Submission Instructions for Suppliers

MTS has issued a Quote No: Q13-03-21 for Media Monitoring & Social Listening/Publishing Platform

Please follow this link to get to the bid site on BONFIRE.

https://ridemcts.bonfirehub.com/opportunities/51438

Vendors can create a free account on BONFIRE to respond. Mailed, faxed, or delivered bids will not be accepted. All questions must be via BONFIRE.

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
PRICE SHEET	File Type: PDF (.pdf)	Multiple	Required
THREE REFERENCES	File Type: PDF (.pdf)	Multiple	Required
SIGNATURE SHEET	File Type: PDF (.pdf)	Multiple	Required
EEOC	File Type: PDF (.pdf)	Multiple	Required
FALSE CLAIM FORM	File Type: PDF (.pdf)	Multiple	Required

Name	Type	# Files	Requirement
BIDDERS FORM	File Type: PDF (.pdf)	Multiple	Required
VENDOR FORM	File Type: PDF (.pdf)	Multiple	Required
ANY ADDENDA	File Type: PDF (.pdf)	Multiple	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.

2. Upload your submission at:

https://ridemcts.bonfirehub.com/opportunities/51438

The Q&A period for this opportunity starts Sep 10, 2021 3:00 PM CDT. The Q&A period for this opportunity ends Oct 20, 2021 4:30 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 **Sep 27, 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