

USER GUIDE:

WORKING WITH YOUR ZYCUS ZSN ACCOUNT

If your company has never been registered with Idaho Power in Zycus ZSN, please follow the [Supplier Registration Quick Reference Guide](#) found on the Idaho Power Company website.

If you performed the registration process and Idaho Power alerted you that your registration is not complete, you can likely resolve the issue by following the [Completing Your Supplier Registration guide](#) found on the Idaho Power Company website.

Once you have successfully registered your company in the Zycus ZSN portal, you can use the portal to update your profile, add contacts and respond to bid events for Idaho Power. This guide will give you highlights on using the ZSN website.

Contents

Section 1: Update Contacts to Add or Remove Users	1
Section 2: Create a New ZSN User Account for a Registered Company	5
Section 3: Tips for Using Your ZSN Account.....	6
Section 4: Logging In	7
Section 5: Landing Page	8
Section 6: View or Edit your Supplier Record	8
Section 7: Viewing Your Account Information.....	9
Section 8: Working with Sourcing Events	12
Section 9: Asking Event Questions.....	17
Section 10: Submitting Event Responses.....	19
Section 11: Working with Contracts	25

Section 1: Update Contacts to Add or Remove Users

Your ZSN profile can contain multiple contacts. As an account owner (i.e., a contact with SIM access), you can add or remove contacts as necessary.

1. Login to your ZSN account at <https://zsn.zycus.com/zsp/guest>.
2. Click the Idaho Power logo, then click **My Companies**.
3. Click **Edit**.

Account

Idaho Power Company

ACCOUNT EVENTS REFERENCE DOCUMENTS

MY REQUESTS MY COMPANIES COMPLETED REQUESTS MY ALERTS

GSID	Company Name	Created On	Last Edited On	Status	Created As	Actions
526	SERGIO KINDA CRAZE, INC	01/20/2022	04/22/2022	Active	Operational	Edit View

Show 10 Records Per Page

Go to page 1

4. Click Address in the left-hand column.
5. Scroll down to the Showing Contact Details for All Locations section.
 - To add a new contact, click **Add New**.
 - To update an existing contact, click Edit for the relevant contact.
 - To remove a contact, click the ellipses button (three vertical dots), then click **Delete**.

Supplier

Idaho Power Company

ACCOUNT EVENTS REFERENCE DOCUMENTS

Company *
Address *
Product & Services *
Financial
Business License *
Insurance *
Onboarding
Purchasing *
Banking *

All Locations * Contact Details *

You are in System: ipc_System under Facility: 0001-ipc_Facility

Associated Address(es)

Add New

Select Legal/DBA Supplier Name	Address ID	Account Group	Address	Phone	Phone Extension	Actions
SERGIO KINDA CRAZE, ...	-	Head Quarter Address...	12456 MAIN ST, BOISE...	2083882804	-	Edit

* indicates mandatory

Showing Contact Details for All Locations

Add New

For Address	Contact Type	First Name	Middle Name	Last Name	Title	Email	Phone	Actions
(HQ)12456 MAIN ST, B...	OTHERS	Joe	-	User	Sir	PTS_Vendor23@idahopo...	999-999	Edit
(HQ)12456 MAIN ST, B...	OTHERS	Head	-	East	Vocalist	PTS_Vendor24@idahopo...	000-000	Edit
(HQ)12456 MAIN ST, B...	OTHERS	Don	-	Johnson	Detective	PTS_Vendor22@idahopo...	809-000	Edit

* indicates mandatory

CANCEL Save as Draft Submit

6. When adding a new contact, fill all required fields (marked with a red asterisk).
7. Contact logins are driven by email. You can use a generic email, but best practice is for each person who uses ZSN to have their own login and specific access based on need.
8. You can set the access a person has to the ZSN record by setting their contact record up in a certain way when filling out the Contact Details:
 - All contacts should have Portal Access checked. This gives them access to use the ZSN site.

Date Format
Date Format

Number Format
Number Format

Currency
Currency

Supplier Portal Access?
☒ Yes
 ☐ No

Modules assigned

- ☒ My Performance (SPM) ☐ iRequest
- ☒ My Profile (SIM)
- ☒ My RFXs and auction (iSource)
- ☒ My Contracts (iContract)
- ☐ My Invoice (eInvoice)
- ☐ Procurement (eProc)

* indicates mandatory

Cancel Save

- Select the “Modules Assigned” based on the need for the contact. The available module options that display depend on your status as a supplier. For POTENTIAL suppliers, you will only be able to select My Profile (SIM) and My RFX and Auction (iSource). For OPERATIONAL suppliers, you will also be able to select My Performance (SPM) and My Contracts (iContract). My Invoice (eInvoice) and Procurement (eProc) will be available in the future.

Date Format
Date Format

Number Format
Number Format

Currency
Currency

Supplier Portal Access?
☒ Yes
 ☐ No

Modules assigned

- ☒ My Performance (SPM) ☐ iRequest
- ☒ My Profile (SIM)
- ☒ My RFXs and auction (iSource)
- ☒ My Contracts (iContract)
- ☐ My Invoice (eInvoice)
- ☐ Procurement (eProc)

* indicates mandatory

Cancel Save

- There should always be at least one contact with My Profile (SIM) checked. This allows the contact to update the ZSN profile for the company. (This contact should have Portal Access and SIM checked.)
 - It is a good practice to have more than one person with My Profile (SIM) access in the event that the account owner leaves the company.
 - If the only contact who has My Profile (SIM) access leaves the company, have them add a replacement contact prior to leaving, or email SupplierAdmin@idahopower.com.
 - Please note that in the event that IPC must assist you in adding a contact, the current contact with SIM access will receive an email that there is a pending change that they must complete and submit for approval. Until that contact logs in and makes any necessary updates and submits it for approval, and IPC approves the change, the new contact will not correctly be linked to your account. If the newly added contact is given SIM access, then this behavior does not apply. This contact will be able to complete the submission for approval.
 - The best practice for adding contacts is to follow the instructions in section two of this document.
 - If the contact is responsible for bidding proposals, select My RFX's and Auction.
 - If the contact is responsible for negotiating and signing contracts, select My Contracts.
 - If the contact is responsible for responding to performance events, select My Performance.
 - Do not select iRequest. This function is not used.
 - It is okay to select all available modules for a contact, except iRequest. There should be at least one contact that has each of the modules assigned so that Idaho Power communications reach a person at your company.
9. Click **Save** to close the contact dialog box, then click **Submit**.

(HQ)9 OLD MONEY LN, ...	ACCOUNT MANAGER	Maximillian	-	Weatherby	Sir	PTS_Vendor31@ida	Edit
(HQ)9 OLD MONEY LN, ...	GENERAL CONTACT	Bill	-	Burr	Accounting Manager	PTS_Vendor32@ida	Edit
(HQ)9 OLD MONEY LN, ...	GENERAL CONTACT	Brandon	-	Kratzenberg	CEO	PTS_Vendor33@ida	Edit
(HQ)9 OLD MONEY LN, ...	ACCOUNT MANAGER	George	-	Thornsberry	Account Manager	PTS_Vendor11@ida	Edit

* indicates mandatory

CANCEL Save as Draft **Submit**

10. When prompted with "Are you sure you want to submit," click **Submit** again.

→ You should see your update in Pending Approval status.

ZYCUS

Manage Companies Settings Help B

Account

Idaho Power Company

ACCOUNT EVENTS REFERENCE DOCUMENTS

MY REQUESTS MY COMPANIES COMPLETED REQUESTS MY ALERTS

Request Number	Company Name	GSID	Request Type	Supplier Type	Business Location	Requested On	Elapsed Time	Status	Actions
6928	MAX POWER	25163	Edit	Potential	-NA-	06/28/2022	00:00	Pending Approval	-

Show 10 Records Per Page 1 Go to page 1

- If you have missed a required field, you will get a red bar indicating an error. Fix that field and submit again.

