

# Supplier Portal

## Landing Page

### Not Signed In

1 Quick view of open events

2 Click to view details of open events

Click to view Sections

SCO homepage to login to Supplier Page

<https://www.sco.idaho.gov/LivePages/SCOHome.aspx>

The screenshot shows the Supplier Portal landing page. On the left is a dark sidebar with navigation options: Sign In, Register, Supplier Portal, Home, Events (with a red '2' and a red box around 'Browse Open Events'), Search Events, Events With Plan Holders List, Links And Instructions, Contact Us, Forgot User Name, and Register As A Supplier. An orange arrow points from the text 'Click to view Sections' to the 'Events' section. The main content area has a top navigation bar with 'Sign In' and 'Register' links. Below this are three columns: 'Quick Links' with 'Sign In', 'Register as a Supplier', 'Forgot User Name', and 'Contact Us'; 'Welcome' with a message about IPRO and a 'Contact Us link'; and 'Links And Attachments' with various service links. Below these are 'Instructions And Announcements' and 'Open Events'. The 'Open Events' section has a red '1' and a red box around the 'Open' button for 'Category 4 - Credit Monitoring Services'. A red text annotation 'To view event "Double Click"' points to the 'Open' button. The 'Open Events' list includes: Category 4 - Credit Monitoring Services (Open: 7/28/2023, Close: 9/6/2023, Event: 25, Open button); Cactus (Open: 8/4/2023, Close: 9/8/2023, Event: 44, Version: 2, Amendment in Progress button); and Test Trng Guide (Open: 8/10/2023, Close: 8/31/2023, Event: 52, Open button).

# View Open Events

## Greater Detail

Sign In Register

Supplier Portal

Home

Events **1**

**Browse Open Events**

Search Events

Events With Plan Holders List

Links And Instructions

Contact Us

Forgot User Name

Register As A Supplier

Open Events

### Search Events

*Filter Search Criteria*

View Event Start A Dialog ...

Keyword <input type="text" value="[A]"/>	Event # <input type="text" value="="/>	Name <input type="text" value="[A]"/>	Type <input type="text" value="[A]"/>
Category <input type="text" value="[A]"/>	Sub Category <input type="text" value="[A]"/>	Reference <input type="text" value="[A]"/>	Commodity Search <input type="text" value="[A]"/>

Clear Search

Ev...	Version	Name	Category	Sub C...	Type	Refere...	Curre...	Open Date	Close Date	Status
25		Category 4 - Credit Monitoring Services	DOP MANAGED		RFP		USD	7/28/2023 3:00:00 PM	9/6/2023 5:00:00 PM	Open
44	2	Cactus	DOP MANAGED		RFQ		USD	8/4/2023 10:25:20 AM	9/8/2023 10:17:38 AM	Amendment in Progress
53		Test Trng Guide	AGENCY MANAGED	DPA	RFQ		USD	8/10/2023 8:59:48 AM	8/31/2023 8:53:00 AM	Open
22	1	Prison Rape Elimination Act Audits	DOP MANAGED		ITB		USD	7/25/2023 11:00:00 AM	9/1/2023 5:00:00 PM	Amendment in Progress
47		REQUEST FOR QUOTE	DOP MANAGED		RFQ		USD	8/8/2023 2:08:11 PM	8/21/2023 2:08:48 PM	Open
4		Medical Claims Clearinghouse	AGENCY MANAGED	DPA	RFQ		USD	7/25/2023 4:30:24 PM	8/25/2023 5:00:00 PM	Open
16		Diabetes Technical Assistance	AGENCY MANAGED	DPA	ITB		USD	7/21/2023 1:00:00 PM	8/28/2023 5:00:00 PM	Open
24	3	Electric Self-Propelled Scissor Lift	AGENCY MANAGED		RFQ		USD	8/9/2023 11:55:26 AM	8/30/2023 5:00:00 PM	Amendment in Progress
20		ISHS Janitorial Services	DOP MANAGED		ITB		USD	7/25/2023 8:00:00 AM	8/29/2023 5:00:00 PM	Open

# View Event Summary

## 1 Double Click Event to View

Supplier Portal

Home

Events

**Browse Open Events**

Search Events

Events With Plan Holders List

Links And Instructions

Contact Us

Forgot User Name

Register As A Supplier

Sign In Register

### Open Events

View Event Start A Dialog ...

