

# Overview & Highlights

## Important Notes to keep in mind:

- Opportunities that use In-App Pricing Sheets will have the accepted BidTable format as Datatable, meaning that you will fill it out directly within the submissions page
- Adjustments or edits can be made to Pricing Sheets after you have confirmed your bids, but only **before** the project closes
- A scroll bar at the bottom of the Pricing Sheet indicates that there is additional information to the right that needs to be completed
- Always review and note all “**Important Events**” dates/time
- Review “**Project Description**” and any posted “**Public Notices**”
- Review, download and fill out all “**Supporting Documentation**” and “**Requested Information**” well in advance.
- 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

## Quick Resources

### Video Walkthrough

**Detailed training:** Check out our full training video on filling out [In-App Pricing Sheets](#).

**Quick Video:** Check out our high-level overview video, which contains a walkthrough of the [Vendor Registration and Submission](#) process

### Bonfire Resources/Articles:

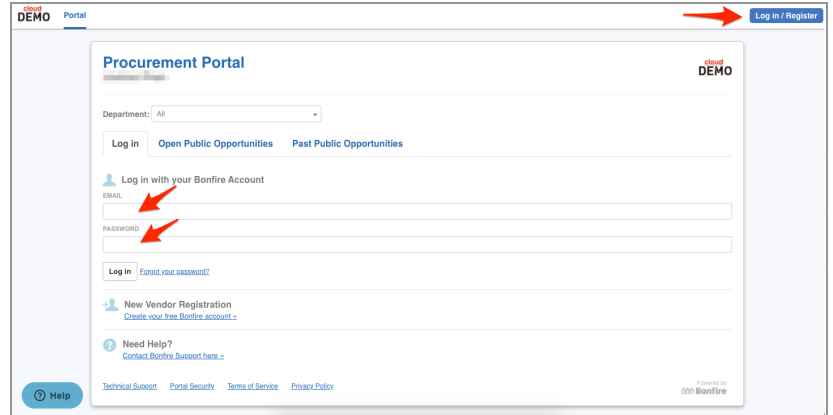
- [How do I fill out a New In-Line BidTable?](#)
- [Creating and Uploading a Submission \(for Vendors\)](#)

# Completing a Submission with an In-App Pricing Sheet

## Navigating the Opportunity

### Project Details & Important Events

- ❑ After logging in and selecting the opportunity you would like to submit to, note key project dates and details under the **“Project Details”** section



- ❑ Check **“Important Events”** section for additional events and deadlines

Important Events:

Status	Event Name	Location	Description	Dates	Mandatory
ONGOING	Open Date	Online Portal	Posting date for the Opportunity	Jun 8th 2020, 12:00 PM EDT	N/A
UPCOMING	Intent to Bid Due Date	Online Portal	Deadline to indicate your intent to Bid	Jun 19th 2020, 12:00 PM EDT	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Jul 6th 2020, 12:00 PM EDT	N/A
UPCOMING	Questions Due Date	Online Portal	Deadline to submit Questions	Jul 6th 2020, 12:00 PM EDT	N/A

### Supporting Documentation

- ❑ **Download** and **Review** all documents provided by the purchasing organization under the **“Supporting Documentation”** section

Supporting Documentation:

File	Type	Description	Date Created	Actions
RFP - Waste Removal Services.pdf	Documentation	Please refer to this main RFP document.	Jul 19th 2022, 11:13 AM EDT	Download
Submission Instructions.pdf	Documentation	Please refer to these submission instructions.	Jul 19th 2022, 11:13 AM EDT	Download

### Requested Information

- ❑ Note the details of what is required as part of your submission under the **“Requested Information”** section.
- ❑ There will be nothing to download for the Pricing Sheet and the instructions will remind you that it is completed in-browser.

Requested information:

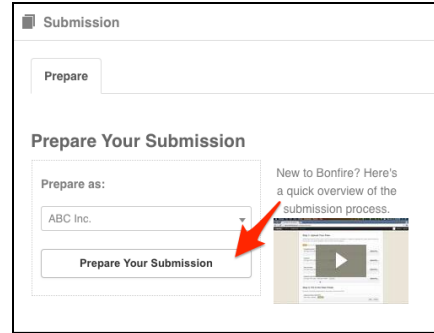
Listed below are the documents and information needed to complete your submission:

Name	Type	# Files	Requirement	Instructions	Actions
Proposal	File Type: PDF (.pdf)	Multiple	REQUIRED		
Shelter Supplies - Monthly Requirements (BT-05LR)	BidTable: Datable	N/A	OPTIONAL	You will need to complete the BidTable online in the browser. The BidTable can be filled any time during your submission. Please note that BidTables may take a significant amount of time to prepare.	

