

# Overview & Highlights

## Important Notes to keep in mind:

- Review and note all “**Important Events**” dates/time
  - Events dates & times
  - Intent to Bid due date and time
  - Questions due date and time
  - Opportunity Close date and 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 the [Vendor Submission](#) process.

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

### Bonfire Resources/Articles:

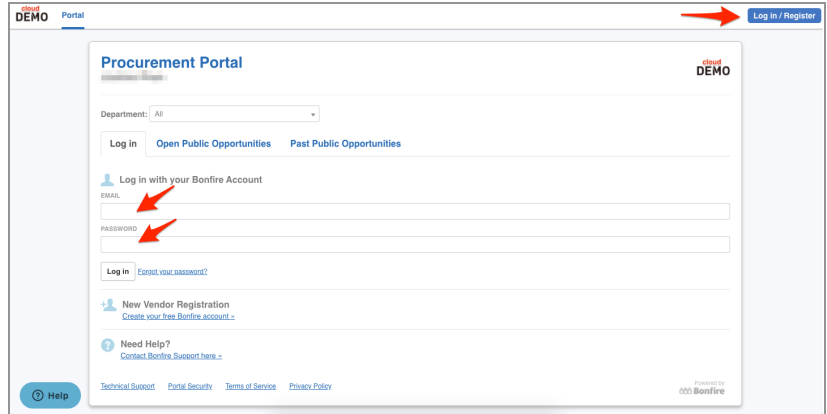
- [Creating and Uploading a Submission \(for Vendors\)](#)
- [Can I revise my submission?](#)

# Vendor Submission Process

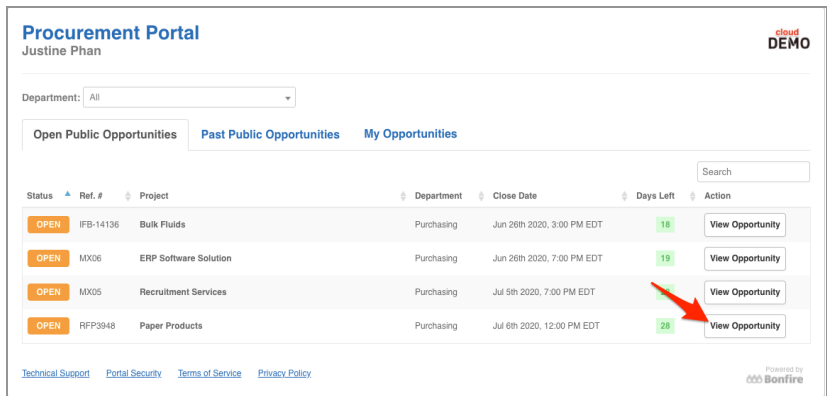
## Accessing the Opportunity

### Getting to the right location

- ❑ **Log into the portal.**  
(If you do not have an account please reference our [Vendor Registration](#) article).



- ❑ **Search and find your opportunity**  
(under the “Open Public Opportunities” or “My Opportunities” [for invited projects] tabs.)

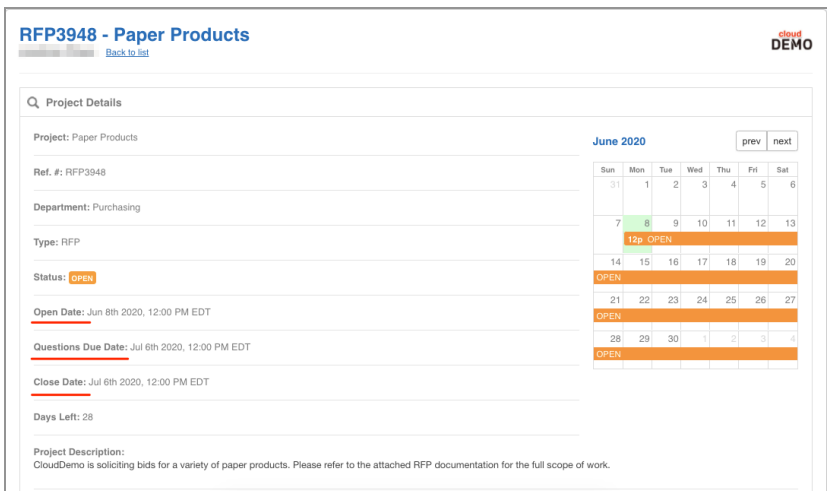


- ❑ If you are looking to continue with an Opportunity you had previously started - [Resuming my Submission.](#)

## Navigating the Opportunity

### Project Details & Important Events

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



- ❑ Check the **“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:

Download All Files Search

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.
- ❑ If the project requires a BidTable or Questionnaire, you can **download** the template in this section.

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		
Appendix A	File Type: PDF (.pdf)	Multiple	REQUIRED		
Appendix B	File Type: PDF (.pdf)	Multiple	REQUIRED		
Appendix C	File Type: PDF (.pdf)	Multiple	REQUIRED		
Paper Products Pricing Sheet (BT-02HR)	BidTable: Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this BidTable.	Download
Do you have a WBE certification?	Data Type: Yes/No	N/A	REQUIRED		

## Messages

- ❑ Check the **“Public Notices”** tab for any new information about the project (ex. addenda).
- ❑ If **“Vendor Discussions”** is open (check Questions Due Date from Project details section), you can directly send the Project Owner any project related question you may have under that tab.

