Submission Instructions for Suppliers

Fundraising Providers #23-244

Please follow these instructions to submit via our Public Portal.

If you have not already done so, YOU WILL NEED TO REGISTER IN BONFIRE before you can respond to any bid/proposal opportunities. A short video is available on Bonfire that demonstrates the registration process for review. See the video at: https://support.gobonfire.com/hc/en-us/articles/360011135513-Vendor-Registration-ProcessVideo

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
W9	File Type: PDF (.pdf)	1	Required	
Proposal (See Section 5 of Bid Specifications)	File Type: PDF (.pdf)	1	Required	
Fundraiser Questionnaire (Q-59NX)	Questionnaire: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this Questionnaire. The Response Template can be downloaded from the project listing on the Bonfire portal.
Product List	File Type: Excel (.xls, .xlsx)	1	Required	

Name	Type	# Files	Requirement	Instructions
Certificate of Interested Parties	File Type: PDF (.pdf)	1	Required	
Deviations Compliance Form	File Type: PDF (.pdf)	1	Required	
Insurance Certificate	File Type: PDF (.pdf)	1	Required	
Company declares a Conflict of Interest	Data Type: Yes/No	N/A	Required	
Conflict of Interest form including declared COI (If there is no COI, do not upload anything)	File Type: PDF (.pdf)	1	Optional	
If you are a HUB vendor - provide HUB Certification	File Type: PDF (.pdf)	1	Optional	
Additional Information	File Type: Any	Multiple	Optional	

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested Data:

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the Bonfire Help Center.

Requested Questionnaires:

The Questionnaire Response Templates can be obtained at https://risd.bonfirehub.com/opportunities/85964.

Please note that Questionnaires may take a significant amount of time to prepare.

2. Upload your submission at:

https://risd.bonfirehub.com/opportunities/85964

The Vendor Discussion period for this opportunity starts Mar 01, 2023 10:00 AM CST. The Vendor Discussion period for this opportunity ends Mar 17, 2023 10:00 AM CDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Mar 28, 2023 1:00 PM CDT.** We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

All bids/proposals must be **SUCCESSFULLY** submitted before the due date and time regardless of your organization's ability to submit bids online. It is the supplier's **sole responsibility** to ensure that bid/proposal documents successfully arrive before the due date and time. The District's online bidding application utilizes the Internet and the World Wide Web, which is comprised of systems that are completely out of the District's control. It is highly recommended that the suppliers allow themselves enough time to complete a successful submission. **Do not wait until the last minute!**

Important Notes:

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

It is recommended that once you have completed your final submission and received a notice status of “Submission Complete” from Bonfire, you access your account again and review the documents to verify that the correct content has been provided. Once the close date has past, you will not have an opportunity to change any of the submitted documents.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Richardson Independent School District uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at https://vendorsupport.gobonfire.com/hc/en-us