IDAHO
RURAL HEALTH TRANSFORMATION

Vendor Quick Start Guide

Quick Start Checklist

- ☐ Create or verify your IPRO Supplier Account
- ☐ Review the RFP and all attachments
- ☐ Register for the Pre-Proposal Conference (optional)
- ☐ Submit questions by the date indicated in the RFP specifications document
- ☐ Complete all mandatory proposal documents
- ☐ Upload Technical Proposal and Cost Proposal into IPRO
- ☐ Submit proposal before the date indicated in the RFP specifications document

Step 1: Access the Solicitation

This solicitation is managed through the State of Idaho eProcurement system (IPRO).

All proposal documents, amendments, and proposal submissions are managed through IPRO.

Vendor registration is free.

If you do not already have an IPRO account, establish one as soon as possible to avoid delays in submitting your proposal by clicking HERE.

Step 2: Review the Solicitation Package

The solicitation package contains several documents.

Primary Documents

- ☐ Request for Proposal (RFP)
- ☐ Appendix A – Cost Proposal and Billing Procedure
- ☐ Appendix B – Reports
- ☐ Appendix C – State Contract Terms and Conditions
- ☐ Appendix D – Riders
- ☐ Appendix E – Idaho Terms and Conditions Background and Limitations

Required Attachments

- ☐ Attachment 1 – Offeror Questions
- ☐ Attachment 2 – Modification and Exception Form
- ☐ Attachment 3 – Pre-Proposal Conference Registration Form
- ☐ Attachment 4 – State Signature Page
- ☐ Attachment 5 – Cover Form
- ☐ Any additional RFP specific attachments

Step 3: Attend the Pre-Proposal Conference (Optional)

The Department of Health and Welfare will host a virtual Pre-Proposal Conference.

To participate:

1. Complete Attachment 3 – Pre-Proposal Conference Registration Form
2. Email the completed form to the contact listed in the form.

Be mindful of the registration deadline. Late registrations may not receive conference access information.

Step 4: Submit Questions

Questions regarding the solicitation must be submitted in writing.

- ☐ For general questions, use Attachment 1 – Offeror Questions
- ☐ For modification or exceptions requests to requirements, use the Modification and Exception Form
- ☐ Email questions to the contact listed in the attachment.

Official answers will be posted as an amendment in IPRO.

Step 5: Prepare Your Proposal

Mandatory Proposal Documents

- ☐ State Signature Page (Attachment 4)
- ☐ Cover Form (Attachment 5)
- ☐ Amendment Acknowledgements (if applicable)
- ☐ Technical Proposal
- ☐ Appendix A – Cost Proposal and Billing Procedure
- ☐ Any required supporting documents
- ☐ Redacted Technical Proposal with Trade Secret Redactions

Step 6: Upload Proposal in IPRO

Technical Proposal

Upload the Technical Proposal into the appropriate IPRO question section.

Cost Proposal

1. Download Appendix A from IPRO.
2. Complete the Excel workbook.
3. Upload the completed Excel workbook back into the designated IPRO question section.

Do not convert the workbook to PDF.

Trade Secret Information

If trade secrets are identified:

- ☐ Upload redacted proposal
- ☐ Upload trade secret index/list

Step 7: Submit Before the Deadline

Submission Method

Vendors are strongly encouraged to submit well before the deadline to allow time for resolving technical issues. Submission is only accepted electronically through IPRO.

For help with IPRO, email SupplierPortal@SCO.Idaho.gov or call 208-334-3100 3, 5.

Email submissions will not be accepted, and late proposals cannot be accepted.

Before You Click Submit

- ☐ Technical Proposal uploaded
- ☐ Cost Proposal uploaded
- ☐ Signature Page signed
- ☐ Cover Form completed
- ☐ Amendments acknowledged
- ☐ Trade Secret documents uploaded (if applicable)

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