

# 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 Response Form	File Type: PDF (.pdf)	Multiple	Required
Documentation to Meet Minimum Qualifications (Section 1.3)	File Type: PDF (.pdf)	Multiple	Required
Executive Summary	File Type: PDF (.pdf)	Multiple	Required
EXPERIENCE AND QUALIFICATIONS	File Type: PDF (.pdf)	Multiple	Required
APPROACH/METHODOLOGY	File Type: PDF (.pdf)	Multiple	Required
COST	File Type: PDF (.pdf)	Multiple	Required

### Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	93151607	Government auditing	

Commodity Set	Commodity Code	Title	Description
		services	

### 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/57984>

The Q&A period for this opportunity starts Jan 04, 2022 2:00 PM EST. The Q&A period for this opportunity ends Jan 18, 2022 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 **Feb 02, 2022 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](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>