The screenshot shows a web form for company registration. At the top, a red error bar spans the width of the form, containing the text "Mandatory Data: Legal Structure" and a "Show All" button. Below the error bar, the form contains several fields: "Legal Structure" (a dropdown menu with "Selected Value" below it), "DUNS Number" (a text input field), "Year Company Established" (a text input field), "Number of Employees" (a text input field), "Website" (a text input field), "Vendor Type" (a dropdown menu with "Selected Value" below it), and "Company Type" (a dropdown menu with "Selected Value" below it). A small asterisk with the text "* indicates mandatory" is located at the bottom right of the form.

- When you are finished adding a new contact, that person must create his ZSN login using their email address. See Section 2.

Section 2: Create a New ZSN User Account for a Registered Company

For example: You are a newly added contact for an existing company, and you want to create your personal ZSN login.

Once the ZSN account owner has added you as a contact to your company profile, you will need to create a ZSN Account.

1. If you are a new contact that has been added to your company's profile and are setting up your personal ZSN account, go to <https://zsn.zycus.com/zsp/guest/genericRegister/IDA822>.
2. Create your account using the New User section of the screen. Enter your email, create a password, type the security question and click **Register**.

The image contains two screenshots of the ZSN registration process. The left screenshot shows the "Existing User? Log-In" screen with fields for "Email Address" (containing "PTS_Vendor24@idahopower.com") and "Password", a "Login" button, and a "Forgot Password" link. The right screenshot shows the "New User? Register" screen for "Idaho Power Company". It includes fields for "Email Address", "Password", and "Confirm Password", a "Please Answer" section with a math problem "6 + 5 =", a checkbox for "I accept Terms and Conditions", and a "Register" button. A red box highlights the registration form area.

- You will be emailed a One Time Password (OTP). Obtain that password from your email and enter it when prompted, then click **Verify OTP**.



Did not receive the One Time Password(OTP)?
Try one of the options below:

- **Check your email address if it's incorrect:**
Verify the email address you have used to create your account on ZSN if the same is incorrect sign-up again with the correct email address.
- **Check your spam or junk folder.**
The activation email may have been marked as junk by your ISP or email application. Kindly mark the email address as not spam to get all emails related to your account in the inbox.
- **Ask your IT team to whitelist the Domain and IP:**
Click on 'Resend OTP' once you have asked your IT team to whitelist the Domain automail1.zycus.com and IP 207.211.63.183

Login with One Time Password (OTP)

Please enter the One Time Password(OTP) shared over the email address: *PTS_Vendor11@idahopower.com

Enter OTP

396611

Resend OTP Verify OTP

- Enter your personal details and click **Submit**.
→ ZSN will connect you to the company profile that contains your email address. This may take up to 30 minutes from the time the new contact was added by the account owner.
- Click the Idaho Power logo, then select **Account**, then the **My Companies** tab.
- Click the company name or edit (or view depending on access) to view the record.

GSID	Company Name	Created On	Last Edited On	Status	Created As	Actions
25163	MAX POWER	14/06/2022	14/06/2022	Active	Potential	Edit

Section 3: Tips for Using Your ZSN Account

Help Files

Zycus produces short videos intended to help the supplier community understand how to perform various activities in the ZSN webpage. These videos, as well as release notes that outline recent or upcoming changes in ZSN, can be found in the Help menu in the top-right corner. If you need help navigating ZSN, this should be your first stop for information.

Section 4: Logging In

1. Log in at <https://zsn.zycus.com/zsp/guest> by entering your account credentials.
 - If you forgot your password, click **Login with One Time Password**. An email will be sent to you with a validation code.

The left screenshot shows the 'Existing User? Log-In' form. It has a blue header with the ZSN logo and 'Zycus Supplier Network'. Below the header, there's a login form with fields for 'Email Address' (containing 'PTS_Vendor04@idahopower.com') and 'Password'. A red box highlights the 'Login with One Time Password (OTP)' link. There's also a 'Forgot Password' link and a green 'Login' button.

The right screenshot shows the 'New User? Register' form. It has a blue header with the Idaho Power Company logo and 'Zycus Network'. Below the header, there's a registration form with fields for 'Email Address', 'Password', and 'Confirm Password'. There's also a 'Please Answer' CAPTCHA challenge with the text '7 + 6 ='. A red box highlights the 'Register' button.

- If you used an OTP (one time password), enter the code that was emailed to you and click **VERIFY OTP**. If you are creating your ZSN account for the first time, you will be required to enter an OTP that is mailed to you.

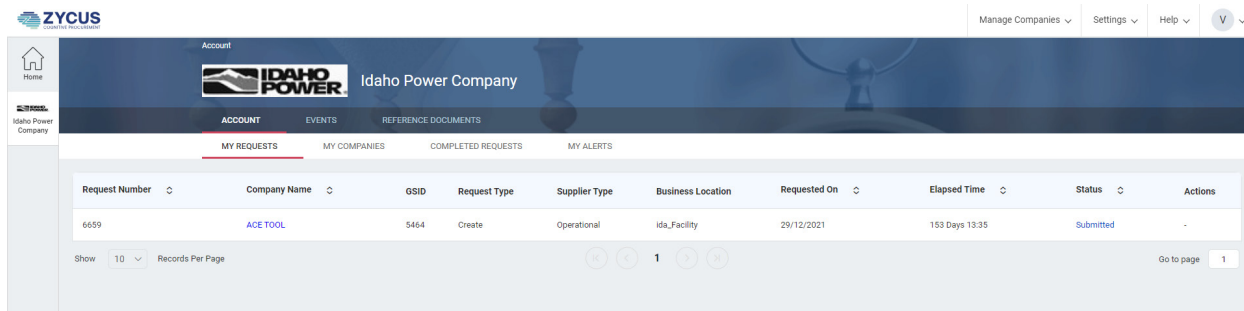


The left screenshot shows the 'Did not receive the One Time Password(OTP)?' page. It has a blue header with the Zycus logo. Below the header, there's a section titled 'Did not receive the One Time Password(OTP)?' with the text 'Try one of the options below:'. There are three bullet points: 'Check your email address if it's incorrect', 'Check your spam or junk folder', and 'Ask your IT team to whitelist the Domain and IP:'. Each bullet point has a brief explanation and a link to 'Resend OTP'.

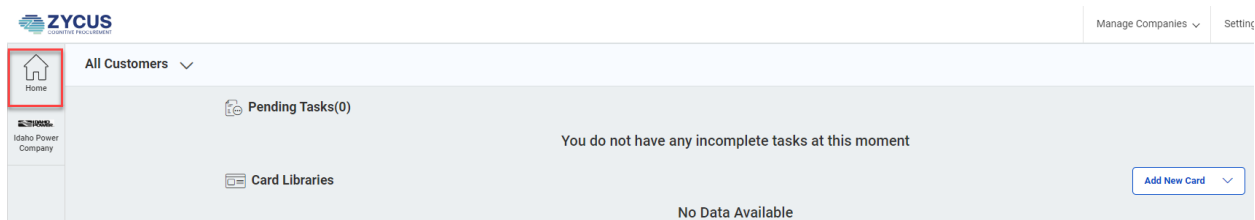
The right screenshot shows the 'Login with One Time Password (OTP)' page. It has a blue header with the Zycus logo. Below the header, there's a section titled 'Login with One Time Password (OTP)' with the text 'Please enter the One Time Password(OTP) shared over the email address: "PTS_Vendor11@idahopower.com"'. There's a field for 'Enter OTP' (containing '396611') and two buttons: 'Resend OTP' and 'Verify OTP'. A red box highlights the 'Verify OTP' button.

