

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
Required Attachments	File Type: PDF (.pdf)	Multiple	Required
Required Response Form	File Type: PDF (.pdf)	Multiple	Required
1. Equipment/Software Services	File Type: PDF (.pdf)	Multiple	Required
2. Experience/References	File Type: PDF (.pdf)	Multiple	Required
3. Maintenance Requirements	File Type: PDF (.pdf)	Multiple	Required
4. Designated Personnel	File Type: PDF (.pdf)	Multiple	Required
6. Cost/Attachment J - Proposal Quotation Form	File Type: PDF (.pdf)	Multiple	Required

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	43	Information Technology Broadcasting and Telecommunications	This segment includes communications and computer equipment as well as peripheral input, output and storage devices. This segment also includes networking equipment and general computer components and supplies such as printers, electronic storage media and connection cables.
UNSPSC	3116	Hardware	
UNSPSC	4319	Communications Devices and Accessories	A piece of equipment that enables a person to transfer information using a communications protocol through a voice or data network.
UNSPSC	4321	Computer Equipment and Accessories	The computer and it's accessories together provide a platform to enable user computing. A computer is a device that accepts information (in the form of digital data) and manipulates it for some result based on a program or sequence of instructions on how data is to be processed. Complex computers also

Commodity Set	Commodity Code	Title	Description
			include the means for storing data (including the program, which is also a form of data) for some necessary duration. A program may be invariable and built into the computer (and called logic circuitry as it is on microprocessors) or different programs may be provided to the computer (loaded into its storage and then started by an administrator or user). Today's computers have both kinds of programming.
UNSPSC	4322	Data Voice or Multimedia Network Equipment or Platforms and Accessories	Equipment that enables voice communications and data transmissions and applications.
UNSPSC	432217	Fixed network equipment and components	Equipment for transferring terrestrial data and frequencies.
UNSPSC	432225	Network security equipment	Equipment for securing networks.
UNSPSC	432226	Network service equipment	Equipment, software, and services for transferring data in a network across standards based protocols

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://stlucieschools.bonfirehub.com/opportunities/34423>

The Q&A period for this opportunity starts Nov 11, 2020 10:00 AM EST. The Q&A period for this opportunity ends Nov 25, 2020 3:00 PM EST. 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 **Dec 11, 2020 3:00 PM EST**. 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?

St. Lucie School District 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>