# Uploading Your Submission

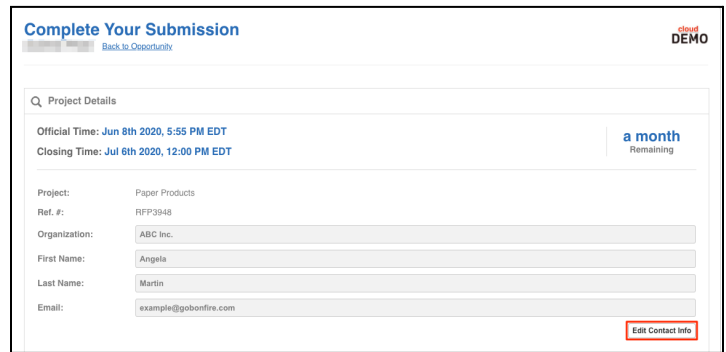
## Prepare Your Submission

- ❑ Navigate to the bottom of the page to the “**Submissions**” section to “**Prepare your Submission**”
- ❑ You may be required to submit your [Intent to Bid](#) prior to preparing your submission.



## Check Project Details and Contact Information

- ❑ Note key project details and Project Description under the “**Project Details**” section.



## Provide Submission Information and Upload Files

- ❑ This is where you can upload any required documents, as well as complete the Pricing Sheet. Once the BidTable has loaded, it will look similar to the picture on the right:

**Shelter Supplies - Monthly Requirements (BT-05LR)** REQUIRED Confirm BidTable

**Description**  
This sample BidTable is to display the new Online BidTables feature.

**Instructions**  
Fill out the form below. All changes are saved automatically. Click 'Confirm BidTable' when you are complete. Select 'Bid' for each item you are bidding on and fill out the required information. Select 'No Bid' if you are not bidding on that item. If you want to add an additional response for a specific item, first select 'Bid' for that item and then click the '+' button.

--- Scroll to the right to see more columns

	Item	#	Quantity Required	Unit Type & Frequency	Unit Price per Month	
<b>Animal Nutrition</b>						
Bid	No Bid	+	Wet Cat Food - A...	#1-1 28	Case of 24 - Monthly	\$ ____
Bid	No Bid	+	Dry Cat Food - A...	#1-2 12	1lb Bags - Monthly	\$ ____
Bid	No Bid	+	Healthy Treats - A...	#1-3 4	250g Pouch or Similar - ...	\$ ____
<b>Animal Care</b>						
Bid	No Bid	+	Kitty Litter	#2-1 10	15kg Box or Similar - Mo...	\$ ____
Bid	No Bid	+	Catnip	#2-2 3	10g Pouch - Monthly	\$ ____

## Filling Out the Pricing Sheet

- ❑ Begin with deciding if you will **Bid** or **No Bid** on the indicated line item. For line items that have been selected as "No Bid," all text fields for that line item will be greyed out. If there is not a No Bid option, then the Project Owner has not enabled it and intends for you to bid on all line items.

	Item	#	Quantity Required	Unit Type & Frequency	Unit Price per Month	
Bid	No Bid	+	Wet Cat Food - A...	#1-1 28	Case of 24 - Monthly	\$ ____
Bid	No Bid	+	Dry Cat Food - A...	#1-2 12	1lb Bags - Monthly	\$ ____
Bid	No Bid	+	Healthy Treats - A...	#1-3 4	250g Pouch or Similar - ...	\$ ____
<b>Animal Care</b>						
Bid	No Bid	+	Kitty Litter	#2-1 10	15kg Box or Similar - Mo...	\$ ____
Bid	No Bid	+	Catnip	#2-2 3	10g Pouch - Monthly	\$ ____

- ❑ Scroll to the right to see additional BidTable fields that may be required. Clicking on a Text field will expand it, allowing you more space for your response.

Description  
This sample BidTable is to display the new Online BidTables feature.

Instructions  
Fill out the form below. All changes are saved automatically. Click 'Confirm BidTable' when you are complete. Select 'Bid' for each item you are bidding on and fill out the required information. Select 'No Bid' if you are not bidding on that item. If you want to add an additional response for a specific item, first select 'Bid' for that item and then click the '+' button.

--- Scroll to the right to see more columns

	Item	#	Quantity Required	Unit Type & Frequency	Unit Price per Month	Brand and Model Name	Total Cost
<b>Animal Nutrition</b>							
Bid	Wet Cat Food - A...	#1-1	28	Case of 24 - Monthly	\$440.00	Tiki Cat - Assorted	\$12,320.00
Bid	Dry Cat Food - A...	#1-2	12	1lb Bags - Monthly			
Bid	Healthy Treats - A...	#1-3	4	250g Pouch or Similar - ...	\$	Almo - Assorted Flavours	
<b>Animal Care</b>							
Bid	Kitty Litter	#2-1	10	15kg Box or Similar - Mo...	\$		
Bid	Catnip	#2-2	3	10g Pouch - Monthly	\$		

## Adding Additional Responses

- ❑ If enabled, you will be able to add **Additional Responses** by first marking the original line item as **Bid**, then clicking the **+** sign beside the **Bid/No Bid** selection buttons. An additional line will appear, this is where you can complete your additional response.