Keyword [A] [ ] Event # [ ] Name [A] [ ] Type [A] [ ]

Category [A] [ ] Sub Category [A] [ ] Reference [A] [ ] Commodity Search [A] [ ]

1

Clear Search

Ev...	Version	Name	Category	Sub C...	Type	Refere...	Curre...	Open Date	Close Date	Status
25		Category 4 - Credit Monitoring Services	DOP MANAGED		RFP		USD	7/28/2023 3:00:00 PM	9/6/2023 5:00:00 PM	Open
44	2	Cactus	DOP MANAGED		RFQ		USD	8/4/2023 10:25:20 AM	9/8/2023 10:17:38 AM	Amendment in Progress
53		Test Trng Guide	AGENCY MANAGED	DPA	RFQ		USD	8/10/2023 8:59:48 AM	8/31/2023 8:53:00 AM	Open
22	1	Prison Rape Elimination Act Audits	DOP MANAGED		ITB		USD	7/25/2023 11:00:00 AM	9/1/2023 5:00:00 PM	Amendment in Progress
47		REQUEST FOR QUOTE	DOP MANAGED		RFQ		USD	8/8/2023 2:08:11 PM	8/21/2023 2:08:48 PM	Open
4		Medical Claims Clearinghouse	AGENCY MANAGED	DPA	RFQ		USD	7/25/2023 4:30:24 PM	8/25/2023 5:00:00 PM	Open
16		Diabetes Technical Assistance	AGENCY MANAGED	DPA	ITB		USD	7/21/2023 1:00:00 PM	8/28/2023 5:00:00 PM	Open
24	3	Electric Self-Propelled Scissor Lift	AGENCY MANAGED		RFQ		USD	8/9/2023 11:55:26 AM	8/30/2023 5:00:00 PM	Amendment in Progress
20		ISHS Janitorial Services	DOP MANAGED		ITB		USD	7/25/2023 8:00:00 AM	8/29/2023 5:00:00 PM	Open

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# View Event Summary

1 Click each Section to view details

Event Summary Print

To respond to this event, register as a supplier; search for and open event; click respond now

Event	Version	Event Name
25		Category 4 - Credit Monitoring Services

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**Summary**

Lines

Meetings

Contacts

Attachments

Questions

Q And A Forum

### Dates

Open  
7/28/2023 3:00:00 PM

Close  
9/6/2023 5:00:00 PM

Q and A Open  
7/28/2023 3:01:00 PM

Q and A Close  
8/15/2023 5:00:00 PM

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### Description

This RFP is to establish one or more Master Agreements for Credit Monitoring Services, a category of the existing cooperative portfolio for Information Security Services. The RFP is lead by the State of Idaho in collaboration with the NASPO ValuePoint cooperative purchasing program.

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### Rules

Type	Currency
RFP	USD
Sealed Bid	All Lines Required
Yes	Yes
Bid Bond Required	
No	

**1**

# View Event Summary

- Attachments can be downloaded without logging in
- Must Sign In to submit a bid

Event Summary Print ...

To respond to this event, register as a supplier; search for and open event; click respond now

Event 25    Version    Event Name Category 4 - Credit Monitoring Services

Summary

Lines

Meetings

Contacts

**Attachments**

Questions

Q And A Forum

Attachments Refresh ...

