Submission Instructions for Suppliers

Cheerleading and Drill Team Equipment & Supplies RFP 26-390

Please follow these instructions to submit via our Public Portal.

If you have not already done so, YOU WILL NEED TO REGISTER IN EUNA PROCUREMENT 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:

The following items will be requested within the Public Portal System.

Requested Information

Name	Type	# Files	Requirement	Instructions
Percent Discount Questionnaire (Q-13CP)	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.
Vendor's Proposal	File Type: PDF (.pdf)	Multiple	Required	
Supplier Note	Data Type: Text	N/A	Optional	

Name	Type	# Files	Requirement	Instructions
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	
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	Data Type: Text	N/A	Required	

Name	Type	# Files	Requirement	Instructions
(provide the Address, City, State, Zip Code)				
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	
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	

Name	Type	# Files	Requirement	Instructions
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	
Attach Signed COI if you answered YES above (provided above as an attachment)	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 employ 500 or more people within the State of Texas?	Data Type: Yes/No	N/A	Required	
Reviewed Richardson ISD's Standard Terms and Conditions	Data Type: Yes/No	N/A	Required	
No Deviations	Data Type: Radio	N/A	Required	

Name	Type	# Files	Requirement	Instructions
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	
UEI Number	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 document with confidential items.	File Type: PDF (.pdf)	1	Optional	
Interlocal Agreement Clause	Data Type: Radio	N/A	Required	

Name	Type	# Files	Requirement	Instructions
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	Instructions
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	

Name	Type	# Files	Requirement	Instructions
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	
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	

Name	Type	# Files	Requirement	Instructions
Certification Regarding Prohibited Diversity, Equity, and Inclusion (DEI) Activities	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	
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	

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

Name	Type	# Files	Requirement	Instructions
Telecommunications and Video Surveillance Equipment or Services (2 CFR § 200.216)				
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	
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	Data Type: Radio	N/A	Required	

Name	Type	# Files	Requirement	Instructions
Buy America Provisions				
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	

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/261371.

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

2. Upload your submission at:

https://risd.bonfirehub.com/opportunities/261371

The Question period for this opportunity starts Nov 12, 2026 10:00 AM CST. The Question period for this opportunity ends Dec 01, 2026 4:00 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 03, 2026 3:00 PM 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:

Each item of Requested Information will only be visible after the Closing Time.

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 receive a notice status of “Submission Complete” from Euna Procurement, 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 for technical questions related to your submission. You can also visit their help forum at https://procurement-help.eunasolutions.com/hc/en-us