Section 5: Landing Page

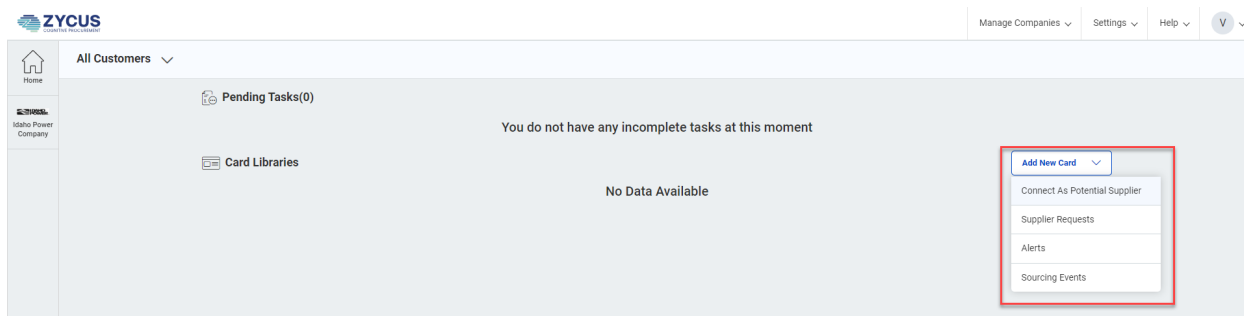
- Once logged in, clicking the Idaho Power logo will always take you to the ACCOUNT page. This page will be covered in detail below.



- The Home button will always take you to your landing page.



- To add an object to display on your landing page, click **Add New Card**. Examples include Sourcing Events (bid requests) and Supplier Requests (your company profile).
 - If you have no pending bid event requests, or you have not requested a change to the company profile, these cards may contain no links. In this case, you can access your records by clicking the Idaho Power logo. The information contained here will be described below.



Section 6: View or Edit your Supplier Record

- To view your supplier record, click the supplier's name in blue.
 - Supplier Requests cards will be empty if you have not submitted a change to that profile. In this case, to see the company record, click the Idaho Power logo and go to the My Companies tab as described below.

ZYCUS Manage Companies Settings Help V

All Customers

Pending Tasks(0)

You do not have any incomplete tasks at this moment

Card Libraries Add New Card

Sourcing Events			
Saturn Testing of ZSN OPEN			
Customer	Event Id	Event Type	Open Date
Idaho Power Compa...	1113690235	RFP	31/05/2022 06:29 AM
AWARDED - AWARDED CLOSED			
Customer	Event Id	Event Type	Open Date
Idaho Power Compa...	1113639435	RFP	27/05/2022 12:59 PM

Supplier Requests		
BOB INC APPROVED	GSID 5461	Requested On 17/12/2021
ACE TOOL APPROVED	GSID 5464	Requested On 17/12/2021

- The various sub views, or sections of the record contained within a particular view, can be accessed by clicking the options listed across the top of the record or by scrolling down.

Supplier

Idaho Power Company

ACCOUNT EVENTS REFERENCE DOCUMENTS

Company Details * Alias Company hierarchy Business Category NAICS Service Area Conflict of Interest

Company Details

Global Supplier Identifier Legal Name *

Legal Structure DUNS Number

- Change the view by clicking the view you want from the left-hand pane.

Supplier

Idaho Power Company

ACCOUNT EVENTS REFERENCE DOCUMENTS

Company Details * Alias Company hierarchy Business Category NAICS Service Area Conflict of Interest

Company Details

Global Supplier Identifier Legal Name *

Legal Structure DUNS Number

Year Company Established Number of Employees

Section 7: Viewing Your Account Information

- The My Requests tab shows any updates you have made. The Status column tells you the current state.
 - Saved As Draft** means you have **not** successfully submitted the change to Idaho Power. If you have a saved as draft update, there will be an Edit button in the Actions column. Please be sure to submit your requests and pay special attention for error messages.
 - Submitted** means the change has been submitted but is not yet approved by Idaho Power.

Account

Idaho Power Company

ACCOUNT EVENTS REFERENCE DOCUMENTS

MY REQUESTS MY COMPANIES COMPLETED REQUESTS MY ALERTS

Request Number	Company Name	GSID	Request Type	Supplier Type	Business Location	Requested On	Elapsed Time	Status	Actions
6659	ACE TOOL	5464	Create	Operational	ida_Facility	29/12/2021	153 Days 10:41	Submitted	-

Show 10 Records Per Page

Go to page 1

Account

Idaho Power Company

ACCOUNT EVENTS REFERENCE DOCUMENTS

MY REQUESTS MY COMPANIES COMPLETED REQUESTS MY ALERTS

Request Number	Company Name	GSID	Request Type	Supplier Type	Business Location	Requested On	Elapsed Time	Status	Actions
6659	ACE TOOL	5464	Create	Operational	ida_Facility	29/12/2021	153 Days 10:41	Submitted	-

Show 10 Records Per Page

Go to page 1

- The My Companies tab shows the company profiles that are attached to your account.
 - To update a company profile, click **Edit**.

Account

Idaho Power Company

ACCOUNT EVENTS REFERENCE DOCUMENTS

MY REQUESTS MY COMPANIES COMPLETED REQUESTS MY ALERTS

GSID	Company Name	Created On	Last Edited On	Status	Created As	Actions
5734	INSURANCE DEFAULT INC	30/12/2021	08/01/2022	Active	Operational	Edit View
5461	BOB INC	18/12/2021	22/12/2021	Active	Operational	Edit View
5464	ACE TOOL	20/12/2021	20/12/2021	Active	Potential	Edit

Show 10 Records Per Page

Go to page 1

- In addition to adding or removing contacts (as covered in Section 1), you can edit any field in the supplier profile.
- Editing your supplier record can consist of adding contacts, addresses, changing addresses, insurance, banking details, etc.
- When editing addresses, there must always be an “HQ” account group address on your account. Please do not change this value. If you need to specify a Remit To, you may add that as a secondary address with the account group of “RT”.
 - Note:** If your headquarters moves to a new address, do not delete the HQ address record. Simply update the address lines.

Associated Address(es)

Select Legal/DBA supplier name *
Woodturners Friend

Account Group *
Head Quarter Address (HQ)

Address 1 *
100 Main Street

Address 2
Address 2

- The Completed Requests tab shows a history of approved and complete changes to the company profile.

Request Number	Company Name	GSID	Request Type	Supplier Type	Business Location	Requested On	Elapsed Time	Status	Actions
6714	INSURANCE DEFAULT INC	5734	Edit	Potential	-NA-	30/12/2021	00:00	Approved	-
6687	INSURANCE DEFAULT INC	5734	Create	Potential	-NA-	29/12/2021	03:51	Approved	-
6634	BOB INC	5461	Edit	Potential	-NA-	21/12/2021	00:00	Approved	-
6614	ACE TOOL	5464	Create	Potential	-NA-	18/12/2021	2 Days 17:35	Approved	-
6605	BOB INC	5461	Create	Potential	-NA-	17/12/2021	00:34	Approved	-

- The My Alerts tab shows system alerts that have been sent to you by Idaho Power.
 - Acknowledgement of an alert is preferred by Idaho Power. Click **Act** to acknowledge and/or respond to the alert.
 - Note:** Alerts are not deleted from the My Alerts page. When they have been completed, the status will reflect that.