<input type="checkbox"/>	Name	Title	Attachment
<input type="checkbox"/>	RFP Administrative Overview	00 - RFP Administrative Overview.docx	<a href="#">00 - RFP Administrative Overview.docx</a>
<input type="checkbox"/>	RFP Terms & Conditions	01 - RFP Terms and Conditions.docx	<a href="#">01 - RFP Terms and Conditions.docx</a>
<input type="checkbox"/>	Scope of Work	02 - Scope of Work.docx	<a href="#">02 - Scope of Work.docx</a>
<input type="checkbox"/>	RFP Evaluation Plan	03 - RFP Evaluation Plan.docx	<a href="#">03 - RFP Evaluation Plan.docx</a>
<input type="checkbox"/>	Sample Master Agreement	04 - Sample Master Agreement.docx	<a href="#">04 - Sample Master Agreement.docx</a>
<input type="checkbox"/>	Participation Information	05 - Participation Information.docx	<a href="#">05 - Participation Information.docx</a>
<input type="checkbox"/>	Protest Information	06 - Protest Information.docx	<a href="#">06 - Protest Information.docx</a>
<input type="checkbox"/>	Offeror Information & Acknowledgement Form	07 - Offeror Information, Acknowledgements, and Certifications.docx	<a href="#">07 - Offeror Information, Acknowledgements, and Certifications.docx</a>
<input type="checkbox"/>	Pre-Proposal Conference Registration Form	08 - Pre-Proposal Conference Registration Form.docx	<a href="#">08 - Pre-Proposal Conference Registration Form.docx</a>
<input type="checkbox"/>	Cost Proposal	09 - Cost Proposal.docx	<a href="#">09 - Cost Proposal.docx</a>
<input type="checkbox"/>	Requested Modifications Form	10 - Requested Modification Form.docx	<a href="#">10 - Requested Modification Form.docx</a>
<input type="checkbox"/>	Claim of Trade Secret	11 - Claim of Trade Secrets and Non-Public Info.docx	<a href="#">11 - Claim of Trade Secrets and Non-Public Info.docx</a>
<input type="checkbox"/>	Offerors Questions	12 - Offerors Questions.docx	<a href="#">12 - Offerors Questions.docx</a>

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Description

Participation Information

# Print Event Overview

1

Event Summary Print

To respond to this event, register as a supplier; search for and open event; click respond now

Event	Version	Event Name
25		Category 4 - Credit Monitoring Services

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**Summary**

Lines

Meetings

Contacts

Attachments

Questions

Q And A Forum

### Dates

Open  
7/28/2023 3:00:00 PM

Close  
9/6/2023 5:00:00 PM

Q and A Open  
7/28/2023 3:01:00 PM

Q and A Close  
8/15/2023 5:00:00 PM

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### Description

This RFP is to establish one or more Master Agreements for Credit Monitoring Services, a category of the existing cooperative portfolio for Information Security Services. The RFP is lead by the State of Idaho in collaboration with the NASPO ValuePoint cooperative purchasing program.

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### Rules

Type	Currency
RFP	USD
Sealed Bid	All Lines Required
Yes	Yes
Bid Bond Required	
No	

# Sample Print Overview

## Event # 25

**Name:** Category 4 - Credit Monitoring Services

**Description:** This RFP is to establish one or more Master Agreements for Credit Monitoring Services, a category of the existing cooperative portfolio for Information Security Services. The RFP is lead by the State of Idaho in collaboration with the NASPO ValuePoint cooperative purchasing program.

**Event Type:** RFP **Status:** Open  
**Category:** DOP MANAGED **Currency:** USD

**Sealed Bid:** Yes **Respond To All Lines:** Yes  
**Q & A Allowed:** Yes **Number Of Amendments:** 0

**Open Date:** 07/28/2023 03:00:00 PM **Q And A Open:** 07/28/2023 03:01:00 PM  
**Close Date:** 09/06/2023 05:00:00 PM **Q And A Close:** 08/15/2023 05:00:00 PM

## Contacts

Contact Type	Name	Email Address
SOURCING EVENT LEAD	MICHAEL GWINN	mike.gwinn@adm.idaho.gov

## Meetings

Meeting	Description	Location	Meeting Date	Required
Pre Proposal Conference	A non-mandatory Pre-Proposal Conference will be held as indicated in the RFP Administrative Information. Attendance at the RFP Pre-Proposal Conference is optional. Those choosing to participate must pre-register via attachment 8.	Zoom Video	08/08/2023 11:00:00 AM	No

## Questions

### Event # 25: Category 4 - Credit Monitoring Services

#### Question

Confirm that you have read and understand the Solicitation Instructions for Vendors and the most recent version of the RFP Document, both available in the Attachments section of this Sourcing Event.

