**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 |
| --- | --- | --- | --- | --- |
| Lobbying Cert | Data Type: Text | N/A | Required |  |
| Assessment Rides - Vendor Pricing Sheet (BT-05XY) | 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. |
| By submitting this proposal, Bidder agrees to comply with MCTS Terms and Conditions for RFPs – Federally Funded posted on MCTS' internet: https://www.ridemcts.com/business-partners | Data Type: Yes/No | N/A | Required |  |
| Certification re Government-Wide Debarment and Suspension: Bidder certifies that all applicable parties are in compliance with the requirements set forth in the Debarment and Suspension clause detailed in MTS’ Terms and Conditions for RFQs. | Data Type: Yes/No | N/A | Required |  |
| Certification and Restrictions on Lobbying: Bidder certifies that it currently is and will ensure it remains in compliance with the requirements set forth in the Certification and Restrictions on Lobbying clause detailed in MTS’ Terms and Conditions for RFQs | Data Type: Yes/No | N/A | Required |  |
| Proposals Submitted | 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 |  |

**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/189242>.

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

**2. Upload your submission at:**

[**https://ridemcts.bonfirehub.com/opportunities/189242**](https://ridemcts.bonfirehub.com/opportunities/189242)

The Question period for this opportunity starts Jun 03, 2025 1:30 PM CDT. The Question period for this opportunity ends Jun 12, 2025 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 Jun 24, 2025 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](mailto: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>