SKILLEDTRADES BC

Dear Vendor:

SkilledTradesBC implemented the use of a cloud-based procurement portal called Bonfire that enables our vendors to respond to bid opportunities more efficiently and effectively.

This bid submission tool offers many benefits to our vendors including:

- Historical visual of all the bids submitted by your Organization
- Faster online submission time
- Paperless submission
- Electronic acknowledgement receipt of received submissions
- Email notifications for relevant bid activities associated with the projects you may have downloaded (i.e.: Addendum posted)
- Ability to submit updated bid responses prior to closing time
- Greater flexibility with data and file size attachments
- Ability to submit Best and Final offer (BAFO) proposals, where applicable

SkilledTradesBC's bid opportunities will continue to be posted on BC Bid with a link to SkilledTradesBC's new procurement portal. Vendors must register with Bonfire for the first time in order to download solicitation documents. There is no cost to the download of documents and registration is free.

Please visit: skilledtradesBC.bonfirehub.ca
Note: there's no need to specify a commodity code.

If you experience technical issues, Bonfire's vendor support portal, which contains frequently asked questions and answers, training videos along with tips, can be found in the link below:
https://procurement-help.eunasolutions.com/hc/en-us

Link to Video on how to register for a Bonfire account and how to submit a response:
https://procurement-help.eunasolutions.com/hc/en-us/articles/48576297891603-VIDEO-Vendor-Registration-and-Submission

Alternatively, Bonfire technical support can be reached at:
support.procurement@eunasolutions.com or by phone at 1-800-354-8010.

Communication

Questions: Questions on bid opportunities can be submitted in Bonfire "Vendor Discussions" prior to the Question Deadline referenced in the RFX Documentation.

Communication in Bonfire: Please note that **all communication** relating to the engagement will happen through the Bonfire Q&A Process. In order to receive notifications from the Bonfire Q&A tool, vendor must be able to receive emails from Bonfire. Please ensure that your email preferences are set to accept emails from @gobonfire.com or @eunasolutions.com and these emails do not go to your junk email.

Other

Closing Date and Time: Responses must be submitted through the Bonfire tool prior to the Closing Date and Time. SkilledTradesBC will not accept late submissions. Vendors are advised to start this process with ample time in order to resolve any technical issues that may arise.

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Appendix A: Bonfire Additional Instructions

Questionnaires and Bid Tables

Please Note – When responding using the Excel template from Bonfire:

- Click on Enable Editing in Excel
- For Questionnaires, select Tab 1, drop down on the "Response" column cell and pick a response. If there are no options to drop down, leave blank. Input your text answers in the "Comment" column. Please note: This cell does not allow for formatting.
- Responses to Questionnaires in Bonfire should reference any key or additional information in the proposal document, as lack of information may result in lower scores

Example:

#	Question	Response	Comment
5.0.1	Describe in detail "Customer Service" your Customer Service plan and Approach.	-	
5.0.2	Describe in detail how your Customer Service will ensure that ITA will enjoy a very high level of professionalism when interacting with your personnel, including monitoring and complaint resolution.	-	
5.0.3	Provide a separate detailed plan indicating how do you monitor your level of performance and KPI's currently within your organization.	-	

- For Bid Tables, select Tab Primary Responses, in the "Bid/No Bid Decision" column, select "Bid or No Bid". If you select "Bid" you will be able to enter answers in "Price".

Example:

Bid/No Bid Decision	#	Products	Quantity Required Per year	Unit price Year 1
No Bid	#1-2	Exchange Online Plan 2	1	
No Bid	#1-3	Project Plan 3	8	
No Bid	#1-4	Project Plan 5	1	

Bid
No Bid