The Contract(s) resulting from this RFP will include the terms and conditions located in the Terms section of this Sourcing Event. Failure to agree to these terms may result in your Proposal being deemed non-responsive-- the state cannot agree to material changes to Terms after the RFP closes. Do you agree to the states Terms?

Complete the attached form, providing information about the Offeror's experience as directed. Upload your response here. Have you answered all required questions (if no, your Proposal may be deemed non-responsive)?

Complete the attached form, providing information about how the Offeror's proposed method of providing services as directed. Upload your response here. Have you answered all required questions (if no, your Proposal may be deemed non-responsive)?

## Attachments

Name	Description	Attachment
RFP Administrative Overview	RFP Overview	00 - RFP Administrative Overview.docx
RFP Terms & Conditions	RFP Terms & Conditions	01 - RFP Terms and Conditions.docx
Scope of Work	RFP Scope of Work	02 - Scope of Work.docx
RFP Evaluation Plan	Evaluation Plan	03 - RFP Evaluation Plan.docx
Sample Master Agreement	Sample MA	04 - Sample Master Agreement.docx
Participation Information	Participation Information	05 - Participation Information.docx
Protest Information	Protest Info	06 - Protest Information.docx
Offeror Information & Acknowledgement Form	Offeror Info & Acknowledgement Form	07 - Offeror Information, Acknowledgements, and Certifications.docx
Pre-Proposal Conference Registration Form	Pre-Proposal Form	08 - Pre-Proposal Conference Registration Form.docx
Cost Proposal	Cost	09 - Cost Proposal.docx
Requested Modifications Form	Modifications Form	10 - Requested Modification Form.docx
Claim of Trade Secret	Trade Secret	11 - Claim of Trade Secrets and Non-Public Info.docx
Offerors Questions	Questions Form	12 - Offerors Questions.docx

## Line Details

### Line 1: Credit Monitoring Services

**Description:** Credit Monitoring Services

August 16, 2023 11:22:27 AM MDT

Page 2

### Event # 25: Category 4 - Credit Monitoring Services

**Item:** -1 Credit Monitoring Services

**Commodity Code:** 84-14-16-01 Consumer credit gathering or reporting services

**Quantity:** 1.0000

**Unit of Measure:** YR

**Require Response:** Yes

**Price Breaks Allowed:** No

**Allow Alternate Responses:** No

**Add On Charges Allowed:** No

# Login / Submit Bid

## Two Options to Sign In

The screenshot displays the Supplier Portal interface. On the left is a dark sidebar with navigation options: Home, Events, Browse Open Events, Search Events, Events With Plan Holders List, Links And Instructions, Contact Us, Forgot User Name, and Register As A Supplier. At the top of the sidebar, 'Sign In' and 'Register' buttons are visible, with 'Sign In' highlighted by a red box. The main content area is titled 'Supplier Portal' and contains several sections: 'Quick Links' with 'Sign In', 'Register as a Supplier', 'Forgot User Name', and 'Contact Us' buttons; a 'Welcome' message from IPRO - Powered by Luma, including an attention warning about registration errors and a 'Contact Us' link; 'Instructions And Announcements' with a similar warning and training information; and 'Open Events' listing 'Category 4 - Credit Monitoring Services' and 'Cactus' with their respective open/close dates and event numbers. A right-hand sidebar lists 'Links And Attachments' for various institutions like Boise State, ISU, LCSC, and UWID.

**Supplier Portal**

Sign In Register

Supplier Portal

Home

Events

Browse Open Events

Search Events

Events With Plan Holders List

Links And Instructions

Contact Us

Forgot User Name

Register As A Supplier

Quick Links

Sign In

Register as a Supplier

Forgot User Name

Contact Us

Welcome

Welcome to IPRO - Powered by Luma

Attention: You may receive an error stating "Another supplier has already registered with this tax ID" during registration. If you receive this error, please contact Supplier Validation by clicking on the Contact Us link.

