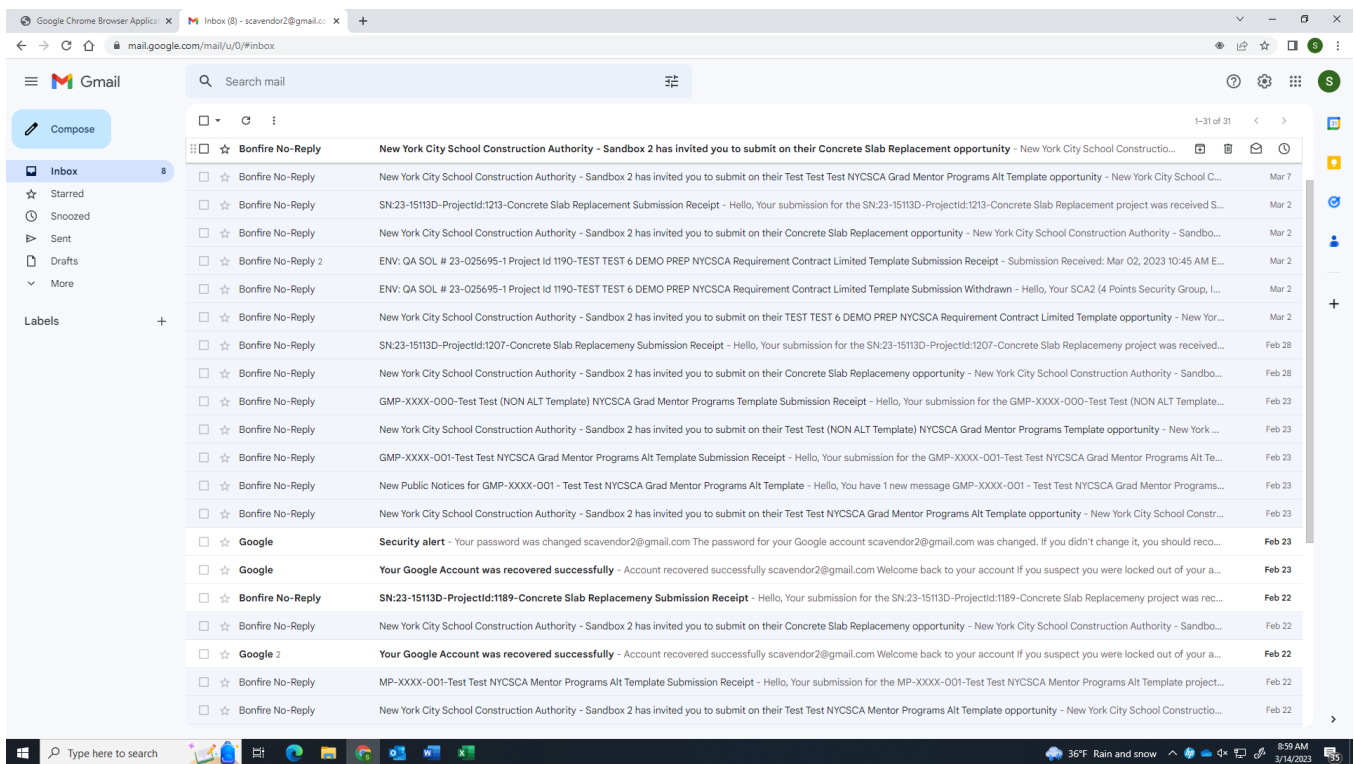




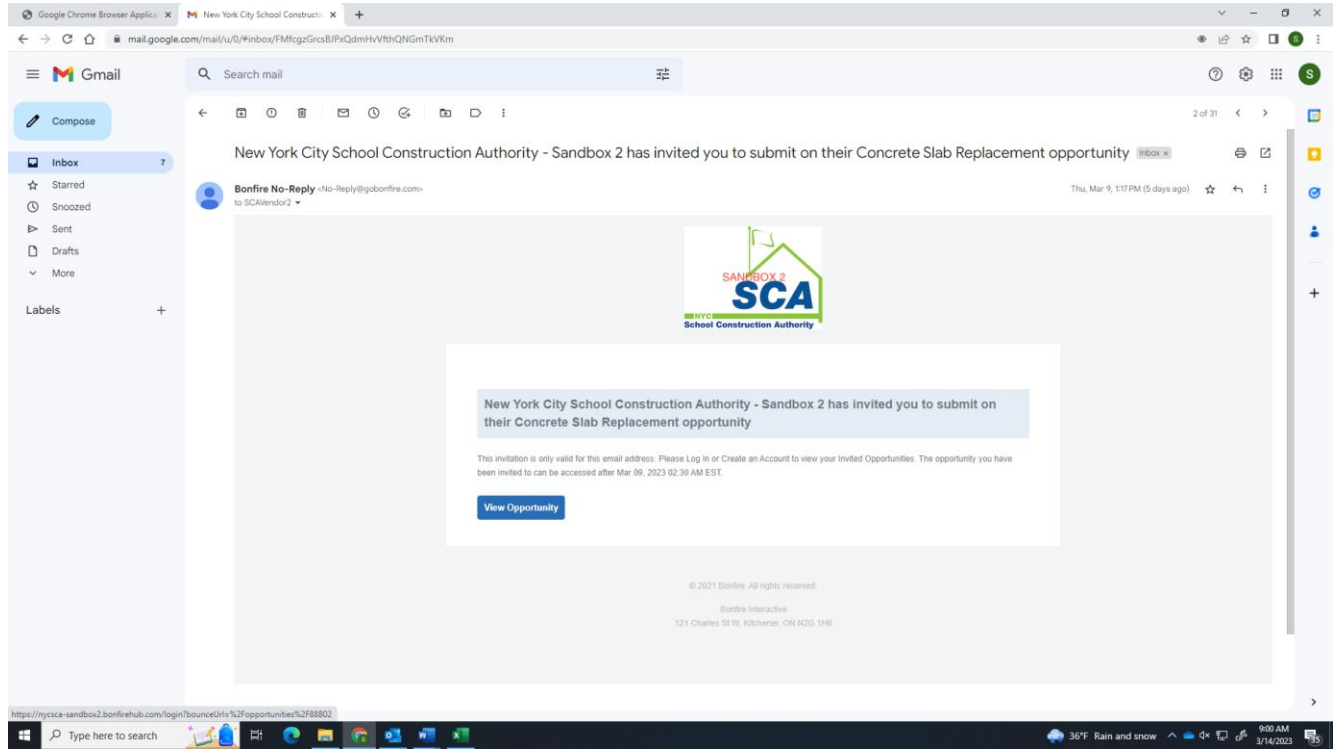
# Vendor Submissions - How to submit your Bid and Bid documents to the SCA via the - SCA Bonfire Procurement