Submission Instructions for Suppliers

Catering Services RFSP # 26-371

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
Current Health Inspection Report	File Type: PDF (.pdf)	1	Required	
Current Health Department Permit	File Type: PDF (.pdf)	1	Required	
Current Food Handling Certificate	File Type: PDF (.pdf)	Multiple	Required	
Menus with Pricing	File Type: PDF (.pdf)	Multiple	Required	
Catering Services Questionnaire (Q-12AR)	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.
Deviations Compliance Form -	File Type: Any	Multiple	Required	

Name	Type	# Files	Requirement	Instructions
To propose a deviation, responder is to use the Word version of the Standard Terms and Conditions, turn the "Track Changes" feature on (by clicking on the "Review" tab in the menu bar and then clicking the "Track Changes" command), and markup/redline the document with the proposed deviations. Once responder has marked up the document, responder must provide the requested changes to the Terms and Conditions by uploading the redlined document with the Deviations form				
RISD Texas Certifications (see RISD's Texas Certifications 25-26 Document)	File Type: PDF (.pdf)	1	Required	
Insurance Certificate	File Type: PDF (.pdf)	1	Required	
W9	File Type: PDF (.pdf)	1	Required	

Name	Type	# Files	Requirement	Instructions
The awarded vendor agrees to provide Pre-Service Affidavits for all employees who will deliver services involving contact with students during the term of the bid award. These affidavits must be submitted via email to purchasing@risd.org prior to the commencement of any services (If there will be no contact with students respond No)	Data Type: Yes/No	N/A	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	
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 Euna Procurement Help Center.

Requested Questionnaires:

The Questionnaire Response Templates can be obtained at https://risd.bonfirehub.com/opportunities/222200.

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

2. Upload your submission at:

https://risd.bonfirehub.com/opportunities/222200

The Question period for this opportunity starts Mar 03, 2026 10:00 AM CST. The Question period for this opportunity ends Apr 07, 2026 1:00 PM 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 **Apr 14, 2026 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 Euna Procurement portal for accepting and evaluating proposals digitally. Please contact Euna Procurement at support.bonfire@eunasolutions.com for technical questions related to your submission. You can also visit their help forum at https://customer.eunasolutions.com/public/s/knowledge-base/bonfire-hub/vendor-submission-support