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
Attachment 1- Authorized Representative Form	File Type: PDF (.pdf)	Multiple	Required
Attachment 2- Cooperative Procurement with other Jurisdiction form	File Type: PDF (.pdf)	Multiple	Required
Attachment 4- Business Firm Profile and Legal Structure	File Type: PDF (.pdf)	Multiple	Required
Attachment 5- Experience	File Type: PDF (.pdf)	Multiple	Required
Attachment 6- Personnel	File Type: PDF (.pdf)	Multiple	Required
Attachment 7-Project Approach	File Type: PDF (.pdf)	Multiple	Required
Attachment 8- Sustainability	File Type: PDF (.pdf)	Multiple	Required
Attachment 10- Employee Eligibility	File Type: PDF (.pdf)	Multiple	Required

Name	Type	# Files	Requirement
Verification Affidavit			
Attachment 3- Standard City contract	File Type: PDF (.pdf)	Multiple	Required
Attachment 11- Proposer References	File Type: PDF (.pdf)	Multiple	Required
Attachment 9- Pricing Cost Proposal	File Type: PDF (.pdf)	Multiple	Required
Attachment 12 - EV2927 - Scope of Services	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://kcmo.bonfirehub.com/opportunities/57462

The Q&A period for this opportunity starts Dec 20, 2021 5:00 PM CST. The Q&A period for this opportunity ends Jan 28, 2022 5:00 PM CST. 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 **Jan 31, 2022 11:00 PM CST.** 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?

Kansas City, MO 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