Portal

## Congratulations on being invited to bid on an SCA opportunity!

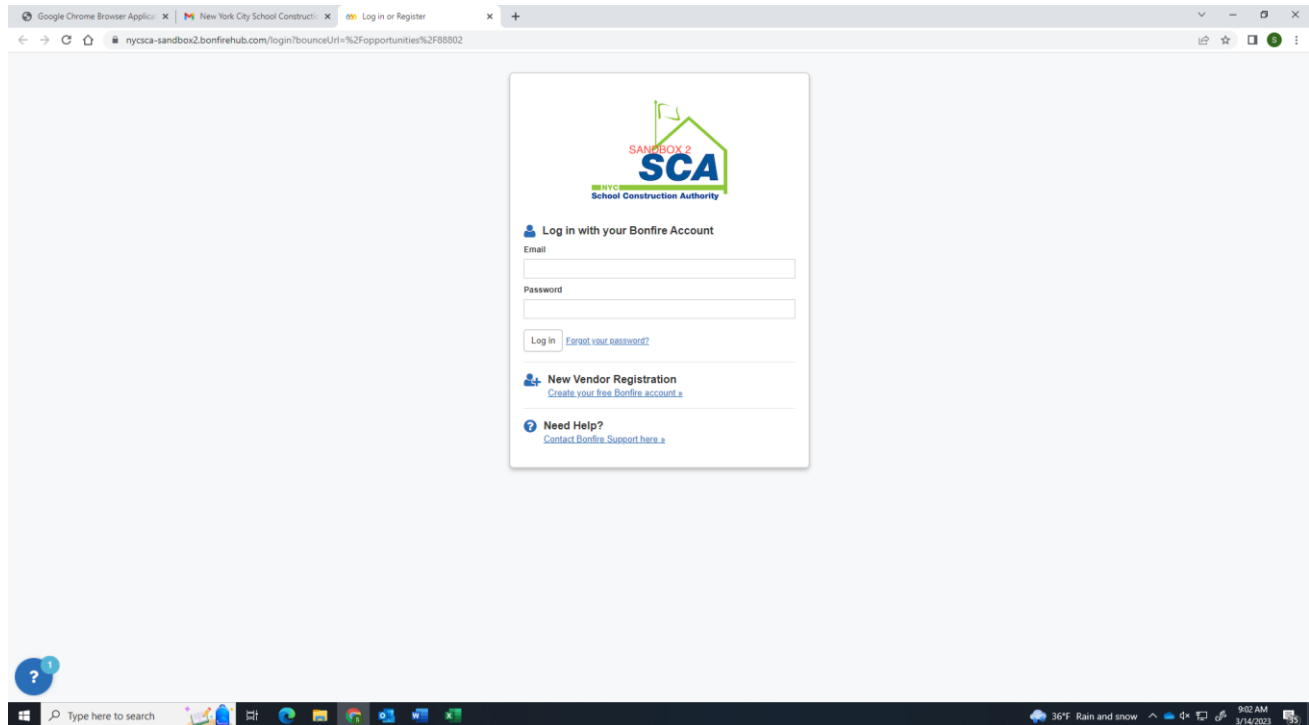
Step 1. Go to your email account. Click to open the invitation notification.



