Bonfire

Downloadable BidTable Templates

Overview & Highlights

Important Notes to keep in mind:

- BidTable templates can only be filled out with Microsoft Excel
- All white Vendor Response cells in the template must be filled out
- **Save** your Excel template as you go
- Always review and note all "**Important Events**" dates/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 filling out BidTable Templates.

Quick Video: Check out our high-level overview video, which contains a walkthrough of the Vendor Registration and Submission process

Bonfire Resources/Articles:

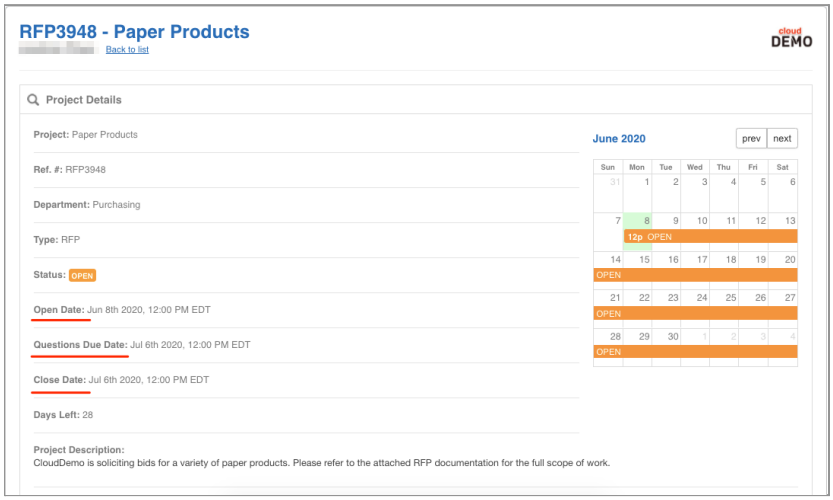
- How do I fill out a BidTable template?
- How do I fill out additional responses in a BidTable template?

Completing a Submission with a BidTable Template

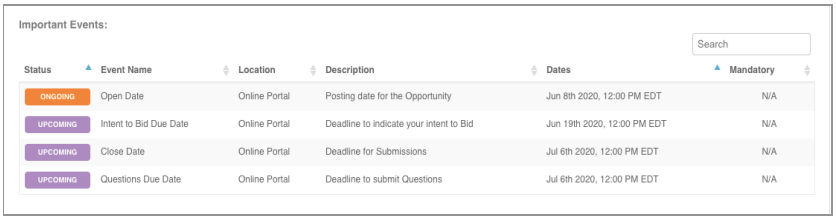
Navigating the Opportunity

Project Details & Important Events

- After logging in and selecting the opportunity you would like to submit to, note key project dates and details under the **"Project Details"** section

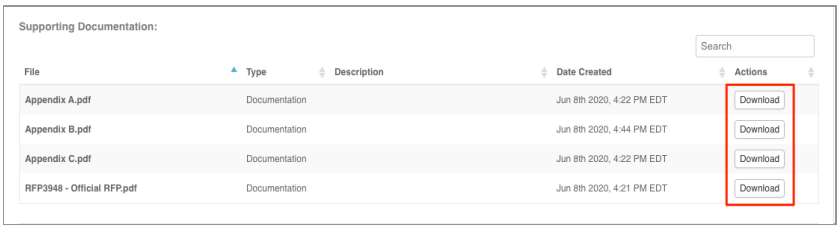


- Check **"Important Events"** section for additional events and deadlines



Supporting Documentation

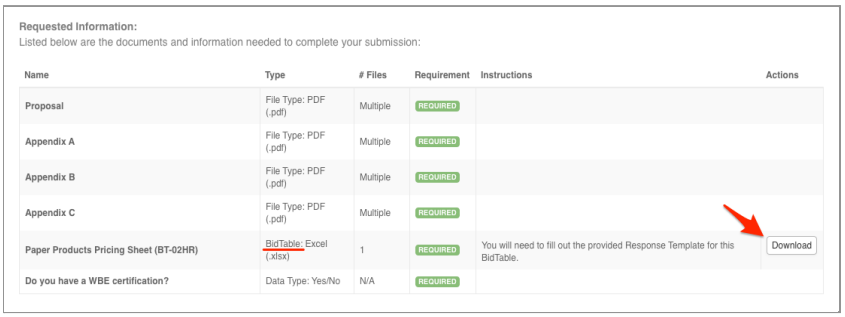
- **Download** and **Review** all documents provided by the purchasing organization under the **"Supporting Documentation"** section



Requested Information

- Note the details of what is required as part of your submission under the **"Requested Information"** section.

