



# Submission Instructions for Suppliers

## RFSP # 24-293 – Disposable Supplies and Related Items for Child Nutrition

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
If you are a HUB vendor - provide HUB Certification	File Type: PDF (.pdf)	1	Optional	
References Form	File Type: PDF (.pdf)	Multiple	Required	
W9	File Type: PDF (.pdf)	1	Required	
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	
Texas Certifications and Affidavits	File Type: PDF (.pdf)	1	Required	
Federal Certifications	File Type: PDF (.pdf)	1	Required	



Name	Type	# Files	Requirement	Instructions
and Affidavits Document (see Supporting Documentation)				
Proposal (Section 10 of Specification)	File Type: PDF (.pdf)	Multiple	Required	
24-293 Disposable Supplies & Related Items (BT-18EU)	BidTable: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.
24-293 - Disposable Supplies & Related Items (Q-04YZ)	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.
Company declares a Conflict of Interest	Data Type: Yes/No	N/A	Required	
Conflict of Interest form including declared COI (If	File Type: PDF (.pdf)	1	Optional	



Name	Type	# Files	Requirement	Instructions
there is no COI, do not upload anything)				
Any additional Information (detailed proposal in pdf)	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/122444>.

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

### **Requested BidTables:**

The BidTable Response Templates can be obtained at <https://risd.bonfirehub.com/opportunities/122444>.



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

## 2. Upload your submission at:

<https://risd.bonfirehub.com/opportunities/122444>

The Vendor Discussion period for this opportunity starts Feb 15, 2024 10:00 AM CST. The Vendor Discussion period for this opportunity ends Feb 29, 2024 3:00 PM CST. 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 07, 2024 10:00 AM CST**. 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.

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](mailto: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>