**Step 2. When the email opens, Click on View Opportunity**



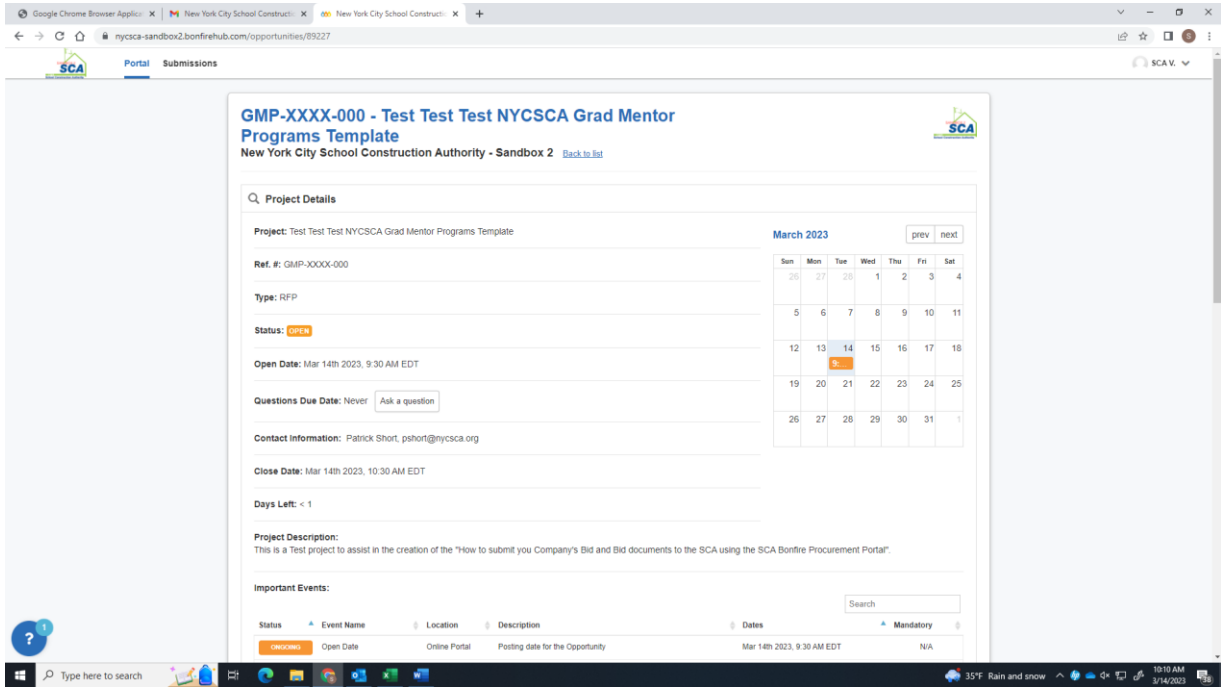
**Step 3. The link will take you to the SCA Bonfire Procurement Portal log in page. Log into your Bonfire Account.**



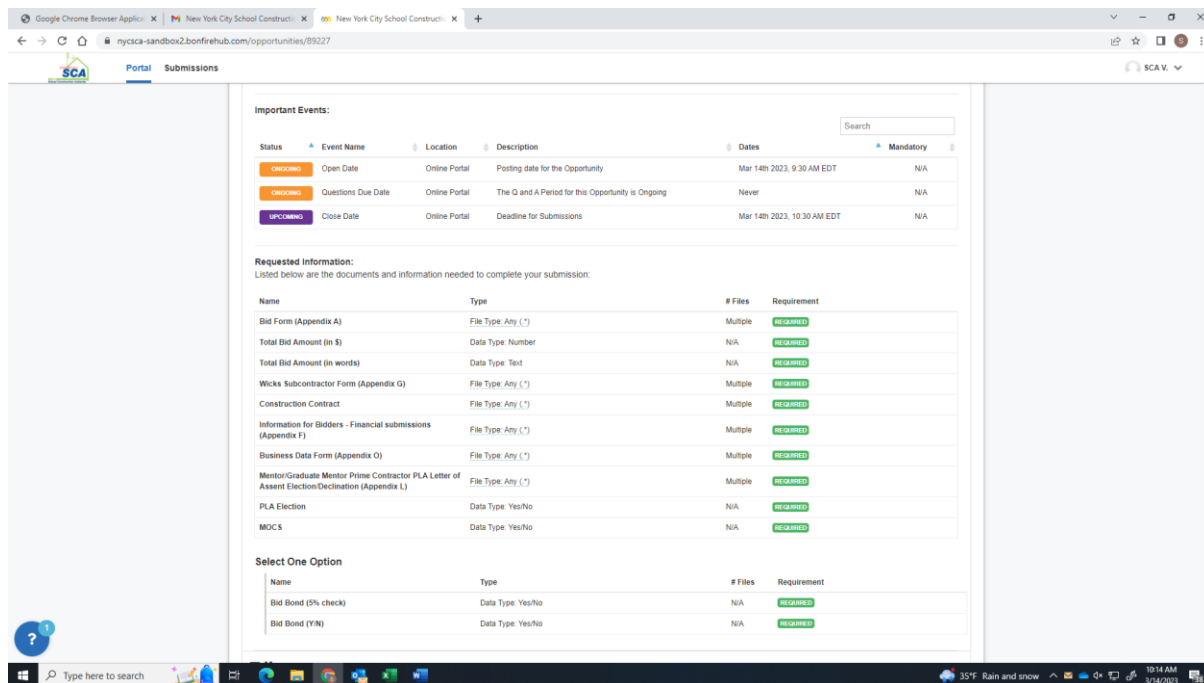
**Note:** If you do not have a Bonfire account, click **Create your free Bonfire Account** under **New Vendor Registration** and follow the steps to establish an account. Click here to view the **How to Register your company** training video for complete instructions.

