

Frequently Asked Questions (FAQs) Vendors Using Bonfire for PEPS Electronic Submittal

Electronic Submittal Platform - Getting Started

What is the new electronic submittal platform?

TxDOT has partnered with Bonfire Interactive to create a new procurement portal that will allow you to view business opportunities and submit statements of qualifications (SOQ) and proposal packages digitally.

When did PEPS opportunities (procurements) initially appear in the Bonfire portal?

The Professional Engineering Services Division (PEPS) began using the Bonfire procurement portal in December 2020 for FY2021 Wave 2. All PEPS solicitations are also posted on the Electronic State Business Daily (ESBD).

How can vendors request access to the Bonfire portal?

Vendors are requested to visit the **Texas Department of Transportation's Procurement Portal** (<https://txdot.bonfirehub.com/>), and follow the link to the Bonfire vendor registration page (top right corner) to register your company. Google Chrome is the recommended browser for accessing the Bonfire portal.

Will firms be required to register with the Bonfire portal in order to compete for PEPS contracts?

Yes, to submit a response (SOQ or proposal package) to a procurement a firm will need to register with Bonfire.

Registering with the Bonfire Portal

Are there instructions to show me how to register as a vendor with Bonfire?

Yes. Step-by-step written instructions are available through the Bonfire website at: <https://support.gobonfire.com/hc/en-us/articles/360011135513-Vendor-Registration>.

In addition, Bonfire has a short video that walks through the vendor registration process, which is located at: <https://support.gobonfire.com/hc/en-us/articles/203903356-Vendor-Registration-and-Submission>.

Are the Bonfire accounts based on the firm, or is it an individual account? Is registration limited to one person/email per firm or may a firm have multiple accounts?

Each individual who will be submitting documents will need to register with Bonfire. The registration is for the individual, not the firm.

If a firm has multiple people in the firm registered in Bonfire, can they all work on the same submittal?

Multiple accounts cannot work on the same vendor submission at the same time. If John at firm A starts the submission, John will need to be the one who finalizes/submits the submission. A Best Practice is to have the team work on the submittal documents outside of Bonfire and select one person to go into Bonfire, submit the Intent to Bid, and proceed with uploading documents and completing the submittal.

Will individual registrations from the same firm be linked to that firm? Will all submittals by the firm be seen in all of the individuals' accounts?

No. Bonfire treats each individual account as an individual and does not link them. A best practice will be to determine internally which individual is responsible for each solicitation to prevent the duplication of submittals.

I am having difficulty registering as a vendor on Bonfire or have not received an email account confirmation from Bonfire. Who do I contact?

First, look through your trash, junk, etc. email accounts (sometimes a vendor's network will treat outside emails as junk). Second, reach out for assistance from Bonfire Support by clicking on the "Log In/Register" icon in the upper right corner of the Bonfire screen. You may also submit a question to Bonfire by clicking on the "Help" button at the lower left corner of the screen.

Finding Opportunities in Bonfire

How do I look for contracting opportunities in Bonfire?

TxDOT will still be posting its engineering, architecture, and survey contracting opportunities on the Electronic State Business Daily (ESBD) website. The information posted on the ESBD website will direct you to look in the Bonfire Procurement Portal for more detailed information about each contracting opportunity.

You can also log into the Bonfire Procurement Portal (<https://txdot.bonfirehub.com/>), to view the contracting opportunities listed on the "Open Public Opportunities" tab. On the Open Public Opportunities tab, you can filter the list of opportunities by Department to show contracting opportunities for engineering, architecture, and surveying contracts, by typing "Professional Engineering (PEPS)" into the search field. You can also enter a specific project number in the search field to look for a specific project opportunity. Instructions for finding projects in Bonfire can be found at: <https://support.gobonfire.com/hc/en-us/articles/200510817-How-do-I-find-my-Project-in-Bonfire->.

Responding to Opportunities in Bonfire

How do I ask a question about one of the opportunities shown in Bonfire?

Questions about a particular project must be submitted using the Bonfire system using the "Ask A Question" button on the "Opportunity Q&A" tab prior to the question deadline. Instructions for submitting a question about a project can be found at: <https://support.gobonfire.com/hc/en-us/articles/115015333227-How-do-I-contact-the-Project-Owner->

Where will I find the questions and answers for the project?

The relevant questions and answers will be compiled into a Q&A document, which will be posted as a "public notice" for each contracting opportunity. These documents can be viewed in the Bonfire Portal in the "Messages" area. Typically, vendors that have viewed a project will receive an email notification when a public notice, such as the Q&A document, has been posted.

Instructions for finding a public notice in Bonfire can be found at:

<https://support.gobonfire.com/hc/en-us/articles/360009274013-The-project-owner-says-they-ve-sent-a-Public-Notice-where-do-I-find-that->

Where can I look for an Addendum for a project?

Log into the Bonfire Portal and navigate to the project that you're interested in. Addenda can be viewed on the Messages section under the Public Notices tab, similar to the process used for finding the Q&A document.

Bonfire shows an option for "intent to bid". What does this mean?

