



Submission Instructions for Suppliers

Miscellaneous Consultant Services 26-27 RFP 26-385

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
Reviewed Standard Solicitation Instructions	Data Type: Yes/No	N/A	Required
Vendor's Proposal	File Type: PDF (.pdf)	Multiple	Required
Supplier Note	Data Type: Text	N/A	Optional
Additional Information	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	1	Optional
Reviewed Richardson ISD's	Data Type: Yes/No	N/A	Required



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



Name	Type	# Files	Requirement
Customer Service Representative Phone Number	Data Type: Number	N/A	Required
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



Name	Type	# Files	Requirement
Does your company employee 500 or more people within the State of Texas?	Data Type: Yes/No	N/A	Required
UEI Number	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



Name	Type	# Files	Requirement
If YES, is selected above, provide document with confidential items.	File Type: PDF (.pdf)	1	Optional
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	Data Type: Yes/No	N/A	Required



Name	Type	# Files	Requirement
Standard Terms and Conditions?			
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
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-Service Affidavit, if required?	Data Type: Yes/No	N/A	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



Name	Type	# Files	Requirement
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 Nondiscrimination Certification	Data Type: Radio	N/A	Required
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



Name	Type	# Files	Requirement
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
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,	Data Type: Radio	N/A	Required



Name	Type	# Files	Requirement
Women's Business Enterprises, Veteran-Owned Businesses, and Labor Surplus Area Firms Certification			
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
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



Name	Type	# Files	Requirement
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 Assistance Prohibited	Data Type: Radio	N/A	Required
Certification of Intangible Property	Data Type: Radio	N/A	Required
Certification of Employment Verification	Data Type: Radio	N/A	Required
Describe the type of service(s) your company provides.	Data Type: Text	N/A	Required



Name	Type	# Files	Requirement
Do you have any certifications or licenses?	Data Type: Yes/No	N/A	Required
If you do have certifications and or licenses, please provide certification and/or licenses.	File Type: PDF (.pdf)	Multiple	Optional
Provide target audience for your services. (Teachers, Students K-12 or 9-12, Administrative Staff, etc.)	Data Type: Text	N/A	Required
Do you have any facility requirements? (Technology, Room size or type, etc.)	Data Type: Yes/No	N/A	Required
If you do have facility requirements, please provide.	Data Type: Text	N/A	Optional
Provide cost of service(s) being provided. (Hourly, Full Day, Half Day, etc.)	Data Type: Text	N/A	Required
Does the purchase of your service(s) require the purchases of materials?	Data Type: Yes/No	N/A	Required
If the purchase of your service(s) does require the purchase	Data Type: Text	N/A	Optional



Name	Type	# Files	Requirement
of materials, please provide the information of required materials.			
Criminal History Form	File Type: PDF (.pdf)	1	Required
DPS Computerized Criminal History Form	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/245611>

The Question period for this opportunity starts Aug 03, 2026 10:00 AM CDT. The Question period for this opportunity ends May 26, 2027 4:00 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 **May 28, 2027 4:00 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.

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 Euna Procurement portal for accepting and evaluating proposals digitally. Please contact Euna Procurement at 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>