**Step 4.** After you have logged in to Bonfire, the details of the Opportunity will be displayed:

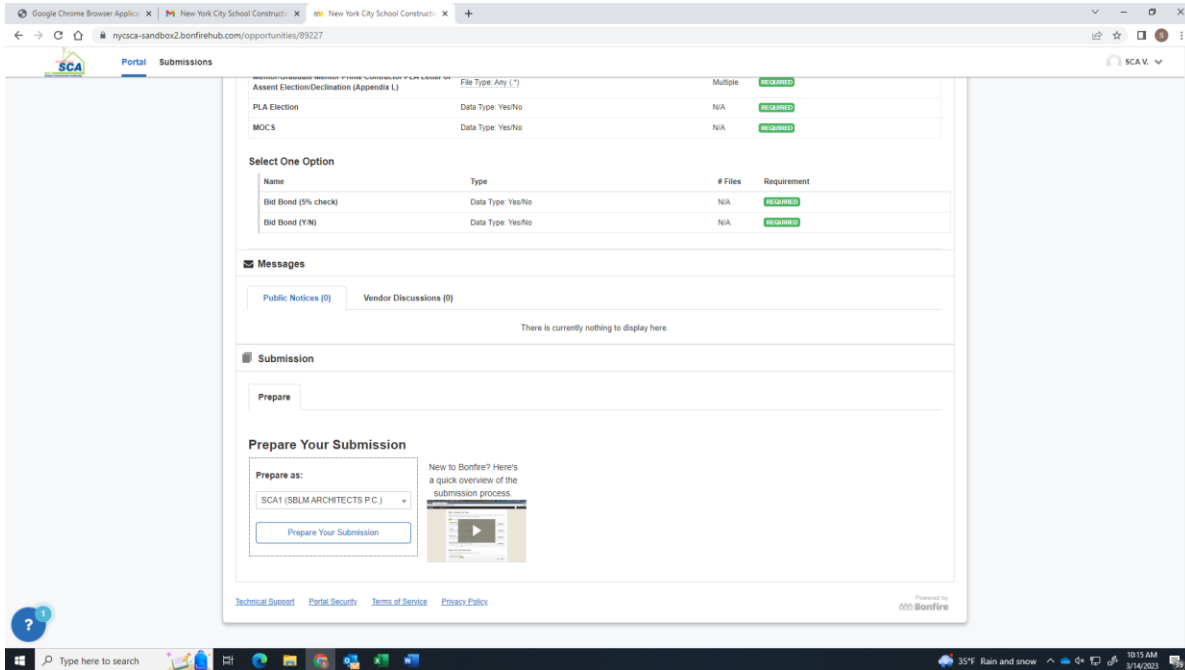
1. Review the **Project Details**. Make sure the **Project's title** displays the opportunity you want to Bid.
2. The **Open Date** is the posting date for the opportunity and when the portal is open to accept submissions.
3. The **Close Date** is the deadline for submissions. No submissions will be accepted by the portal once the Close Date/Time has been reached.



**Step 5.** Review the **Important Events** and **Requested Information**; this information is needed to complete your submission.