	Item	#	Quantity Required	Unit Type & Frequency	Unit Price per Month	Brand and Model Name	Total Cost
<b>Animal Nutrition</b>							
Bid	Wet Cat Food - Assorte...	#1-1	28	Case of 24 - Monthly	\$16.00	Tiki Cat - Assorted	\$448.00
Additional	Wet Cat Food - Assorte...	#1-1A	28	Case of 24 - Monthly	\$8.00	PC Wet Cat Food ...	\$224.00
Bid	Dry Cat Food - Assorte...	#1-2	12	1lb Bags - Monthly			
Bid	Healthy Treats - Assorte...	#1-3	4	250g Pouch or Similar - ...	\$4.50	Weruva BFF - Ass...	\$18.00
<b>Animal Care</b>							
Bid	Kitty Litter	#2-1	10	15kg Box or Similar - Mo...	\$15.00	TidyCat - Extra Str...	\$150.00
Bid	Catnip	#2-2	3	10g Pouch - Monthly	\$9.00	Organic Cat Buds	\$27.00

## Confirm Your Pricing Sheet

- ❑ Once you have completed filling out all required data for the Pricing Sheet, click **Confirm BidTable** to mark it as complete as part of your submission.

Shelter Supplies - Monthly Requirements (BT-05LR) Click To Confirm BidTable [Confirm BidTable](#)

Description  
This sample BidTable is to display the new Online BidTables feature.

Instructions  
Fill out the form below. All changes are saved automatically. Click 'Confirm BidTable' when you are complete. Select 'Bid' for each item you are bidding on and fill out the required information. Select 'No Bid' if you are not bidding on that item. If you want to add an additional response for a specific item, first select 'Bid' for that item and then click the '+' button.

--- Scroll to the right to see more columns

	Item	#	Quantity Required	Unit Type & Frequency	Unit Price per Month	Brand and Model Name	Total Co
<b>Animal Nutrition</b>							
Bid	Wet Cat Food - Assorte...	#1-1	28	Case of 24 - Monthly	\$16.00	Tiki Cat - Assorted	\$448.00
Additional	Wet Cat Food - Assorte...	#1-1A	28	Case of 24 - Monthly	\$8.00	PC Wet Cat Food ...	\$224.00
Bid	Dry Cat Food - Assorte...	#1-2	12	1lb Bags - Monthly			
Bid	Healthy Treats - Assorte...	#1-3	4	250g Pouch or Similar - ...	\$4.50	Weruva BFF - Ass...	\$18.00
<b>Animal Care</b>							
Bid	Kitty Litter	#2-1	10	15kg Box or Similar - Mo...	\$15.00	TidyCat - Extra Str...	\$150.00
Additional	Kitty Litter	#2-1A	10	15kg Box or Similar - Mo...	\$3.75	Pine Pellets	\$37.50
Bid	Catnip	#2-2	3	10g Pouch - Monthly	\$9.00	Organic Cat Buds	\$27.00

- ❑ Once confirmed, Bonfire will validate your responses, then mark the Pricing Sheet as **Complete**. A valid Pricing Sheet will have green checkmarks on the left, along with an **Edit BidTable** button at the top right.

Shelter Supplies - Monthly Requirements (BT-05LR) Edit BidTable

Description  
This sample BidTable is to display the new Online BidTables feature.

Instructions  
BidTable is confirmed. Click 'Edit BidTable' to make changes.

--- Scroll to the right to see more columns

	Item	#	Quantity Required	Unit Type & Frequency	Unit Price per Month	Brand and Model Name	Total Co
<b>Animal Nutrition</b>							
✓	Wet Cat Food - Assorte...	#1-1	28	Case of 24 - Monthly	\$16.00	Tiki Cat - Assorted	\$448.00
✓	Wet Cat Food - Assorte...	#1-1A	28	Case of 24 - Monthly	\$8.00	PC Wet Cat Food - Assort...	\$224.00
✓	Dry Cat Food - Assorte...	#1-2	12	1lb Bags - Monthly	--	--	
✓	Healthy Treats - Assorte...	#1-3	4	250g Pouch or Similar - ...	\$4.50	Weruva BFF - Assorted	\$18.00
<b>Animal Care</b>							
✓	Kitty Litter	#2-1	10	15kg Box or Similar - Mo...	\$15.00	TidyCat - Extra Strength	\$150.00
✓	Kitty Litter	#2-1A	10	15kg Box or Similar - Mo...	\$3.75	Pine Pellets	\$37.50
✓	Catnip	#2-2	3	10g Pouch - Monthly	\$9.00	Organic Cat Buds	\$27.00

## Submission Check

- ❑ Do a final check that you have all of your information filled out and files uploaded (green validation circles)

## Submit & Finalize

- ❑ Check off *"I understand that I can't change any of the submission details or documents once the project closes."* box and click on the **"Submit & Finalize My Submission"** button.

### Step 2: Submit & Finalize

- I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

- ❑ CONGRATULATIONS on completing your Submission! You will now be directed to the **Submission Receipt**

## Post Submission Resources

- [Can I revise my submission?](#)
- [How do I find my submission confirmation?](#)
- [Finding Award Information](#)