



# Submission Instructions for Suppliers

## Commodity Discount Providers RFP # 26-383

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.

For additional submission instructions see link:

<https://procurement-help.eunasolutions.com/hc/en-us/articles/48472222760979-Vendor-Submissions-with-Solicitation-Builder>

### 1. Prepare your submission materials:

#### Requested Information

| Name                                             | Type                  | # Files  | Requirement |
|--------------------------------------------------|-----------------------|----------|-------------|
| Vendor's Proposal                                | File Type: PDF (.pdf) | Multiple | Required    |
| Supplier Note                                    | Data Type: Text       | N/A      | Optional    |
| Additional Information                           | File Type: Any        | 1        | Optional    |
| Reviewed Standard Solicitation Instructions      | Data Type: Yes/No     | N/A      | Required    |
| Vendor's Published Price List                    | File Type: PDF (.pdf) | Multiple | Required    |
| Reviewed Richardson ISD's Vendor Code of Conduct | Data Type: Yes/No     | N/A      | Required    |



| Name                                                                                     | Type                     | # Files | Requirement |
|------------------------------------------------------------------------------------------|--------------------------|---------|-------------|
| Company Name                                                                             | Data Type: Text          | N/A     | Required    |
| Company DBA<br>(Doing Business As)<br>(put NA if not applicable)                         | Data Type: Text          | N/A     | Required    |
| W-9                                                                                      | File Type: PDF<br>(.pdf) | 1       | Required    |
| Bid Representative                                                                       | Data Type: Text          | N/A     | Required    |
| Bid Representative<br>Email Address                                                      | Data Type: Text          | N/A     | Required    |
| Bid Representative<br>Phone Number                                                       | Data Type: Text          | N/A     | Required    |
| Principal Place of<br>Business<br><br>(provide the<br>Address, City, State,<br>Zip Code) | Data Type: Text          | N/A     | Required    |
| Does your company<br>have a website?                                                     | Data Type: Yes/No        | N/A     | Required    |
| Company's website                                                                        | Data Type: Text          | N/A     | Optional    |
| Customer Service<br>Representative                                                       | Data Type: Text          | N/A     | Required    |
| Customer Service<br>Representative<br>Email                                              | Data Type: Text          | N/A     | Required    |
| Customer Service<br>Representative<br>Phone Number                                       | Data Type: Number        | N/A     | Required    |



| Name                                                                                                   | Type                  | # Files  | Requirement |
|--------------------------------------------------------------------------------------------------------|-----------------------|----------|-------------|
| Email Address for Purchase Orders                                                                      | Data Type: Text       | N/A      | Required    |
| Past History                                                                                           | Data Type: Yes/No     | N/A      | Required    |
| If you have done business with Richardson ISD, please provide dates and/or description of work.        | Data Type: Text       | N/A      | Optional    |
| Is your company HUB (Historically Underutilized Business) certified?                                   | Data Type: Yes/No     | N/A      | Required    |
| If yes, please upload a current certificate or supporting documentation.                               | File Type: PDF (.pdf) | Multiple | Optional    |
| Conflict of Interest with Board Officials                                                              | Data Type: Radio      | N/A      | Required    |
| Attached Signed COI if you answered YES above                                                          | File Type: PDF (.pdf) | 1        | Optional    |
| Resident Bidder                                                                                        | Data Type: Yes/No     | N/A      | Required    |
| If principal business is not in Texas, please identify which state your principal business is located. | Data Type: Text       | N/A      | Optional    |
| Does your company employee 500 or                                                                      | Data Type: Yes/No     | N/A      | Required    |