Company Name	Title	Received On	Due On	Days Left	Status	Action
BOB INC	State Registration Error	10/02/2022	17/02/2022	-102	Acknowledged	Act
BOB INC	test alert	29/12/2021	29/12/2021	-152	Completed	Act

- Some alerts are informational and only require an acknowledgement. Other alerts may expect a response. Set the appropriate status and provide comments as required, then click **Submit**.

State Registration Error

Alert Message : Please correct your state registration NUMBER.

Received on : 10/02/2022 Note: Alert Received on and Due on dates are in GMT

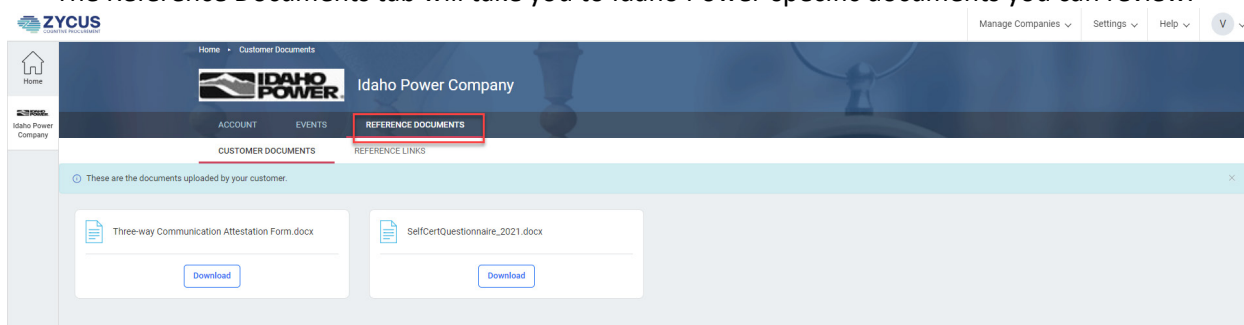
Due on : 17/02/2022

Current Status : Acknowledged

Change Status :

Comment :

- The Reference Documents tab will take you to Idaho Power-specific documents you can review.



- The Events tab will take you to a list of bid events you have been invited to. (This page will only show events in which you have CONFIRMED PARTICIPATION.)
 - You can filter the event list from the left pane and can view the event detail by clicking **View event** button in the Action column. Working with events will be covered in more detail in the “Working with Events” section.

My Events

Idaho Power Company

ACCOUNT **EVENTS** REFERENCE DOCUMENTS

MY EVENTS MY DOWNLOADS

Supplier Company

Search Events

Event ID	Event Name	Event Owner	Event Open Date	Event Close Date	Event Type	Invite Type	Event Status	Action
1112125037	test123	Company Admin	17/12/2021	18/12/2021	RFP	Broadcasted	Event Paused	<input type="button" value="View event"/>
1111158237	Broadcast event	IPC User 1	06/09/2021	07/09/2021	RFP	Broadcasted	Event Closed	<input type="button" value="View event"/>

Section 8: Working with Sourcing Events

When Idaho Power wants a supplier to bid on project execution, they will create a sourcing event in Zycus. This event will contain all the relevant information suppliers need to create a proposal, if you choose to do so.

When Idaho Power publishes an event, the email address associated with all invited suppliers will receive an email from Zycus inviting them to bid on the event. The email will contain a direct link to that event, and you can also access the event by logging into your ZSN account.

Note: The event may not display immediately, and if you are already logged into ZSN when the event is published, you may have to log out and back in to refresh your page before you see the invite.

- To access a bid event you have been invited to, click the event title in blue from the Sourcing Events card on your landing page.
 - If your landing page does not contain the bid event, you need to add the Sourcing Requests card (as described previously).

ZYCUS Manage Companies Settings Help V

All Customers ▾

Home Idaho Power Company

Pending Tasks(0) You do not have any incomplete tasks at this moment

Card Libraries Add New Card ▾

Sourcing Events

Customer	Event Id	Event Type	Open Date	Status
Idaho Power Compa...	1113690235	RFP	31/05/2022 06:29 AM	OPEN
Idaho Power Compa...	1113639435	RFP	27/05/2022 12:59 PM	CLOSED
Idaho Power Compa...	1113638435	RFP	27/05/2022 12:31 PM	CLOSED

14 of 19 records View more

Supplier Requests

GSID	Requested On	Status
5461	17/12/2021	APPROVED
5464	17/12/2021	APPROVED
5461	20/12/2021	APPROVED

6 of 6 records View more

- If you have an OPEN bid event, you need to accept the Idaho Power terms and conditions and confirm your participation before you can view an event or prepare and submit a response to Idaho Power.
 - Click the Open event name in blue.

ZYCUS Manage Companies Settings Help V

All Customers ▾

Home Idaho Power Company

Pending Tasks(0) You do not have any incomplete tasks at this moment

Card Libraries Add New Card ▾

Sourcing Events

Customer	Event Id	Event Type	Open Date	Status
Idaho Power Compa...	1113690235	RFP	31/05/2022 06:29 AM	OPEN
Idaho Power Compa...	1113639435	RFP	27/05/2022 12:59 PM	CLOSED
Idaho Power Compa...	1113638435	RFP	27/05/2022 12:31 PM	CLOSED

14 of 19 records View more

Supplier Requests

GSID	Requested On	Status
5461	17/12/2021	APPROVED
5464	17/12/2021	APPROVED
5461	20/12/2021	APPROVED

6 of 6 records View more

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Note: Idaho Power has the ability to invite multiple people from a single supplier to bid on an event. Depending on the method they choose to use, one user may not be able to accept the Terms and Conditions, while another user may have to. This method is the PRIMARY and SECONDARY invite, and it allows the supplier to have multiple users collaborate on one invite/response. In this case, the PRIMARY contact, as defined by Idaho Power, will be required to accept the terms and conditions. The SECONDARY contact will not be allowed to accept them, but they can add responses to the proposal once the primary contact has confirmed participation.

- Download the terms document and review. If you accept the terms, click **Accept**.

2. After accepting the terms and conditions, you can access the event and do the following:

- **Review the section details of the event by clicking the section names.** This will allow you to see the details provided by Idaho Power and allow you to determine whether you want to participate or not.

- **View the RFP Details.**

My Events • Confirm Participation

Saturn Testing of ZSN(1113690235) [Event Open](#)

7 Day 0 hours 26 minutes 57 seconds

Accept Terms and Conditions Confirm Participation Submit Response

[RFP Details](#) [eForum](#)

Other Attachments

Attachment Name	Size	Uploaded On
Saved as draft supplier emails.xlsx	17293 KB	31/05/2022 - 06:28:34 AM

Owner: Brian Kalisek
Contact:
Event Timings
Open Date and Time: 31/05/2022 - 06:29:31 AM
Close Date and Time: 09/06/2022 - 07:45:00 AM

- **Confirm or decline participation.** You must confirm participation to bid on the event. If you choose not to bid, you should decline participation.

Note: Readability of the questionnaire is better after you confirm participation. Zycus recommends using a PC with Chrome or Firefox and a resolution setting on 80 to 100 percent.

RFP Details (Sections: 1 | Items: 1 | Questions: 1)

1 Total Bid Price (Questions)

[Cancel](#) [Decline Participation](#) [Confirm Participation](#)

→ Once you have confirmed participation, you can see the status of your bid on the event.

My Events • Submit Response

← AWARDED - AWARDED(1113639435) [Event Closed](#)

Accept Terms and Conditions Confirm Participation Submit Response

[RFP Details](#) [eForum](#)

Response Status

Bidding Currency * USD - US Dollar

Section Name	Status	Type	Response Submission Status	Mandatory	Optional
1. Total Bid Price	Closed	Pricing	Submitted	1 (out of 1)	0 (out of 0)

- **Select an event section by clicking the Section Name.** From here you can download all questions submitted by Idaho Power. You can also upload your responses.