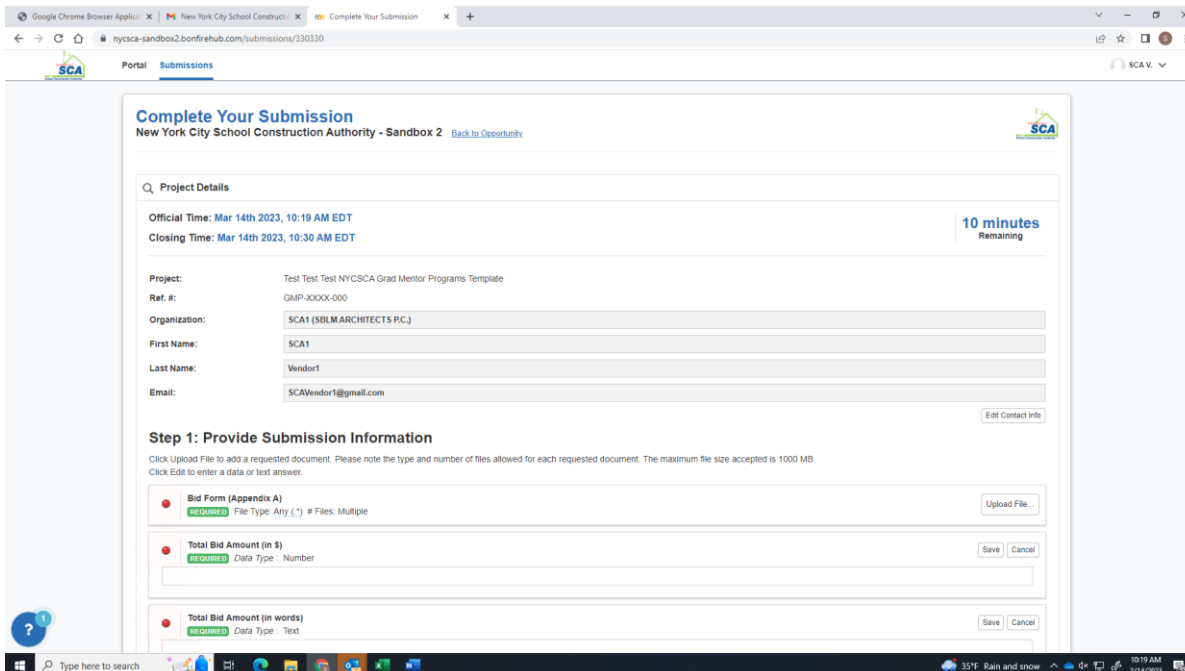
**Step 6. When ready, click Prepare Your Submission.**



**Step 7. The Complete Your Submission Screen is displayed.**

Under **Project Details** you will find:

- Official Time
- Closing Time
- Remaining time for a submission to be accepted
- Project name
- Your company's contract information

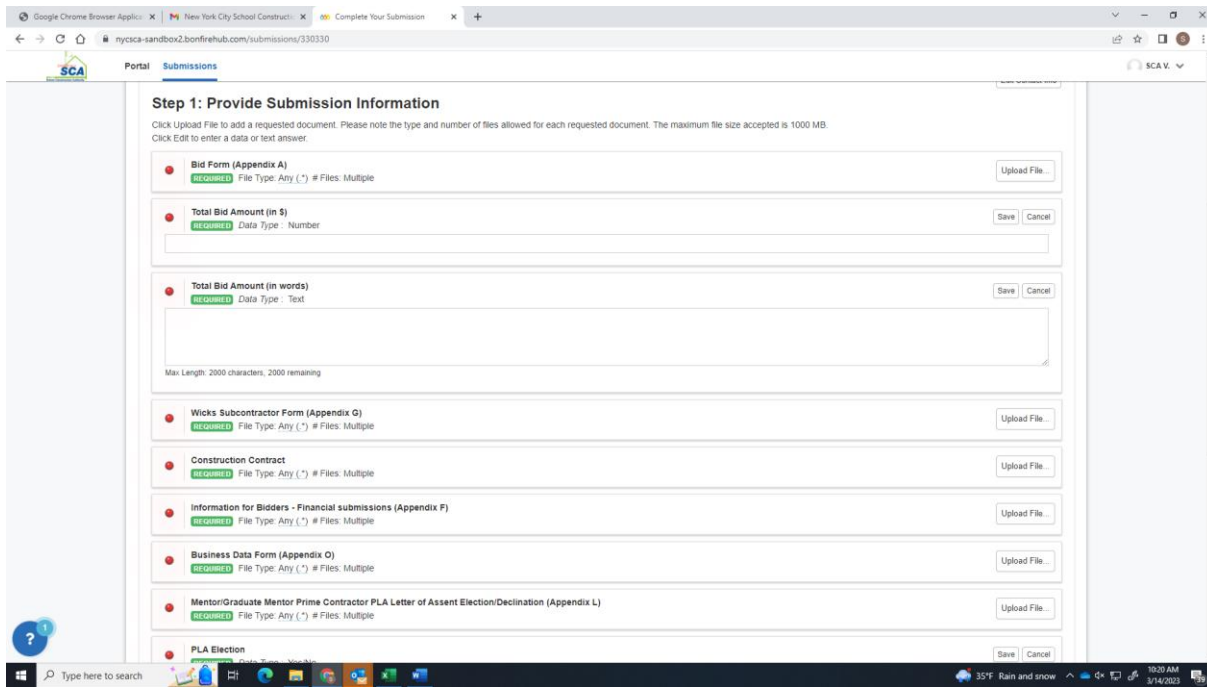


**Step 8.** In the **Provide Submission Information** section:

- Click **Upload File** to add the requested documents and click **Save**, or
- type in **Data values** where applicable, then click **Save**.