In the context of Bonfire, "intent to bid" is simply an indication that a firm intends to submit a response to a project opportunity. It is not a bid related to cost.

In Bonfire, "Intent to bid" is the mechanism used by a vendor to indicate that it is planning to submit a response to a project opportunity. Vendors that answer "yes" to the intent to bid question will then be able to prepare a submission in Bonfire.

If a vendor views a project opportunity, but decides not to submit a response, the vendor may answer "no" to the intent to bid question. Vendors are requested to provide a brief explanation of why they do not intend to submit a response. Vendors that answer "no" will not be able to prepare a submission for this project in Bonfire.

May only one person in the firm be linked to the Intent to Bid and the submittal?

The person who certifies the Intent to Bid must be the same person who completes the submittal. If John from firm A certifies the Intent to Bid, but Sally in firm A wants to complete the submittal, then Sally will need to submit her own Intent to Bid to proceed with submittal.

How do I indicate my intent to Bid on an opportunity in Bonfire?

Log into the Bonfire Portal and click on a project opportunity. Then navigate to the Submission heading near the bottom of the page. Instructions for answering the vendor question for intent to bid can be found at: <https://support.gobonfire.com/hc/en-us/articles/360008420513>

How do I submit a response to compete for an opportunity in Bonfire?

You must use the Bonfire Portal to submit your response for a project opportunity. Log into Bonfire and click on a project to view the details for responding to that opportunity. You must answer "yes" to the intent to bid question before you can begin preparing your submission.

Instructions for creating and submitting a submission can be found at:

<https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors->

Once a response is submitted, who will receive emails from Bonfire?

Public notices for the project will be sent to all email addresses that submitted "yes" on the Intent to Bid. However, private notices for the project will be sent to the email address used to submit the response. A "Best Practice" may be to use a general email account that is accessible to a few select individuals in the firm to submit the response, so that all notifications may be viewed by those individuals. Vendors should check the submitter's inbox regularly for notices from Bonfire.

Note: some firm's email security features may send these types of emails to a junk/trash/spam/clutter email folder.

Does the PM listed on the submittal receive notice of award of a contract?

Notification of the award of a contract is sent as an email from the PEPS Procurement Engineer to the prime provider Project Manager. The Selected firms are then posted externally on the [TxDOT.gov](https://www.txdot.gov) webpage.

What format do I need to use for documents I am submitting with my response?

In the **Requested Information** section of the project, the documents needed to complete your submittal are listed. The "Type" column shows the required format for that file. For example: Attachment 1 Cover Page is a Questionnaire which needs to be submitted as an Excel (.xlsx) file, while Attachment 3 Project Team Composition Form (Part 1, 2, &3) needs to be submitted as a PDF (.pdf) file. Bonfire will not let you complete your submittal if a file is not in the correct format.

Who must complete the Questionnaire?

Anyone delegated by the prime firm may complete the Intent to Bid and the submittal; however, in the Attestation section of the Questionnaire, the vendor must provide the "Full Name of the Prime Provider's Project Manager." Completion of this item effectively means the Prime Provider's Project Manager is certifying the contents of the submittal.

What is the Texas Identification Number?

Within each PEPS procurement, the Attachment 1 Cover Page Questionnaire requires the vendor to include the Texas Identification Number (TIN). The TIN is a number assigned by the Texas Comptroller of Public Accounts to payees who contract with a state agency. If the Prime Provider does not have one, include the federal Employer Identification Number (EIN) or use "NONE". This number is not the same as the Vendor ID number requested on the Project Team Composition (PTC) Form.

Reviewing, Revising, or Withdrawing a Submission in Bonfire

How do I review the files that were uploaded as part of my submission?

If you want to review the files that you uploaded as part of your submission, you may use Bonfire to navigate to the Submissions page and then use the download button for the document that you want to review. Instructions for reviewing the files you submitted can be found at:

<https://support.gobonfire.com/hc/en-us/articles/222653507-How-do-I-see-the-file-s-that-I-just-uploaded-for-my-Submission->

Can I withdraw a response that I have submitted?

Yes. If you have changed your mind about submitting a response or need to revise your response you may withdraw the response, so long as the deadline has not passed. Instructions for withdrawing a response can be found at:

<https://support.gobonfire.com/hc/en-us/articles/360009178434-How-do-I-withdraw-my-submission->

Can I make revisions after I have submitted my response in Bonfire?

Yes. If you have already submitted your response in Bonfire, you can "unsubmit" the response, make revisions, and then resubmit the updated response in Bonfire. Remember, that the updated response must be submitted in Bonfire prior to the deadline.

Questions Regarding the Electronic Submittal Process

Who should I contact if I have questions about the PEPS eSET process?

Vendors may submit questions related directly to the PEPS eSET process to PEPS_COE_Bonfire@txdot.gov

Who should I contact if I have questions about using Bonfire?

Vendors may ask questions while using Bonfire by clicking on the “Help” button at the lower left corner of the screen. The Bonfire Support team will respond to the question.

Are there any additional resources available?

Bonfire has User Guides and Frequently Asked Questions that vendors can access through the Bonfire support webpage at: <https://support.gobonfire.com/hc/en-us>.