The State of Idaho posts many of its business opportunities on IPRO. Use of this web-based system allows Suppliers to update their company information and contacts, view and respond to sourcing events online, see bid results, receive purchase orders and contracts online, and view the status of various financial transactions. You need access to the internet and a current web browser. Google Chrome or Microsoft Edge are recommended. If you have any questions contact us by email.

Instructions And Announcements

Attention: You may receive an error stating "Another supplier has already registered with this tax ID" during registration. If you receive this error, please contact Supplier Validation by clicking on the Contact Us link.

Training: Quick reference guides for Supplier registration are located in the Links and Attachments section. Quick reference guides for additional features will be posted as they are made available.

Open Events

Category 4 - Credit Monitoring Services

Open: 7/28/2023

Close: 9/6/2023

Event: 25

Cactus

Open: 8/4/2023

Close: 9/8/2023

Event: 44

Version: 2

Amendment

Test Trng Guide

Open: 8/10/2023

Links And Attachments

Services

<https://www.boisestate.edu/vnfa-p2p/>

Idaho State University Procurement Department

<https://www.isu.edu/purchasing/>

Lewis-Clark State College Purchasing Department

<https://www.lcsc.edu/purchasing>

University of Idaho Contracts and Procurement Services

<https://www.uidaho.edu/dfa/finance/contracts/>

College of Western Idaho Procurement Division

<https://cwi.edu/info/procurement-division/>



# Supplier Sign In Page

## Top of Page

On this page you will find:

- 1 Contacts for Tech Support
- 2 Open Events
- 3 Helpful Links

The screenshot displays the Supplier Portal interface. On the left is a dark sidebar with navigation options: Home, Events (2), Contracts, Order Management, Manage Notices, New Item Proposals, Performance, My Account, Messages And Dialog, Links And Instructions (3), Contact Us (1), Forgot User Name, and Register As A Supplier. The main content area is titled 'Supplier Portal' and includes a 'Profile' section for 'Supplier 34738 - i...', a 'Welcome' message from IPRO, and a 'Quick Links' section with 'Contact Us' (1), 'Instructions', 'Evaluations', and 'Event Metrics'. Below these are 'Links And Attachments' (3), 'Open Events' (2) with a 'To view event "Double Click"' annotation, and 'Item Proposals' showing 'No Items Proposed'. A message dialog at the bottom reads 'Message Dialog Needing A Response'.

# Supplier Sign In Page

## Bottom of Page

On this page you will find:  
1 Your Responses

The screenshot displays the Supplier Portal interface. On the left is a dark sidebar with navigation links: Home, Events, Contracts, Order Management, Manage Notices, New Item Proposals, Performance, My Account, Messages And Dialog, Links And Instructions, Contact Us, Forgot User Name, and Register As A Supplier. The main content area is titled 'Supplier Portal' and contains three sections: 'Message Dialog Needing A Response' (No Data Available), 'Response Modification Requests' (No modification requests), and 'My Responses'. The 'My Responses' section is highlighted with a large red '1' and contains a table with two rows of response data.

My Responses	
Category 4 - Credit Monitoring Services	Open: 7/28/2023 Close: 9/6/2023
Test Trng Guide	Open: 8/10/2023 Close: 8/31/2023

# Respond to Solicitation

**Category:**  
**DOP Managed** – Division of Purchasing is performing Solicitation on behalf of Agency  
**Agency Managed** – Agency has Delegated Authority to perform this Solicitation