ZYCUS eForm

Home • My Events • Submit Response • Prepare Response

← Testing for Pluto(1117468670) (Event Open)

Event closing in: 5 Day 21 hours 25 minutes 52 seconds

Bidding Currency: USD - US Dollar | Number Format: #####.## US | Decimal Precision: 2 | Event Close Date Time: 07/26/2023 - 10:56:00 AM

My Downloads eForum 0

Important: If multiple users are simultaneously working on a section's response, then changes to be saved by you will override others' inputs for that section.

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	0/2	0/0
3. Submittal Requirements	0/6	0/0
4. Schedule of Unit Price	0/1	0/0
5. Total Bid Price	0/1	0/0

Event Attachments (0) Buyer's Attachments Export Draft Import Draft

All Questions...

General Information

Purpose: Idaho Power Company ("IPC") is currently seeking information in response to this Request for Proposal ("RFP") to [ENTER DETAILS]

Company Background: IDACORP Inc. is a holding company formed in 1998. Comprised of regulated and non-regulated businesses, its origins lie with Idaho Power, a regulated electric utility that began operations in 1916. Today, IPC is the largest regulated electric utility in the state of Idaho and IDACORP's chief subsidiary. IPC serves over 590,000 residential, business, agricultural, and industrial customers. The company's service area covers approximately 24,000 square miles, including portions of eastern Oregon. Learn more about Idaho Power at www.idahopower.com.

Project Background/Current State: [ENTER BRIEF DETAILS - Extensive details should be uploaded to Attachments and this field deleted]

Scope of Work/Specifications and Requirements: The scope of work, drawings, and specifications may be found in the Attachments.

Respondent Conference: Option 1 There will not be a Respondent conference for this event. Please conduct an independent review of the scope of work, specifications, and requirements. Submit any questions to IPC through the Zycus eForum. Option 2 IPC will be hosting a Respondent conference. Attendance is a requirement of the RFP process. Failure to attend the respondent conference may result in rejection of the Respondents proposal. Contact the event coordinator to determine if intended subcontractors may attend. Date and Time: Onsite Meeting: [Enter address and entry instructions, if any] OR Conference Call: [Enter phone number and PIN] OR Virtual Meeting: [Enter instructions for attendance]

Questions: Respondents should carefully review this RFP for questions, clarifications, defects and questionable or objectionable material. Comments and questions concerning clarifications, defects and questionable or objectionable material must be submitted through the Zycus eForum and must be submitted on or before [ENTER DATE]. No questions will be accepted after this date. All questions and their applicable responses will be provided via Zycus. Protests based on any omission or error, or on the content of this solicitation, will be disallowed if they have not been brought to the attention of IPC in the timeframe and manner outlined in this event.

Throughout the duration of the information gathering process, all questions, submission of references, responses and other communications concerning this RFP are to be directed through the Zycus eForum. Respondent agrees that, during the RFP process and prior to the response deadline, Respondent shall not discuss this procurement event other than through the Zycus eForum. Failure to comply with these requirements may result in Respondent disqualification and elimination from the RFP process.

Cancel Save Done

- You can also export or import just the displayed section using these buttons.

ZYCUS eForm

Home • My Events • Submit Response • Prepare Response

← Testing for Pluto(1117468670) (Event Open)

Event closing in: 5 Day 21 hours 25 minutes 52 seconds

Bidding Currency: USD - US Dollar | Number Format: #####.## US | Decimal Precision: 2 | Event Close Date Time: 07/26/2023 - 10:56:00 AM

My Downloads eForum 0

Important: If multiple users are simultaneously working on a section's response, then changes to be saved by you will override others' inputs for that section.

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	0/2	0/0
3. Submittal Requirements	0/6	0/0
4. Schedule of Unit Price	0/1	0/0
5. Total Bid Price	0/1	0/0

Event Attachments (0) Buyer's Attachments Export Draft Import Draft

All Questions...

General Information

Purpose: Idaho Power Company ("IPC") is currently seeking information in response to this Request for Proposal ("RFP") to [ENTER DETAILS]

Company Background: IDACORP Inc. is a holding company formed in 1998. Comprised of regulated and non-regulated businesses, its origins lie with Idaho Power, a regulated electric utility that began operations in 1916. Today, IPC is the largest regulated electric utility in the state of Idaho and IDACORP's chief subsidiary. IPC serves over 590,000 residential, business, agricultural, and industrial customers. The company's service area covers approximately 24,000 square miles, including portions of eastern Oregon. Learn more about Idaho Power at www.idahopower.com.

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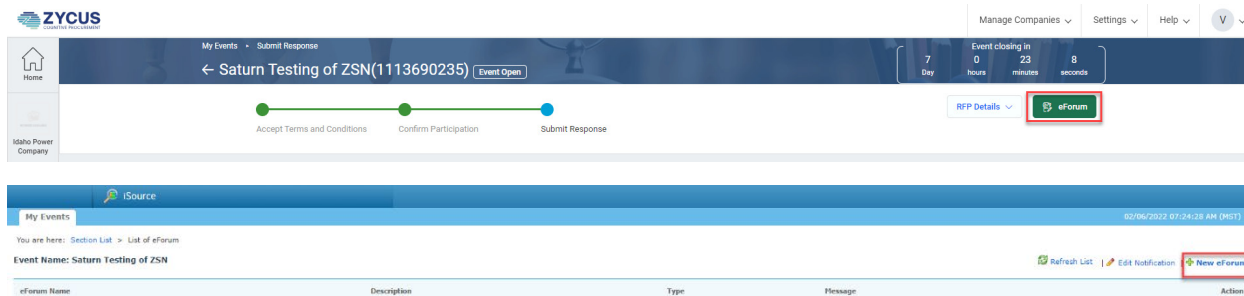
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Cancel Save Done

Section 9: Asking Event Questions

Ask a question of Idaho Power regarding the event using the eForum button.

1. Click New eForum.



2. Fill out the eForum name and description and click **Save**. **Note:** This is NOT the question itself; it is just the eForum thread. The question will be posted in the next step.

3. Once the thread has been created, set up how you want to be notified when responses are sent by clicking Edit Notifications, making your selections and clicking **Save**.

4. To edit the title and description of the thread, click the pencil icon in the Action column.

New eForum

eForum Name * 240 characters left

Description 240 characters left

Signature/Remarks 1980 characters left

Save **Cancel**

5. To add a question against the thread, click **the thread** in blue, then **New Message**.

My Events | iSource | 02/06/2022 07:24:28 AM (MST)

You are here: Section List > List of eForum

Event Name: Saturn Testing of ZSN

Refresh List | Edit Notification | **New eForum**

eForum Name	Description	Type	Message	Action
Questions	Answers	Supplier Initiated	0	

My Events | iSource | 02/06/2022 07:41:23 AM (MST)

You are here: > Section List > List of eForum > Questions

Basic Info | Custom Fields

eForum Name : Questions
Description : Answers
Created By : Vendor1First

Type : Supplier Initiated
Date Created : 02/06/2022 07:34 AM

Expand All | Collapse All

Back to eForum List | **New Message** | Refresh Message List

Message List
No Messages

- Type your question in the Message field. You can browse and upload attachments if you desire. Click Post to post the message.

Message

New Message

Message *

Attach files: Max Upload Files 10, size per file 5 MB

Browse

Upload

Post **Cancel**

6. When done asking eForum questions, click Back to eForum List or click New Message to post another question to this thread. You can create additional eForum threads from the eForum List.

