**Submission Instructions for Suppliers**

Please follow these instructions to submit via our Public Portal.

**1. Prepare your submission materials:**

Requested Information

| Name | Type | # Files | Requirement | Instructions |
| --- | --- | --- | --- | --- |
| Firm's Technical Response | 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) | 1 | Required |  |
| Current W-9 - Signed | File Type: PDF (.pdf) | 1 | Required |  |
| Current Certificate of Insurance | File Type: PDF (.pdf) | 1 | Required |  |
| Offeror affirms it has read and understands the entirety of the RFQ and the Scope of Work/ Specifications listed therein | Data Type: Yes/No | N/A | Required |  |
| Offeror understands that it will be required to sign a negotiated “Professional Services Contract” if awarded a contract. | Data Type: Yes/No | N/A | Required |  |
| Certification Regarding Debarment and Suspension Form | File Type: PDF (.pdf) | 1 | Required |  |
| Confidential and Proprietary Information | File Type: PDF (.pdf) | 1 | Required |  |
| Conflict of Interest Form | File Type: PDF (.pdf) | 1 | Required |  |
| EEOC Compliance Form COUNTY | File Type: PDF (.pdf) | 1 | Required |  |
| TBE Packet for RFP | File Type: PDF (.pdf) | Multiple | Required |  |
| RFP and MTS Professional Services Contract Exceptions Form | File Type: PDF (.pdf) | Multiple | Required |  |
| Non-Collusion Affidavit | File Type: PDF (.pdf) | 1 | Required |  |
| RFP Signature Sheet | File Type: PDF (.pdf) | 1 | Required |  |
| Vendor Information Sheet | File Type: PDF (.pdf) | 1 | Required |  |
| Signed RFP Addenda (if applicable) | File Type: PDF (.pdf) | Multiple | Required |  |
| MM-04-22 Cost Proposal (BT-16FV) | BidTable: Excel (.xlsx) | 1 | Required | You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal. |

Commodity Codes

| Commodity Set | Commodity Code | Title | Description |
| --- | --- | --- | --- |
| US\_NAICS\_2017 | 541611 | Administrative Management and General Management Consulting Services |  |
| US\_NAICS\_2017 | 541612 | Human Resources Consulting 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](https://vendorsupport.gobonfire.com/hc/en-us/articles/6833306433943-What-s-a-Data-Field-or-Slot-).

**Requested BidTables:**

The BidTable Response Templates can be obtained at <https://ridemcts.bonfirehub.com/opportunities/75348>.

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

**2. Upload your submission at:**

[**https://ridemcts.bonfirehub.com/opportunities/75348**](https://ridemcts.bonfirehub.com/opportunities/75348)

The Vendor Discussion period for this opportunity starts Sep 16, 2022 6:00 PM CDT. The Vendor Discussion period for this opportunity ends Oct 05, 2022 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 20, 2022 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: 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://vendorsupport.gobonfire.com/hc/en-us>