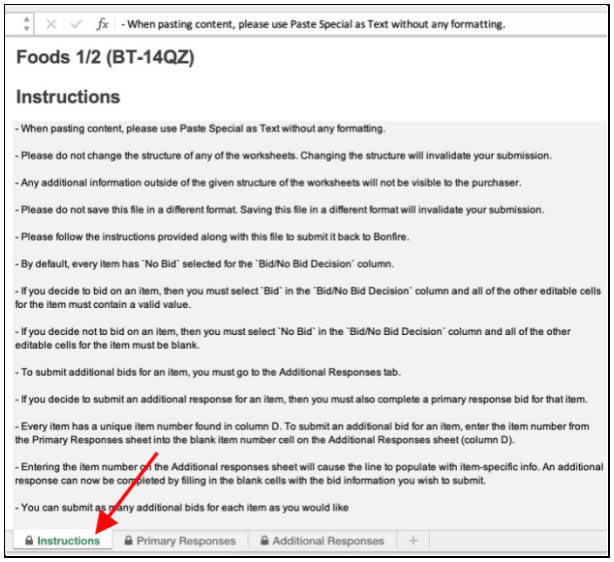
- **Download** the BidTable template.



Filling in the Template

Navigating the Excel Spreadsheet

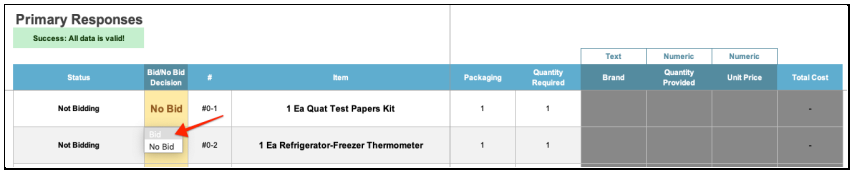
- ❑ Open the Excel template you downloaded from the Requested Information.
- ❑ Carefully read the instructions provided on the first tab.



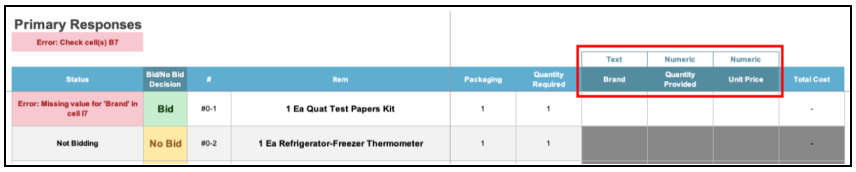
Enter Your Primary Responses

- ❑ Under the **Primary Responses** tab, you will fill in your answers for all the items you are bidding on.

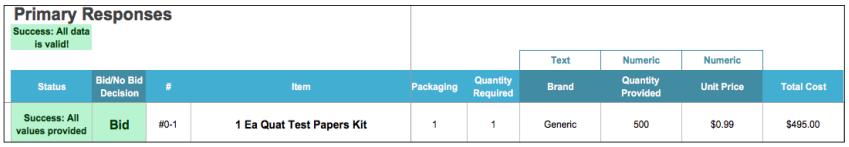
- ❑ For items you wish to bid on, click the corresponding yellow cell labeled No Bid. This will display an arrow which will reveal a dropdown menu. In the menu choose **Bid**.



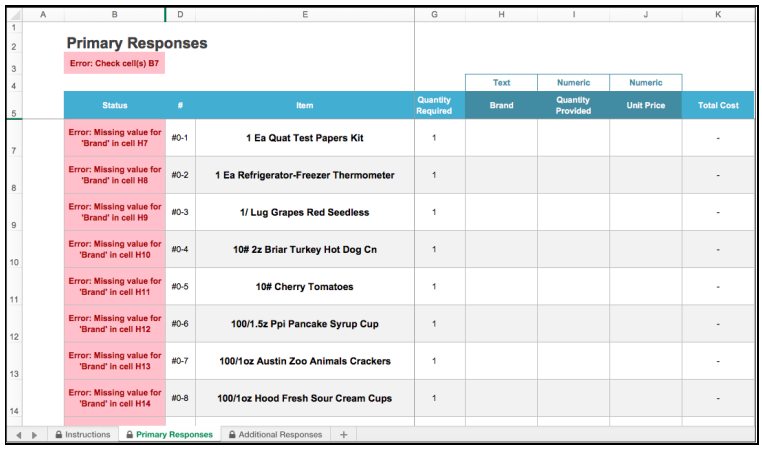
- ❑ Now you can enter responses in the Vendor Response columns, which are denoted by the headings in the darker shade of blue. The "Total Cost" column is automatically tabulated based on "Quantity Provided" and "Unit Price".