Messages

Public Notices (1) Vendor Discussions (0)

Search

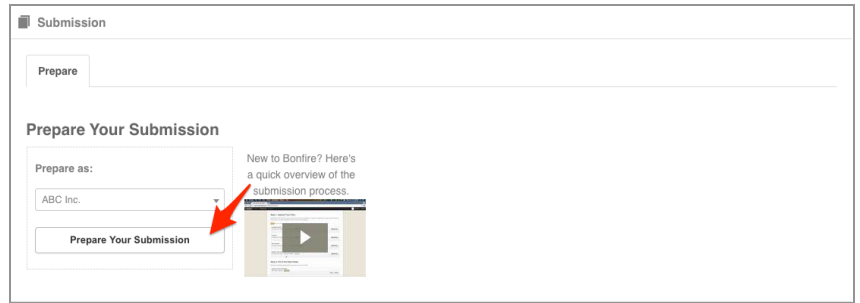
Katelyn Shantz  
Addendum #1 has been posted  
Addendum #1 has now been posted. Please download it from the Supporting Documentation section and update your submission accordingly. Thank you

Katelyn Shantz  
Addendum #1 has been posted  
Katelyn Shantz, Kris Smith  
Jul 5th 2022, 2:53 PM EDT

# Uploading Your Submission

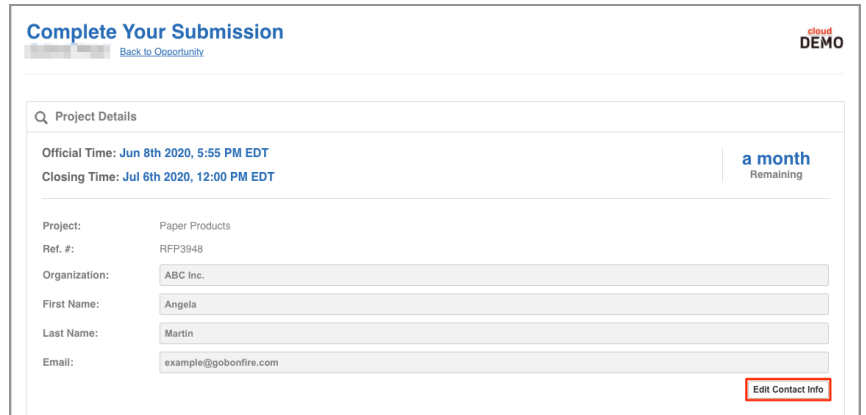
## Prepare Your Submission

- ❑ 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.

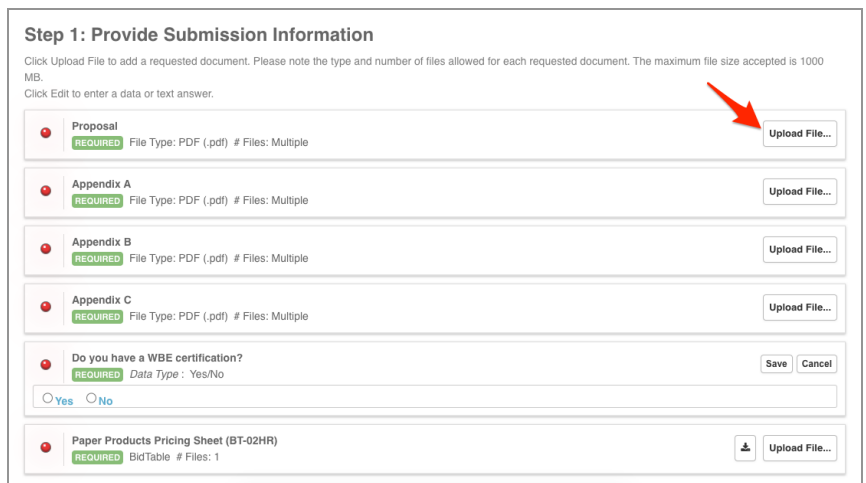


## Provide Submission Information and Upload Files

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



- ❑ Upload your files by clicking “**Upload File**” and enter in all Requested Data and click “**Save.**”



## Submission Check

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

**Step 1: Provide Submission Information**

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.  
Click Edit to enter a data or text answer.

<input checked="" type="checkbox"/> <b>Proposal</b> <small>REQUIRED</small> File Type: PDF (.pdf) # Files: Multiple	Upload File...
✓ Test_Document_-_Assignment.pdf	↓   🗑
<input checked="" type="checkbox"/> <b>Appendix A</b> <small>REQUIRED</small> File Type: PDF (.pdf) # Files: Multiple	Upload File...
✓ Test_Document_-_Assignment.pdf	↓   🗑
<input checked="" type="checkbox"/> <b>Appendix B</b> <small>REQUIRED</small> File Type: PDF (.pdf) # Files: Multiple	Upload File...
✓ Test_Document_-_Assignment.pdf	↓   🗑
<input checked="" type="checkbox"/> <b>Appendix C</b> <small>REQUIRED</small> File Type: PDF (.pdf) # Files: Multiple	Upload File...
✓ Test_Document_-_Assignment.pdf	↓   🗑
<input checked="" type="checkbox"/> <b>Do you have a WBE certification?</b> <small>REQUIRED</small> Data Type: Yes/No	Edit   Delete
✓ Yes	
<input checked="" type="checkbox"/> <b>Paper Products Pricing Sheet (BT-02HR)</b> <small>REQUIRED</small> BidTable # Files: 1	Upload File...
✓ Paper_Products_Pricing_Sheet_(BT-02HR).xlsx	↓   🗑

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

**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

## Post Submission Resources

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