



Submission Instructions for Suppliers

BID No: 2021-31

Please follow these instructions to submit via our Public Portal.

<https://ridemcts.bonfirehub.com/opportunities/50580>

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Acknowledge Terms and Conditions	Data Type: Yes/No	N/A	Required
References	File Type: PDF (.pdf)	Multiple	Required
Matrix	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)	Multiple	Required
Exceptions Fillable	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx,	Multiple	Required



Name	Type	# Files	Requirement
	.word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)		
Project List	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)	Multiple	Required
Price Sheet	File Type: Excel (.xls, .xlsx)	Multiple	Required
Acknowledge the Professional Services Agreement	Data Type: Yes/No	N/A	Required
Non-Disclosure Agreement	File Type: PDF (.pdf)	Multiple	Required
Milestone payment structure, project timeline	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)	Multiple	Required
EEOC	File Type: PDF (.pdf)	Multiple	Required
Signature Sheet	File Type: PDF (.pdf)	Multiple	Required



Name	Type	# Files	Requirement
Vendor Form	File Type: PDF (.pdf)	Multiple	Required
Bidders Form	File Type: PDF (.pdf)	Multiple	Required

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	432122	Computer data storage management systems	Combined hardware and software systems designed to manage data storage processes and devices on an integrated basis
UNSPSC	432226	Network service equipment	Equipment, software, and services for transferring data in a network across standards based protocols
UNSPSC	432330	Operating environment software	Software that controls the execution of application programs and may provide various services. It serves as an interface between the user and computer system. It runs and supports the system hardware.



Commodity Set	Commodity Code	Title	Description
UNSPSC	432337	System management software	<p>Specialized software to manage activities across IT systems, evaluating capacity, user activities, software inventory and installation, server availability, and virus or malware protection. Provides the tools and process for controlling and monitoring computer networks, including: operating systems, applications, network devices, security measures, mainframes, access control systems, web services and databases. Includes configuration and change management, asset management, performance and fault detection management, workflow and output management, data backup and storage management, etc. Also called enterprise system management software, management software, systems management tools, infrastructure software and system management tools.</p>



Commodity Set	Commodity Code	Title	Description
UNSPSC	80101703	Specification standardization services	

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 [Bonfire Help Center](#).

2. Upload your submission at:

<https://ridemcts.bonfirehub.com/opportunities/50580>

The Q&A period for this opportunity starts Aug 31, 2021 4:00 PM CDT. The Q&A period for this opportunity ends Sep 21, 2021 2:00 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 **Oct 04, 2021 2:00 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:



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.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Milwaukee County Transit System uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>