My Events | iSource | 02/06/2022 07:41:23 AM (MST)

You are here: > Section List > List of eForum > Questions

Basic Info | Custom Fields

eForum Name : Questions
Description : Answers
Created By : Vendor1First

Type : Supplier Initiated
Date Created : 02/06/2022 07:34 AM

Expand All | Collapse All

Back to eForum List | **New Message** | Refresh Message List

Message List

1 Vendor1First Posted on 02/06/2022 07:43 AM	Reply
Testing	

Section 10: Submitting Event Responses

Once you have confirmed participation in the event, you can now prepare your responses (i.e., enter your answers to the bid questions.)

1. Click the Section Name in blue to open the response page. The response page will always contain all sections, but the section that is ready for input will be the one you selected. You can move back or forth to complete other sections, from this page.

Note: “Not allowed” in the Response Submission Status column means you have not yet answered all mandatory questions in that section of the event questionnaire. When all questions are answered, the status will turn green and say Ready. When all sections display Ready, you can submit your proposal.

Section Name	Status	Type	Response Submission Status	Mandatory	Optional
1. General	Open	Non pricing	Not allowed	0 (out of 1)	0 (out of 1)
2. Total Bid Price	Open	Pricing	Not allowed	0 (out of 1)	0 (out of 0)

2. Each section of the questionnaire will be listed. Advance through these tabs and answer each question.

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	0/2	0/0
3. Submittal Requirements	0/6	0/0
4. Schedule of Unit Prices	0/1	0/0
5. Total Price	0/1	0/0

3. Each section that contains mandatory questions will be indicated, along with the number you have answered. Optional question counts are shown as well.

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	0/2	0/0
3. Submittal Requirements	0/6	0/0
4. Schedule of Unit Prices	0/1	0/0
5. Total Price	0/1	0/0

General Information

Purpose: Idaho Power Company ("IPC") is currently seeking information in response to this Request for Quote ("RFQ") to [ENTER DETAILS]

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- You can access the attachments added to the event by Idaho Power while in the responses page. You can also export the questionnaire into Excel if desired. Use the "Export" button. Here you can export any attachments, or the questionnaire can be exported to Excel where the questions can be answered.

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	0/2	0/0
3. Submittal Requirements	0/6	0/0
4. Schedule of Unit Prices	0/1	0/0
5. Total Price	0/1	0/0

General Information

Purpose: Idaho Power Company ("IPC") is currently seeking information in response to this Request for Quote ("RFQ") to [ENTER DETAILS]

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- You can import attachments, or the answered questionnaire using the "Import" button.

ZYCUS eProcurement

Manage Companies | Settings | Help | J

My Events • Submit Response • Prepare Response

← Testing for Neptune Release Changes(1115822837) Event Open

Event closing in: 6 Day 23 hours 4 minutes 31 seconds

Bidding Currency: USD - US Dollar | Decimal Precision : 2 | Event Close Date Time: 28/02/2023 - 06:29:00 PM

My Downloads | eForum 0

Sections

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	0/2	0/0
3. Submittal Requirements	0/6	0/0
4. Schedule of Unit Price	0/1	0/0
5. Total Price	0/1	0/0

Important: If multiple users are simultaneously working on a section's response, then changes to be saved by you will override others' inputs for that section.

Event Attachments (0)

Import | Export

Draft

Purpose: Idaho Power Company ("IPC") is currently seeking information in response to this Request for Quote ("RFQ") to [ENTER DETAILS]

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Cancel | Save | Done

- Questions may be formatted as Yes/No, multiple choice, text, etc. Enter your answers by using the drop-downs or text boxes.

RFP: 1113726036 | Saturn Bid Event

Draft Export | Import Draft | Print | Buyer's Attachments | Upload Event Level Attachments(0)

Bidding Currency: USD - US Dollar

Decimal Precision: 2

Important: If multiple users are simultaneously working on a section's response, then changes to be saved by you will override others' inputs for that section.

1 of 2 General | 2 of 2 Total Bi ...

Mandatory (0/1) Optional (0/1) | Mandatory (0/1) Optional (0/0)

(*) Mandatory Questions

*1.1 Can you provide references?

Yes

1.2 Will you do the work for under \$500?

Yes | Select | Yes | No

- Clicking "Save" will save your answer and leave you in the questionnaire. Clicking "Done" will save your answer and take you out of the questionnaire. You can return at any time to complete your response. When you have answered all mandatory questions, click "Done".

Sections

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	0/2	0/0
3. Submittal Requirements	0/6	0/0
4. Schedule of Unit Prices	0/1	0/0
5. Total Price	0/1	0/0

Commercial Section

Purpose: Idaho Power Company ("IPC") is currently seeking information in response to this Request for Quote ("RFQ") to [ENTER DETAILS]

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Save Done

- You can add comments to a question with a pre-defined answer by clicking **Add Comments**.

Sections

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	2/2	0/0
3. Submittal Requirements	6/6	0/0
4. Schedule of Unit Prices	1/1	0/0
5. Total Price	1/1	0/0

Commercial Section

Form of Contract: IPC directs respondent to the agreement within the Attachments. In the event IPC decides to move forward with Respondent, Respondent will be required to enter into a legally binding contract substantially similar to that agreement. As part of this RFP Respondents must indicate acceptance of IPC's agreement in its response to this RFP. Alternatively, if the Respondent is unwilling to agree to a proposed clause or term, Respondent must provide redlines of the agreement identifying any proposed changes requested by Respondent. The agreement provided by Respondent in its response should be Respondent's best and final offer as to the legal terms and conditions Respondent is willing to accept.

2.1 * Indicate if Respondent ACCEPTS IPC's agreement, as written.

☒ Yes ☐ No

[Clear All](#)

Add Comments

2.2 * If Respondent does not accept IPC's agreement, has a redlined agreement been uploaded?

☐ Yes ☒ No

[Clear All](#)

Add Comments

Save Done

- When you reach the pricing table, if it has many rows and would be easier to update in Excel, you can first Export the table to Excel. Make the updates, then import the data back into ZSN.

ZYCUS CONSTRUCTION SOFTWARE

Manage Companies ▾ Settings ▾ Help ▾ J ▾

My Events • Submit Response • Prepare Response

← Testing for Neptune Release Changes(1115822837) Event Open

Event closing in: 6 Day 22 hours 53 minutes 14 seconds

Bidding Currency: USD - US Dollar | Decimal Precision : 2 | Event Close Date Time: 28/02/2023 - 06:29:00 PM

My Downloads eForum 0

Important: If multiple users are simultaneously working on a section's response, then changes to be saved by you will override others' inputs for that section.

☐ Show only mandatory questions

Sections

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	2/2	0/0
3. Submittal Requirements	6/6	0/0
4. Schedule of Unit Prices	1/1	0/0
5. Total Price	1/1	0/0

[Import](#) [Export](#)

Schedule of Unit Prices

IPC is not a guarantor of the estimated quantities of any unit price items and shall not be required to purchase any minimum amount of Unit Price Work.

Note - *Rock is defined as sandstone, limestone, granite, basalt or other solid rock of equal hardness, in ledges, bedded deposits, or un-stratified masses that, in the opinion of the Owner, will require the use of systematic drilling and blasting, splitting with a chemical, hydraulic or pneumatic rock splitter or other means of fracturing or removal. Cemented gravel (conglomerate), shale clay and other sedimentary materials are classified as rock only when, in the opinion of the Owner, systematic drilling and blasting or other similar methods are required for removal. Loam, sand, gravel, clay, caliche or other such material stratified between layers of rock will not be classified as solid rock.