| Name                                                    | Type                          | # Files | Requirement |
|---------------------------------------------------------|-------------------------------|---------|-------------|
| more people within the State of Texas?                  |                               |         |             |
| UEI Number if known                                     | Data Type: Text               | N/A     | Optional    |
| Reviewed Richardson ISD's Standard Terms and Conditions | Data Type: Yes/No             | N/A     | Required    |
| No Deviations                                           | Data Type: Radio              | N/A     | Required    |
| Deviations                                              | File Type: Word (.doc, .docx) | 1       | Optional    |
| Non-Collusive                                           | Data Type: Radio              | N/A     | Required    |
| No Lobbying                                             | Data Type: Radio              | N/A     | Required    |
| Criminal Background                                     | Data Type: Radio              | N/A     | Required    |
| Felony Conviction                                       | Data Type: Radio              | N/A     | Required    |
| Felony Conviction Disclosure                            | Data Type: Text               | N/A     | Optional    |
| Certificate Regarding Debarment                         | Data Type: Radio              | N/A     | Required    |
| Public Records Notification                             | Data Type: Radio              | N/A     | Required    |
| Confidential Information                                | Data Type: Radio              | N/A     | Required    |
| If YES, is selected above, provide                      | File Type: PDF (.pdf)         | 1       | Optional    |



| Name                                                                                                           | Type                  | # Files | Requirement |
|----------------------------------------------------------------------------------------------------------------|-----------------------|---------|-------------|
| document with confidential items.                                                                              |                       |         |             |
| Interlocal Agreement Clause                                                                                    | Data Type: Radio      | N/A     | Required    |
| Minimum Insurance Requirements                                                                                 | Data Type: Radio      | N/A     | Required    |
| Vendor's Insurance Certificate                                                                                 | File Type: PDF (.pdf) | 1       | Required    |
| Reference #1                                                                                                   | Data Type: Text       | N/A     | Required    |
| Reference #2                                                                                                   | Data Type: Text       | N/A     | Required    |
| Reference #3                                                                                                   | Data Type: Text       | N/A     | Required    |
| Reference Provided                                                                                             | Data Type: Yes/No     | N/A     | Required    |
| Will your company accept emailed or mailed purchase orders issues by Richardson ISD?                           | Data Type: Yes/No     | N/A     | Required    |
| Do you have a minimum order requirement? If yes, please provide specifications to your requirement.            | Data Type: Text       | N/A     | Required    |
| Will your company accept Richardson ISD's Net 30 payment terms as stated in our Standard Terms and Conditions? | Data Type: Yes/No     | N/A     | Required    |



| Name                                                                                                                              | Type                  | # Files | Requirement |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------|-------------|
| Is there a reference number RISD must include on purchase orders to receive bid pricing? If yes, please provide that information. | Data Type: Text       | N/A     | Required    |
| Provide your return/exchange policy.                                                                                              | Data Type: Text       | N/A     | Required    |
| Provide any shipping, handling or freight charges as they apply to each order                                                     | Data Type: Text       | N/A     | Required    |
| Provide your standard delivery time after receipt of the purchase order.                                                          | Data Type: Text       | N/A     | Required    |
| Purchase Order Requirement and Authorization for Delivery of Goods and Services                                                   | Data Type: Yes/No     | N/A     | Required    |
| Certificate of Interested Parties (1295 Form)                                                                                     | File Type: PDF (.pdf) | 1       | Required    |
| Do you agree to provide a Data Privacy Agreement if requested by RISD?                                                            | Data Type: Yes/No     | N/A     | Required    |
| Do you agree to provide a Pre-                                                                                                    | Data Type: Yes/No     | N/A     | Required    |



| Name                                                                               | Type                  | # Files | Requirement |
|------------------------------------------------------------------------------------|-----------------------|---------|-------------|
| Service Affidavit, if required?                                                    |                       |         |             |
| Signed Pre-Service Affidavit Form                                                  | File Type: PDF (.pdf) | 1       | Optional    |
| Certification Regarding Foreign Terrorist Organization Business Relationships      | Data Type: Radio      | N/A     | Required    |
| Certifications Regarding Boycotting of Israel                                      | Data Type: Checkbox   | N/A     | Required    |
| Certification Regarding Contracting Information                                    | Data Type: Checkbox   | N/A     | Required    |
| Certification Regarding Boycotting Certain Energy Companies                        | Data Type: Checkbox   | N/A     | Required    |
| Certification Prohibiting Discrimination Against Firearm and Ammunition Industries | Data Type: Checkbox   | N/A     | Required    |
| Certification for Critical Infrastructure Security                                 | Data Type: Radio      | N/A     | Required    |
| Equal Employment Opportunity and                                                   | Data Type: Radio      | N/A     | Required    |