1

**Double Click the Event you want to Bid On**

**Shows you responded already**

Event #	Version	Name	Category	Sub Categ...	Type	Reference	Currency	Open Date	Close Date	Status	
25		Category 4 - Credit Monitoring Services	DOP MANAGED		RFP		USD	7/28/2023 3:00:00 PM	9/6/2023 5:00:00 PM	Open	<a href="#">View Response</a>
44	2	Cactus	DOP MANAGED		RFQ		USD	8/4/2023 10:25:20 AM	9/8/2023 10:17:38 AM	Amendment in Progress	
53		Test Trng Guide	AGENCY MANAGED	DPA	RFQ		USD	8/10/2023 8:59:48 AM	8/31/2023 8:53:00 AM	Open	<a href="#">View Response</a>
22	1	Prison Rape Elimination Act Audits	DOP MANAGED		ITB		USD	7/25/2023 11:00:00 AM	9/1/2023 5:00:00 PM	Amendment in Progress	
47		REQUEST FOR QUOTE	DOP MANAGED		RFQ		USD	8/8/2023 2:08:11 PM	8/21/2023 2:08:48 PM	Open	
4		Medical Claims Clearinghouse	AGENCY MANAGED	DPA	RFQ		USD	7/25/2023 4:30:24 PM	8/25/2023 5:00:00 PM	Open	
16		Diabetes Technical Assistance	AGENCY MANAGED	DPA	ITB		USD	7/21/2023 1:00:00 PM	8/28/2023 5:00:00 PM	Open	
24	3	Electric Self-Propelled Scissor Lift	AGENCY MANAGED		RFQ		USD	8/9/2023 11:55:26 AM	8/30/2023 5:00:00 PM	Amendment in Progress	
20		ISHS Janitorial Services	DOP MANAGED		ITB		USD	7/25/2023 8:00:00 AM	8/29/2023 5:00:00 PM	Open	

# Respond to Solicitation

*Click "Respond Now" to start your Bid*

The screenshot shows a web application interface for an event summary. The page title is "Event Summary" and it includes a "Print" option in the top right. A navigation sidebar on the left contains various menu items such as "Sign Out", "e benedict", "Search", "Supplier Portal", "Events", "Browse Open Events", "Search Events", "Events With Plan Holders List", "My Responses", "Contracts", "Supplier Management", "Manage Notices", "New Item Proposals", "Performance", "Account", "Messages And Dialog", "Help And Instructions", "Contact Us", "My User Name", and "Register As A Supplier".

At the top of the main content area, there are two buttons: "Respond Now" (highlighted in yellow) and "Ask A Question" (blue outline). Below these buttons is a table with the following data:

Event	Version	Event Name
4		Medical Claims Clearinghouse

The main content area is divided into sections:

- Summary** (highlighted in blue): A list of links including Lines, Contacts, Attachments, Questions, Terms And Conditions, and Q And A Forum.
- Dates**:
  - Open: 7/25/2023 4:30:24 PM
  - Close: 8/25/2023 5:00:00 PM
  - Q and A Open: 7/26/2023 5:30:01 AM
  - Q and A Close: 8/24/2023 5:00:00 PM
- Description**: Medical Claims Clearinghouse
- Rules**:

Type	Currency
RFQ	USD
Sealed Bid	All Lines Required
No	Yes
Bid Bond Required	
No	

- Review & Accept the “Terms and Conditions”
- Click “Next” to Save and open the next Section

# Respond to Solicitation

The screenshot displays the 'Event Response' interface for 'Event # 4-0'. On the left is a dark sidebar with navigation items: 'Sign Out', 'Event Response' (selected), 'Line Responses', 'Question Responses', 'Response Attachments', 'Submit Response', 'Open Events', 'With Plan Holders List', 'Responses', 'ts', 'Management', 'Notices', 'm Proposals', 'ance', 'it', 'And Dialog', 'Instructions', 's', 'er Name', and 's A Supplier'. The main content area has a header with 'Event Response' and a 'Next' button. Below the header, it says 'Read the Terms and Conditions for this event.' and 'Click the following link to review all terms and conditions' with a link to 'Terms and conditions'. A checkbox with a blue checkmark is selected, with the text 'I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company'. Below this are links for 'View Event Details' and 'View Attachments'. A 'No Bid Selection' section contains an unchecked checkbox with the text 'I do not want to bid on this event'.

# Submit Bid

- To place a completed Bid:
  - Start from top to bottom on every page and Read Everything
  - Fill out and submit what's being asked for
  - Review everything for completeness before submitting

Event # 4-0

○ Event Response

○ **Line Responses**

○ Question Responses

○ Response Attachments

○ Submit Response

Line Responses

Previous **Next**

Respond to at least one event line. Response values can be entered directly on list.