4.1 * Unit Price
Unit Cost Fixed Cost

Completed Items - 2/2 [Import Excel](#) [Export Excel](#)

Item Information				Baseline Costs [USD-US Dollar]	Demand Information				Price
Attachment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	Rate
0 file(s)	1	Rock Hole	Rock* hole adder will apply only for holes where Rock is encountered. Use of culverts is at the discretion and cost of		Bulk	1.00	1.00	Hole	11

[Cancel](#) [Save](#) [Done](#)

5. Once you have finished entering the pricing data, be sure to click **Save**.

ZYCUS CONSTRUCTION SOFTWARE

Manage Companies ▾ Settings ▾ Help ▾ J ▾

My Events • Submit Response • Prepare Response

← Testing for Neptune Release Changes(1115822837) Event Open

Event closing in: 6 Day 22 hours 53 minutes 14 seconds

Bidding Currency: USD - US Dollar | Decimal Precision : 2 | Event Close Date Time: 28/02/2023 - 06:29:00 PM

My Downloads eForum 0

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Sections

Name	Mandatory	Optional
1. General Information	0/0	0/0
2. Commercial Section	2/2	0/0
3. Submittal Requirements	6/6	0/0
4. Schedule of Unit Prices	1/1	0/0
5. Total Price	1/1	0/0

[Import](#) [Export](#)

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Item Information				Baseline Costs [USD-US Dollar]	Demand Information				Price
Attachment(s)	Item No.	Item Name	Item Description	Target Price	Price Type	Est Qty	Qty	UOM	Rate
0 file(s)	1	Rock Hole	Rock* hole adder will apply only for holes where Rock is encountered. Use of culverts is at the discretion and cost of		Bulk	1.00	1.00	Hole	11

[Cancel](#) [Save](#) [Done](#)

6. Once the Response Submission Status is all green and says “Ready, click **Submit**. If the status is “Not Ready” and the button is red, there is an unanswered question.

ZYCUS

My Events • Submit Response

← Testing for Neptune Release Changes(1115822837) Event Open

Event closing in: 6 Day 22 hours 56 minutes 15 seconds

RFQ Details eForum

Accept Terms and Conditions Confirm Participation Submit Response

Response Status

Bidding Currency * USD - US Dollar

Section Name	Status	Type	Response Submission Status	Mandatory	Optional
1. General Information	Open	Non pricing	Ready	0 (out of 0)	0 (out of 0)
2. Commercial Section	Open	Non pricing	Ready	2 (out of 2)	0 (out of 0)
3. Submittal Requirements	Open	Non pricing	Ready	6 (out of 6)	0 (out of 0)
4. Schedule of Unit Prices	Open	Pricing	Ready	1 (out of 1)	0 (out of 0)
5. Total Price	Open	Pricing	Ready	1 (out of 1)	0 (out of 0)

Cancel Submit

7. To exit the response page without submitting your response, click “**Cancel**” in the bottom left.

ZYCUS

My Events • Submit Response

← Testing for Neptune Release Changes(1115822837) Event Open

Event closing in: 6 Day 22 hours 56 minutes 15 seconds

RFQ Details eForum

Accept Terms and Conditions Confirm Participation Submit Response

Response Status

Bidding Currency * USD - US Dollar

Section Name	Status	Type	Response Submission Status	Mandatory	Optional
1. General Information	Open	Non pricing	Ready	0 (out of 0)	0 (out of 0)
2. Commercial Section	Open	Non pricing	Ready	2 (out of 2)	0 (out of 0)
3. Submittal Requirements	Open	Non pricing	Ready	6 (out of 6)	0 (out of 0)
4. Schedule of Unit Prices	Open	Pricing	Ready	1 (out of 1)	0 (out of 0)
5. Total Price	Open	Pricing	Ready	1 (out of 1)	0 (out of 0)

Cancel Submit

8. If you click “Cancel”, you can finish your response and submit later by reentering the event.

My Events

Idaho Power Company

Filters: Supplier Company: Rotel Corporate Audio

Event ID	Event Name	Event Owner	Event Open Date	Event Close Date	Event Type	Invite Type	Event Status	Action
1115822837	Testing for Neptune	Brian Kalisek	21/02/2023	28/02/2023	RFQ	Broadcasted	Event Open	Enter event
1112125037	test123	Company Admin	17/12/2021	18/12/2021	RFP	Broadcasted	Event Paused	View event
1111158237	Broadcast event	IPC User 1	06/09/2021	07/09/2021	RFP	Broadcasted	Event Closed	View event

- Once you click “Submit” your response will be submitted to Idaho Power. You will be able to recall your response by clicking “Recall Response”.

Submit Response

← Saturn Bid Event(1113726036) Event Open

Event closing in: 6 Day 21 hours 57 minutes 56 seconds

Progress: Accept Terms and Conditions → Confirm Participation → Submit Response

Bidding Currency: USD - US Dollar

Section Name	Status	Type	Response Submission Status	Mandatory	Optional
1. General	Open	Non pricing	Submitted	1 (out of 1)	1 (out of 1)
2. Total Bid Price	Open	Pricing	Submitted	1 (out of 1)	0 (out of 0)

[Cancel](#) [Recall response](#)

Section 11: Working with Contracts

When Idaho Power initiates a contract with you as the supplier, you will be notified by email to review and eventually sign the contract.

When logged into the ZSN portal, use the “Add New Card” button to add the Contracts card to your homepage, as shown below.

The screenshot shows the ZSN portal dashboard for Idaho Power Company. The top navigation bar includes the ZYCUS logo, a search bar, and links for Manage Companies, Settings, Help, and a user profile. The main content area displays 'Pending Tasks(0)' and a message: 'You do not have any incomplete tasks at this moment'. Below this, the 'Card Libraries' section is visible. A dropdown menu is open next to the 'Add New Card' button, showing options: Alerts, Sourcing Events, Risk/Performance Reports, Development Programs, Scoring, and Contracts. The 'Contracts' option is highlighted with a red box. The background shows two card libraries: 'Sourcing Events' and 'Supplier Requests'.

From the Contracts card, you can access the contract screen by clicking on the contract title in blue, as shown here.

The screenshot shows the ZSN portal dashboard with the 'Contracts' card selected in the 'Card Libraries' section. The 'Contracts' card is highlighted with a red box. It displays a table with one record: 'Test Multiparty' with a value of '-', requested by Brian Kalisek, and requested on 22/02/2023. The card also shows '1 of 1 records'. The background shows the 'Sourcing Events' and 'Supplier Requests' card libraries.

As an alternative, click the Idaho Power Company logo to go to the account page. From here you can select the Contracts list, as well as any other activity from your supplier profile to bid events, etc., by clicking the appropriate option.

Contracts Awaiting Review

Contract Number	Title	Requested By	Requested On	Status	Action
NUR10491	Test Actions Menu	Brian Kalisek	03/13/2023	Pending Signing	Action ▾
NUR10480	Contract Testing	Mark Haggerty	03/06/2023	Signing in progress	Action ▾
NUR10213	NDA UAT	Brian Kalisek	12/07/2022	Signed	Action ▾
NUR10216	Test Addl Signer	Brian Kalisek	08/26/2022	Signed	Action ▾

Showing page 1 of 1

The contracts page will open and will show all contracts that have been initiated with your company.

Use the “Actions” button for the contract to choose the option you want to perform.

Contracts Awaiting Review

Search by Contract Number: NUR10457

1 Results Found. Clear Search Results

Contract Number	Title	Requested By	Requested On	Status	Action
NUR10457	Test Multiparty	Brian Kalisek	22/02/2023	Under External Review	1 Review Contract 2 Edit Contract Offline 3 Save A Copy 4 Undo All Modifications 5 Mark as Reviewed

1. Review Contract. This option allows you to review the contract details. Please use option two, “Edit Offline” to make redline edits if necessary.

Use the options in the left pane to review the contract.

Contract Summary is a summary of the contract.

Contracting Party is the individual to whom the contract was sent.