| Name                                                               | Type              | # Files | Requirement |
|--------------------------------------------------------------------|-------------------|---------|-------------|
| Nondiscrimination Certification                                    |                   |         |             |
| Certification of Independent Price Determination and Non-Collusion | Data Type: Radio  | N/A     | Required    |
| Administrative, Contractual, or Legal Remedies Certification       | Data Type: Radio  | N/A     | Required    |
| Termination for Cause and for Convenience Acknowledgement          | Data Type: Yes/No | N/A     | Required    |
| Equal Employment Opportunity                                       | Data Type: Radio  | N/A     | Required    |
| Davis-Bacon Act and Copeland Anti-Kickback Act Certification       | Data Type: Radio  | N/A     | Required    |
| Contract Work Hours and Safety Standards Acknowledgement           | Data Type: Yes/No | N/A     | Required    |
| Patent Rights to Inventions Compliance                             | Data Type: Radio  | N/A     | Required    |
| Clean Air Act Compliance                                           | Data Type: Radio  | N/A     | Required    |
| Debarment and Suspension Certification                             | Data Type: Radio  | N/A     | Required    |



| Name                                                                                                                                      | Type                  | # Files | Requirement |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------|-------------|
| Byrd Anti-Lobbying Amendment Certification                                                                                                | Data Type: Radio      | N/A     | Required    |
| Provide Disclosure if selected above.                                                                                                     | File Type: PDF (.pdf) | 1       | Optional    |
| Recovered Materials Certification                                                                                                         | Data Type: Radio      | N/A     | Required    |
| Consideration of Small, Minority, Women's Business Enterprises, Veteran-Owned Businesses, and Labor Surplus Area Firms Certification      | Data Type: Radio      | N/A     | Required    |
| Certification of Compliance with "Never Contract with the Enemy" (2 CFR § 200.215)                                                        | Data Type: Radio      | N/A     | Required    |
| Certification of Compliance with Prohibition on Certain Telecommunications and Video Surveillance Equipment or Services (2 CFR § 200.216) | Data Type: Radio      | N/A     | Required    |
| Certification of Compliance with Whistleblower Protections                                                                                | Data Type: Radio      | N/A     | Required    |



| Name                                                                                                          | Type             | # Files | Requirement |
|---------------------------------------------------------------------------------------------------------------|------------------|---------|-------------|
| Record Retention Requirements Certification (2 CFR § 200.334)                                                 | Data Type: Radio | N/A     | Required    |
| Certification of Compliance with Environmental Protection Agency Regulations (2 CFR Part 200, Appendix II(G)) | Data Type: Radio | N/A     | Required    |
| Certification of Compliance with the Energy Policy and Conservation Act                                       | Data Type: Radio | N/A     | Required    |
| Vendor Representation Regarding Responsibility                                                                | Data Type: Radio | N/A     | Required    |
| Certification of Domestic Preferences for Procurements and Compliance with Buy America Provisions             | Data Type: Radio | N/A     | Required    |
| Certification of Access to Records                                                                            | Data Type: Radio | N/A     | Required    |
| Certification of Applicability to Subcontractors                                                              | Data Type: Radio | N/A     | Required    |
| Certification of Employment                                                                                   | Data Type: Radio | N/A     | Required    |



| Name                                     | Type                  | # Files | Requirement |
|------------------------------------------|-----------------------|---------|-------------|
| Assistance Prohibited                    |                       |         |             |
| Certification of Intangible Property     | Data Type: Radio      | N/A     | Required    |
| Certification of Employment Verification | Data Type: Radio      | N/A     | Required    |
| Commodity List Discount                  | File Type: PDF (.pdf) | 1       | Required    |

### 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](#).

## 2. Upload your submission at:

<https://risd.bonfirehub.com/opportunities/244569>

The Question period for this opportunity starts Aug 03, 2026 10:00 AM CDT. The Question period for this opportunity ends Dec 10, 2026 5:00 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 **Dec 11, 2026 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.

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.procurement@eunasolutions.com](mailto:support.procurement@eunasolutions.com) for technical questions related to your submission. You can also visit their help forum at <https://procurement-help.eunasolutions.com/hc/en-us>