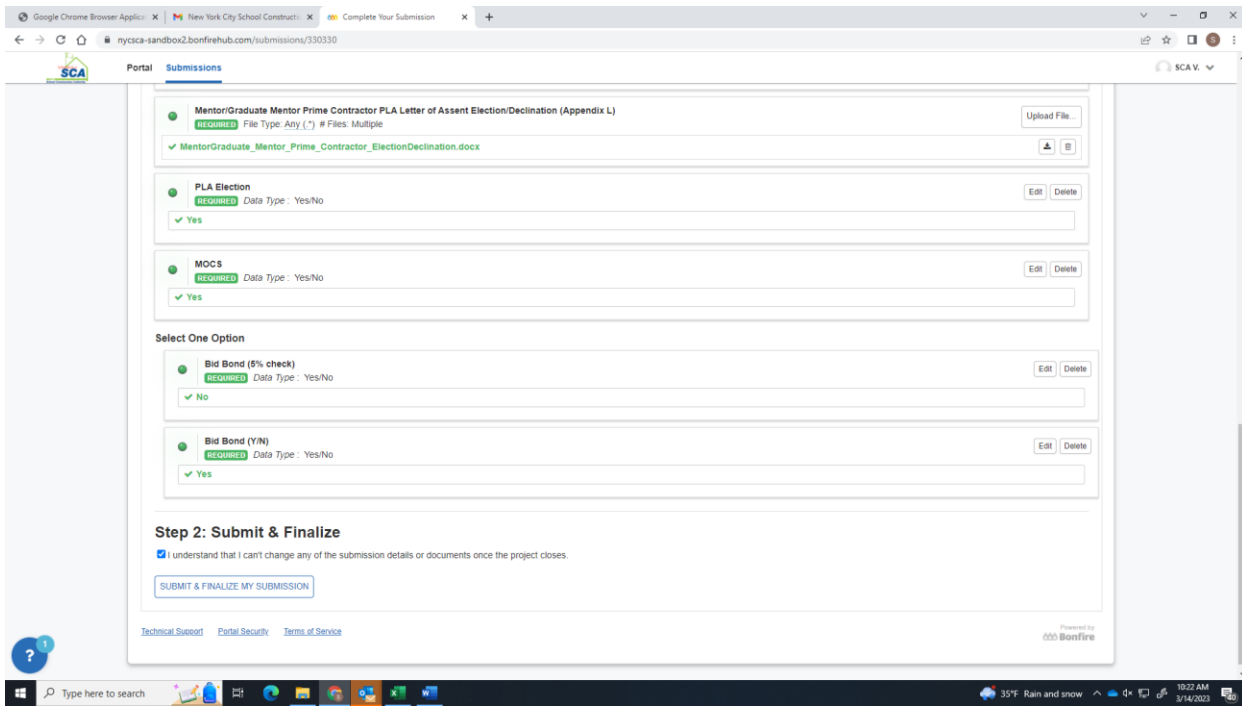
(Optional) Click the **Edit** button next to the submitted item to make any changes, then click **Save** again.

**Note:** *Edits can be made to any entry up to the time the Closing date is reached. Changes of any submission detail or document cannot be made once the opportunity closes (Close Date/Time is reached). The status indicator will turn green when a document is uploaded, and a field is saved properly.*