Contract NUM10491 with Rice Industries for Procurement - Agreement Under External Review

Author Negotiate Sign off

Contract Summary

Summary

NUM10491

Title: Test Actions Menu

Type: Procurement

SubType: Agreement

Category: Air Travel

Contracting Party (1)

Rice Industries

4240 Main Street, Boise, Idaho, 83706,
United States

Email: PTS_Vendor18@idahopower.com

Cell:

Global Supplier Identifier: undefined

The Contract Outline option allows you to review the contract text. You may also download the contract from here, but to make redlines, please use option 2, "Edit Contract Offline".

Contract NUM10491 with Rice Industries for Procurement - Agreement Under External Review

Author Negotiate Sign off

Contract Outline

GENERAL TERMS AND CONDITIONS
GOODS AND SERVICES

IDAHO POWER
An EACORP Company

"Supplier" as used in these General Terms and Conditions - Goods and Services (the "General Terms and Conditions") means the party contracting with Idaho Power Company to provide Goods (defined below) and/or Services (defined below) to Idaho Power Company, and those working for, with, or on behalf of that party. Supplier is identified as "Supplier" on the applicable Idaho Power Company Purchase Order or Contract, as applicable per the heading on such document. "IPC" refers to Idaho Power Company. The IPC Purchase Order or Contract, as applicable per the heading on such document, is referred to as the "Order." The Order, these General Terms and Conditions, and any other terms, conditions, documents, or schedules identified in the IPC Order, are collectively referred to as the "Contract Documents" or "Agreement" and are hereby incorporated by this reference into these General Terms and Conditions. "Goods" and "Services" are intended to have their broadest meaning: "Services" applies to all labor, professional, manual and technical, and other human resources, provided by Supplier in fulfillment of the Order; "Goods" includes, but is not limited to, Work Product, project deliverables identified in the Contract Documents, equipment, and materials. "Goods" and "Services" may collectively be referred to herein as the "Work." Supplier and IPC may also be referred to individually as a "Party" or collectively as the "Parties."

1. AGREEMENT AS TO TERMS

1.1. The Order is an offer until accepted by Supplier. Supplier's acceptance of the Order is limited to acceptance of the express terms contained in the Order and related Contract Documents, without modification. Supplier's scheduling or shipment of the Work or commencement of performance of Services identified in the Order, or Supplier's signing of the Order, whichever occurs first, is an effective mode of acceptance of the Order and all terms set forth in the Order and the other Contract Documents.

1.2. Any proposal for additional or different terms or any attempt by Supplier to vary in any degree any of the terms of the Order, whether in a document preceding this Order not expressly agreed to in writing by IPC or in Supplier's acceptance, is hereby objected to and rejected, and the Order shall be deemed accepted by Supplier without the additional or different terms.

1.3. The Work provided by Supplier pursuant to IPC's authorization, but prior to the full execution of the Order and related Contract Documents, shall be considered as having been performed subject to these General Terms and Conditions.

2. SUPPLIER'S RESPONSIBILITY

2.1. Supplier agrees to perform the Order in accordance with the Contract Documents. Supplier agrees to provide sufficient resources as are necessary to timely and efficiently fulfill Supplier's obligations under the Order and the Contract Documents. Supplier will furnish and maintain any and all federal, state, county, and municipal licenses or permits that apply to the Work performed by Supplier.

2.2. Supplier agrees to promptly submit to IPC, in accordance with a schedule approved by IPC, appropriate quantities of drawings and specifications for review and approval. Supplier also agrees to give IPC access at all reasonable times to Supplier's facilities for the purposes of inspecting the Order and Supplier's performance.

2.3. Supplier agrees to designate an individual who will represent Supplier in all communications, transactions, and matters with IPC associated with the Order. When requested by IPC, such representative will be present, in person, at the site(s) where Supplier's performance of the Order is being conducted.

2.4. Supplier will perform in compliance with reasonable and customary safety and work practices and applicable federal, state, and local laws, rules, and regulations. Supplier is solely responsible for the training of Supplier's employees, agents, and Subcontractors (defined in Section 30.10), and the safe condition of the work site during performance of Supplier's obligations under the Order.

2.5. None of Supplier's key personnel, including, but not limited to, managers, supervisors, engineers, computer technicians, and others integral to Supplier's performance of the Order and identified by Supplier in a bid or proposal or originally assigned to the performance of the Order may be withdrawn from the performance of Services without prior notice and approval of IPC.

2.6. Supplier agrees to achieve Final Completion of the Work by the "delivery date" specified in the Order ("Completion Date"). If no Completion Date is specified in the Order or in the other Contract Documents, then the date of delivery and completion shall be six months from the date of the Order.

2.7. Supplier and Subcontractor vehicles and equipment used in the performance of the Work on IPC premises shall be in good running order without leaks and drips of fluids. All such Supplier and Subcontractor vehicles and equipment shall be maintained in accordance with the law and/or manufacturer and

Download

Line Items allows you to see any individual line items added by Idaho Power. You download all items and add line items as well.

Contract NUM10491 with Rice Industries for Procurement - Agreement Under External Review

Author Negotiate Sign off

Line Items

Add New Line Item

Download All Line Items

Search Item Number Go

Item Number	Description	Pricing Type	UOM	Quantity	Currency	Cost	Actions
No records found							

Page 1 of 1

The Documents option allows you to download our attachments or upload your own.

Contract NUM10491 with Rice Industries for Procurement - Agreement Under External Review

Author Negotiate Sign off

Contractual Documents

Add Document Download Document

All Show Selected (0)

Document Name	Comments	Download Template	Uploaded Document	Last Modified By	Actions
Document Name	Comments		Uploaded Document	Last Modified By	

There are no records found

Show 10 records per page Page 1 of 1

2. Edit Contract Offline. Use this option to make redlines to the contract in Word. Once the redlines are saved, use the Actions menu to upload the document back into the tool. You can also discard your changes or save a copy for your records.

Contracts Awaiting Review

Contract Number	Title	Requested By	Requested On	Status	Action
NUM10491	Test Actions Menu	Brian Kalisek	03/13/2023	Under External Review	Upload, Discard, Save A Copy
NUM10480	Contract Testing	Mark Haggerty	03/06/2023	Signing in progress	
NUM10213	NDA UAT	Brian Kalisek	12/07/2022	Signed	
NUM10216	Test Addl Signer	Brian Kalisek	08/26/2022	Signed	

When the Upload option is selected, browse to the downloaded file. The Mark as Reviewed checkbox is defaulted and indicates that your review is complete. This notifies Idaho Power that the contract is ready to proceed. Enter comments and click Upload.

Upload

Upload: *

Test Actions Menu.docx [Browse]

☒ Mark as Reviewed

Comments:

Review Completed

Upload Cancel

The status of “pending signing” indicates that the supplier has completed their review and notifies Idaho Power that the supplier review is complete. Idaho Power will then review the redlines if any, and respond with further negotiation or signing, as necessary.

Contracts Awaiting Review

Contract Number	Title	Requested By	Requested On	Status	Action
NUM10491	Test Actions Menu	Brian Kalisek	03/13/2023	Pending Signing	Action
NUM10480	Contract Testing	Mark Haggerty	03/06/2023	Signing in progress	Action
NUM10213	NDA UAT	Brian Kalisek	12/07/2022	Signed	Action
NUM10216	Test Addl Signer	Brian Kalisek	08/26/2022	Signed	Action

3. Save a Copy allows you to save a local copy for your records.
4. Undo All Modifications. This option allows you to revert all redlines made by you to the contract, to the version sent by Idaho Power.
5. Mark as Reviewed. If no changes are required by you, this alerts Idaho Power that the contract is accepted as is by the supplier.