- ❑ When you flip an item's decision to Bid, the **Status** column changes and it displays a red error message. The Status will change to a green success message when all the required responses have been provided.



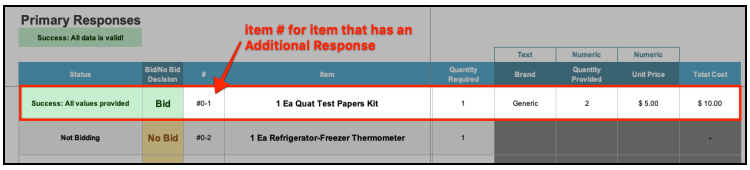
- If you do not see the Bid/No Bid column this means that the Buyer did not enable the option for No Bids. Therefore, you will have to fill out the Vendor Response columns for every item that is listed. The red error messages will not disappear until every blank cell is filled.



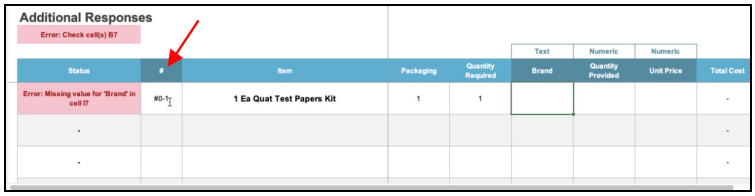
Additional Responses

- The Buyer may or may not choose to accept Additional Responses. If they do, you will find a tab listed as Additional Responses.

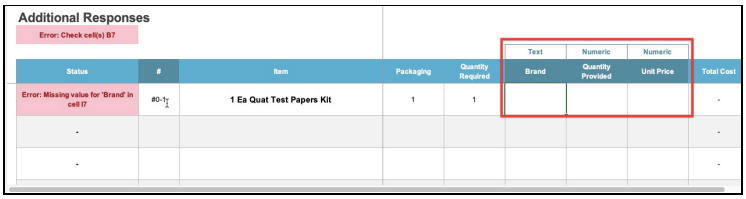
- To enter an Additional response, head to the Primary Responses tab, take note of the number under the # column for the item you'd like to submit an additional response for. You can also copy that box.



- In the first blank row of the Additional Response tab, paste the item number in the format "#x-x". If entered in successfully, then the rest of the item information supplied by the buyer should populate automatically.



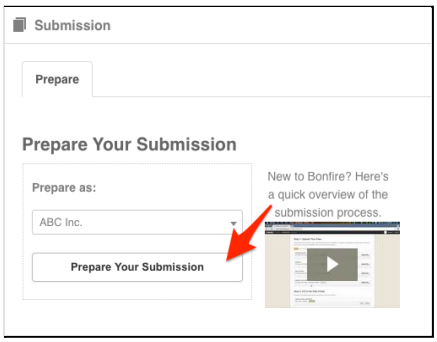
- You can then input information in the blank columns with a dark blue heading. These Vendor Response columns are where you can vary your original bid in your Primary Responses. Make sure you **Save** your work!



Uploading Your Submission

Prepare Your Submission

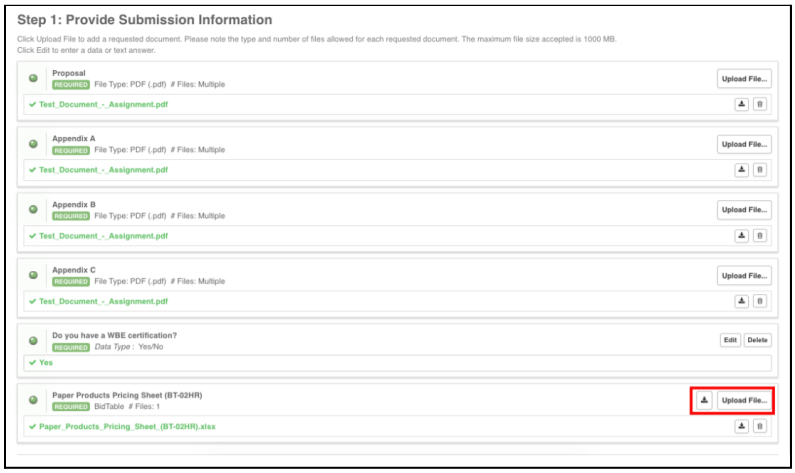
- ❑ Navigate to the bottom of the page to the "**Submissions**" section to **"Prepare your Submission"**
- ❑ You may be required to submit your **Intent to Bid** prior to preparing your submission.



Provide Submission Information and Upload Files

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

- ❑ Upload your completed BidTable and additional 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).

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**

Post Submission Resources

- Can I revise my submission?
- How do I find my submission confirmation?
- Finding Award Information