Line Responses View Or Maintain Details

<input checked="" type="checkbox"/>	Line #	Item	Description	Vendor...	Line Quant...	Respo...	Unit of ...	Unit Pr...	Extend...
<input checked="" type="checkbox"/>	*1		Claims receipt and transmission		6,000.0000	0.0000	EA	0.0000	0.00

• Double Click Item to complete

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# Submit Bid

**NOTE:**  
Everything on the Question page “***Must***” be answered before you can save the page.

Event # 4-0

- Event Response
- Line Responses
- Question Responses**
- Response Attachments
- Submit Response

Question Responses Previous **Next**


Respond to the questions for this event. An \* indicates a required field.

- Confirm that you have read and understand the Solicitation Instructions for Vendors and the most recent version of the RFQ Document, both available in the Attachments section of this Sourcing Event.  
*Response is required*  
\* Answer  
  
Attach document
- The Contract(s) resulting from this RFQ will include the terms and conditions located in the Terms section of this Sourcing Event. Failure to agree to the Terms may result in your Quote not being considered-- the state cannot agree to material changes to Terms after the RFQ closes. Do you agree to the states Terms?  
*Response is required*  
\* Answer
- Complete and submit the attached Cover and Signature Page. Confirm that the information included matches the information in your Supplier Profile.  
[Exhibit F - State Signature Page.pdf](#)  
*Yes or no required; attachment required if answer is yes*  
\* Answer  
  
Attach document
- The Insurance Requirements for this solicitation are detailed in Appendix B of the RFQ Document. Suppliers that do not currently hold the type/level of insurance required are strongly encouraged to contact an insurance representative to obtain a quote prior to submitting a Quote. An awarded contractor's inability to obtain the required insurance may be grounds for termination of the contract for cause and may affect the evaluation of that supplier's responsibility on future sourcing events. Confirm your understanding of this requirement.  
*Response is required*  
\* Answer
- Is your company currently suspended, debarred, or otherwise excluded from federal or state procurement and nonprocurement programs? Vendor information is available on the internet at <https://www.sam.gov>.

# Submit Bid

- **To add Attachments**
  - *Click on “Create” and follow instructions*

The screenshot shows a web application interface for submitting a bid. The sidebar on the left contains navigation options: "Sign Out", "Portal", "Open Events", "Events", "With Plan Holders List", "Responses", "Management", "Notices", "n Proposals", and "ance". The main content area is titled "Event # 4-0" and features a "Response Attachments" section. This section includes a "Previous" button and a "Next" button (highlighted with a red box). Below the "Response Attachments" section is an "Attachments" section with a "Create" button (highlighted with a red box) and a "..." button. The "Attachments" section contains a table with columns for "Attachment Title" and "Attachment". The table is currently empty, displaying a folder icon and the text "No Data Available".

	Attachment Title	Attachment
 No Data Available		



# Submit Bid

- Review your responses
- Click “Submit” to submit your response
- Click “Print My Response” to print a copy for your records (Optional).

The screenshot shows a web application interface for submitting a bid response. On the left is a dark sidebar with navigation options: "Sign Out", "portal", "Open Events", "Plans", "Plans Holders List", "Responses", and "Management". The main content area is titled "Event # 4-0" and contains a list of menu items: "Event Response", "Line Responses", "Question Responses", "Response Attachments", and "Submit Response" (which is highlighted in blue). To the right of the menu is a "Submit Response" section with "Previous" and "Next" navigation links. It features two buttons: "Submit" (highlighted with a red border) and "Print My Response". Below the buttons, a deadline notice states: "To be eligible for award, your response must be submitted by August 25, 2023 5:00:00 PM MDT". An important instruction follows: "IMPORTANT- if you intend to submit the response, please click the submit button".

# View Responses

“Open Events” page shows your response has been submitted

**1**

**Open Events**

Keyword: [A] [ ]  
Event #: [ ]  
Name: [A] [ ]  
Type: [A] [ ] Q=

Category: [A] [ ] Q= [ ]  
Sub Category: [A] [ ] Q= [ ]  
Reference: [A] [ ]  
Commodity Search: [A] [ ]

View Event View Response Start A Dialog Message Dialog ...