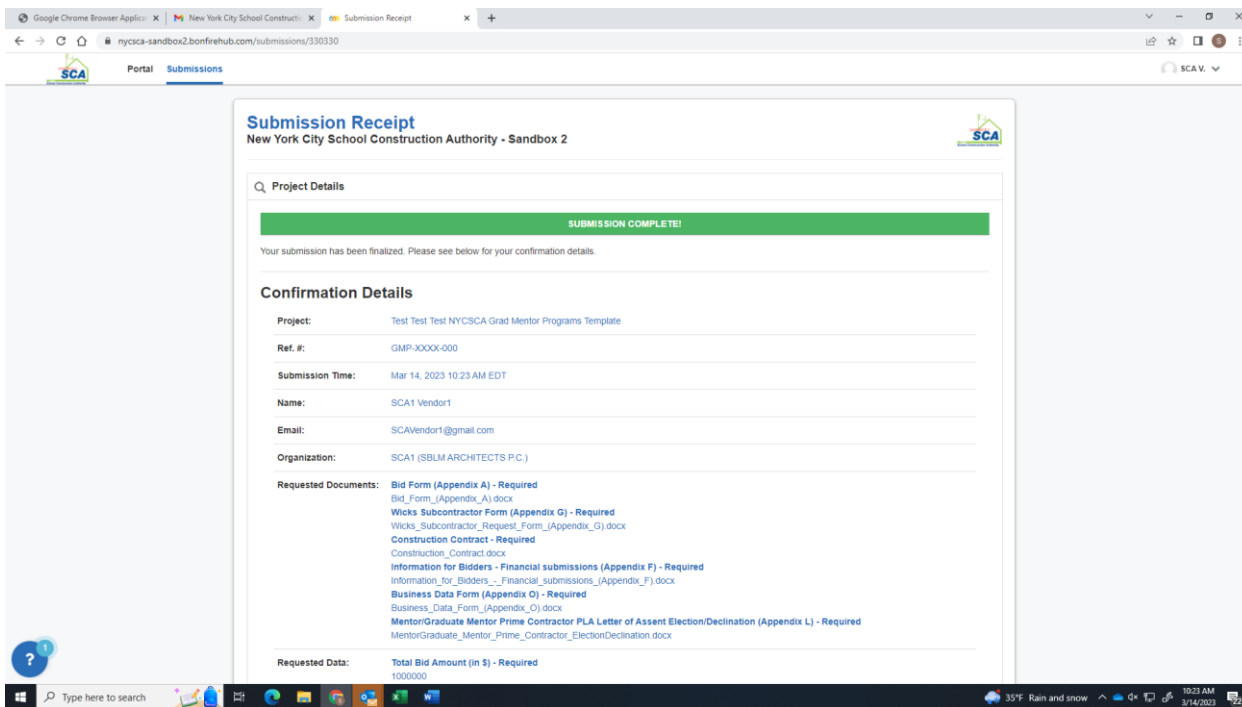


**Step 9.** Under **Submit & Finalize**:

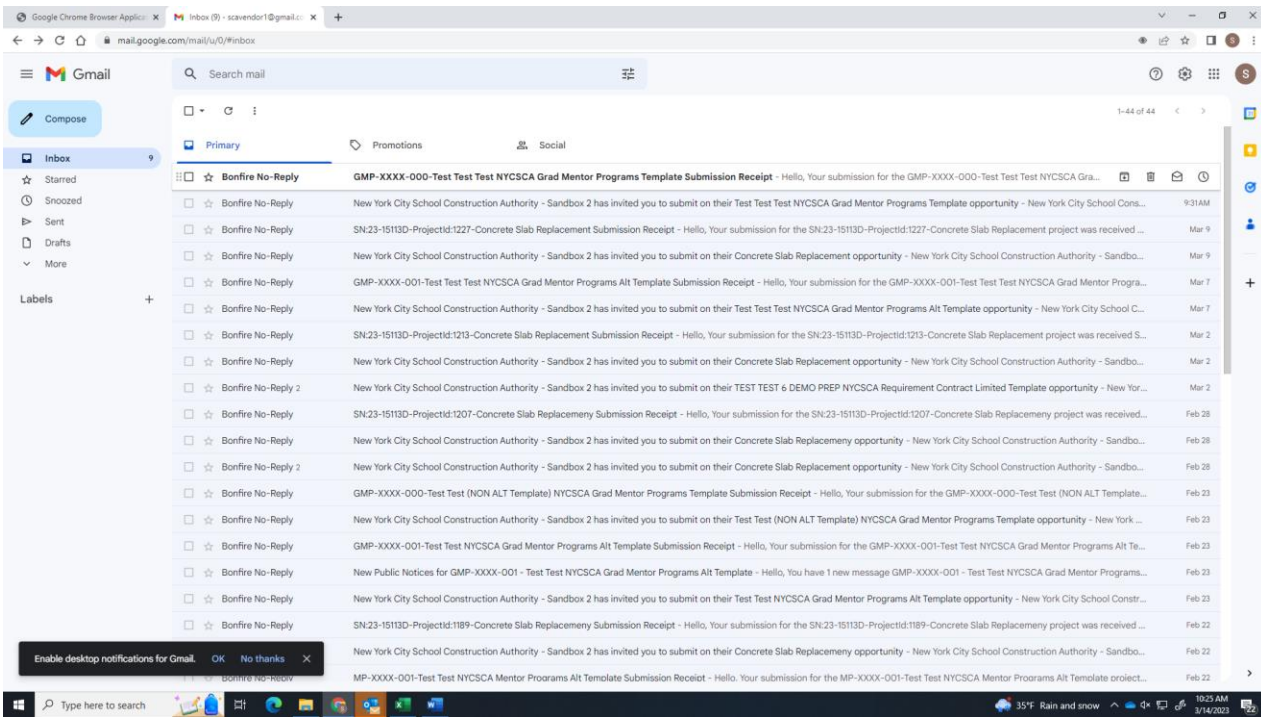
1. Check the I understand box.
2. Click Submit & Finalize my Submission.



