracts, complete a contract request form by going to the Contracts section and clicking on "Request Contract." See example 1.

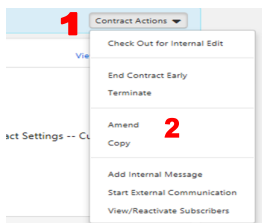
2) For contracts created by the agencies, open the contract needing an amendment, click on "Contract Actions" and then "Amend." See example 2.

To download a training guide on how to create amendments please visit our [website](#) under Training>IPRO Training.

### Example 1



### Example 2



Helpful Tips

If you can't select a Supplier to add a "Proxy Bid", check "Hide Event Prices" under Event Actions. Hiding Event Prices will keep you from Designating a Supplier to Proxy Bid. (Paper Bid).

IPRO Question? Email [IPRO@adm.idaho.gov](mailto:IPRO@adm.idaho.gov)