Clear Search

Ev...	Version	Name	Category	Sub C...	Type	Refer...	Curre...	Open Date	Close Date	Status	
25		Category 4 - Credit Monitoring Services	DOP MANAGED		RFP		USD	7/28/2023 3:00:00 PM	9/6/2023 5:00:00 PM	Open	<a href="#">View Respon</a>
44	2	Cactus	DOP MANAGED		RFQ		USD	8/4/2023 10:25:20 AM	9/8/2023 10:17:38 AM	Amendment in Progress	
53		Test Trng Guide	AGENCY MANAGED	DPA	RFQ		USD	8/10/2023 8:59:48 AM	8/31/2023 8:53:00 AM	Open	<a href="#">View Respon</a>
22	1	Prison Rape Elimination Act Audits	DOP MANAGED		ITB		USD	7/25/2023 11:00:00 AM	9/1/2023 5:00:00 PM	Amendment in Progress	
47		REQUEST FOR QUOTE	DOP MANAGED		RFQ		USD	8/8/2023 2:08:11 PM	8/21/2023 2:08:48 PM	Open	
4		Medical Claims Clearinghouse	AGENCY MANAGED	DPA	RFQ		USD	7/25/2023 4:30:24 PM	8/25/2023 5:00:00 PM	Open	<a href="#">Edit Respons</a>
16		Diabetes Technical Assistance	AGENCY MANAGED	DPA	ITB		USD	7/21/2023 1:00:00 PM	8/28/2023 5:00:00 PM	Open	
24	3	Electric Self-Propelled Scissor Lift	AGENCY MANAGED		RFQ		USD	8/9/2023 11:55:26 AM	8/30/2023 5:00:00 PM	Amendment in Progress	
20		ISHS Janitorial Services	DOP MANAGED		ITB		USD	7/25/2023 8:00:00 AM	8/29/2023 5:00:00 PM	Open	

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# View Responses

## (Cont.)

“My Responses” page shows a more detailed of your responses

The screenshot displays the 'My Responses' page in a supplier portal. The page features a dark sidebar on the left with navigation options: Home, Events (with a red '1' badge), Browse Open Events, Search Events, Events With Plan Holders List, My Responses (highlighted with a red box), Contracts, Order Management, and Manage Notices. The main content area is titled 'My Responses' and includes a breadcrumb trail: Unsubmitted Initial Responses > Unsubmitted Best And Final > Unsubmitted Pricing > Responses Open For Award > Historical Responses. Below the breadcrumb is a search bar labeled 'Search Events' and three action buttons: 'Modify Response', 'Withdraw Response', and 'Print Response'. The main content is a table with the following data:

Event	Name	Open Date	Close Date	Event Status	Response Status	Currency
25-0	Category 4 - Credit Monitoring Services	7/28/2023	9/6/2023	Open	Submitted	USD
53-0	Test Trng Guide	8/10/2023	8/31/2023	Open	Submitted	USD
4-0	Medical Claims Clearinghouse	7/25/2023	8/25/2023	Open	Submitted	USD

# Account Information

- View and change information for your Company
- Also, this is where you can update your Commodity Codes

The screenshot displays the 'Account Information' page for a user named Janice Benedict. The page is divided into several sections:

- Header:** Includes a 'Sign Out' button and a user profile section with 'Welcome, janice benedict'.
- Supplier Information:** Displays details such as Supplier Number (34738), email (ipro@adm.idaho.gov), and Tax ID Type (Government - Federal, State, Local).
- Registration Status:** Shows 'Registration status: Complete' and a congratulatory message.
- Contacts:** A table titled 'Additional Contacts' with columns for Contact, Name, Email Address, Receive Notifications?, Active, and Registration Status. The table is currently empty, showing 'No Data Available'.

The left sidebar contains a navigation menu with 'My Account' highlighted in red. Other menu items include Home, Events, Contracts, Order Management, Manage Notices, New Item Proposals, Performance, Messages And Dialog, Links And Instructions, Contact Us, Forgot User Name, and Register As A Supplier.