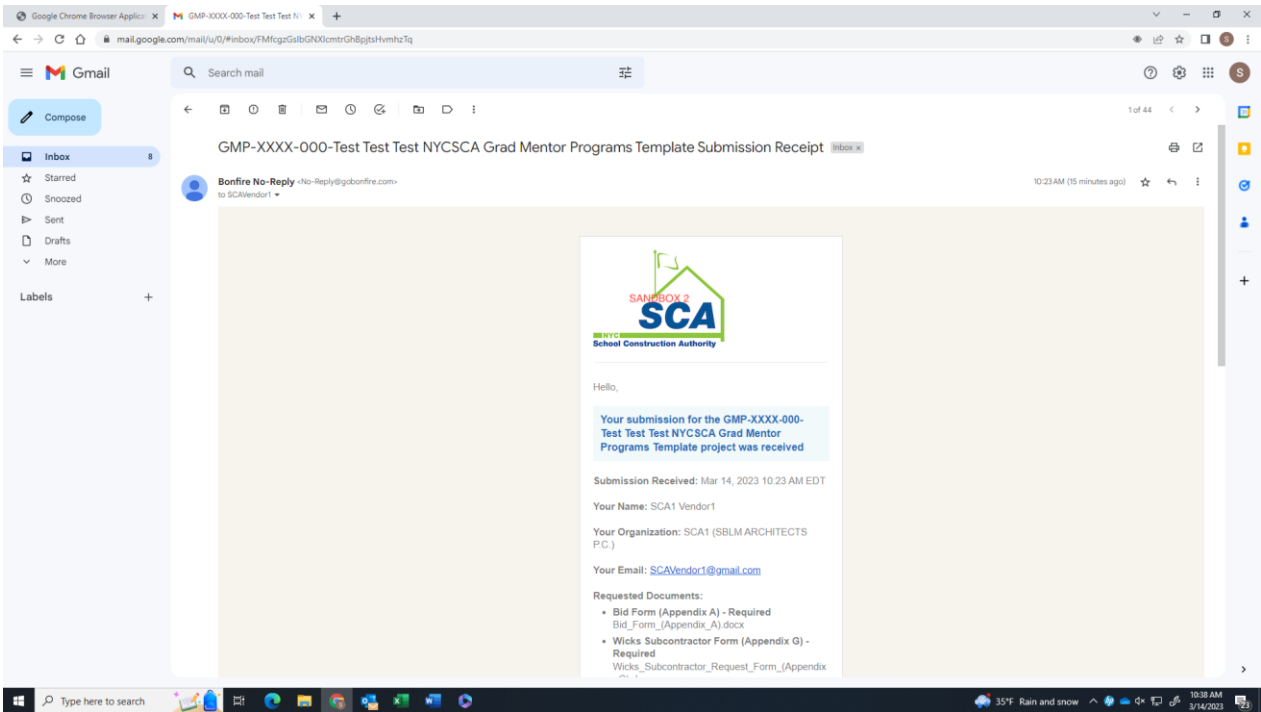
**Step 10.** A Submission Receipt will be displayed in the portal to indicate your Submission is Complete.



**Step 11.** An email notification will be sent to your email account to confirm your Submission.



**Step 11.** Open the message to view the confirmation, date/time when the submission was made, along with the submission details.



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Find Replace Select Dictate Sensitivity Editor Reuse Files

SCA

Hello,

**Your submission for the GMP-XXXX-000-Test Test NYCSCA Grad Mentor Programs Template project was received**

Submission Received: Mar 14, 2023 10:23 AM EDT

Your Name: SCA1 Vendor1

Your Organization: SCA1 (SBLM ARCHITECTS P.C.)

Your Email: [SCAVendor1@gmail.com](mailto:SCAVendor1@gmail.com)

**Requested Documents:**

- Bid Form (Appendix A) - Required
- Bid\_Form\_(Appendix\_A).docx
- Wicks Subcontractor Form (Appendix G) - Required
- Wicks\_Subcontractor\_Request\_Form\_(Appendix\_G).docx
- Construction Contract - Required
- Construction\_Contract.docx
- Information for Bidders - Financial submissions (Appendix F) - Required
- Information\_for\_Bidders\_-\_Financial\_submissions\_(Appendix\_F).docx
- Business Data Form (Appendix O) - Required
- Business\_Data\_Form\_(Appendix\_O).docx
- Mentor/Graduate Mentor Prime Contractor PLA Letter of Assent Election/Declination (Appendix L) - Required
- MentorGraduate\_Mentor\_Prime\_Contractor\_ElectionDeclination.docx

**Requested Data:**

- Total Bid Amount (in \$) - Required
- Submitted Successfully
- Total Bid Amount (in words) - Required
- Submitted Successfully

Page 1 of 2 177 words Text Predictions On Accessibility: Investigate

Type here to search 35°F Rain and snow 10:38 AM 3/14/2023