**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 |
| --- | --- | --- | --- |
| By submitted a Proposal, Offeror agrees to comply with MCTS Terms and Conditions for RFPs posted on MCTS' internet: https://www.ridemcts.com/business-partners. | Data Type: Yes/No | N/A | Required |
| Certification re Restrictions on Lobbying. Offeror certifies that no appropriated federal funds have been paid or will be paid by or on its behalf to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress (or their employees), and officer or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, | Data Type: Yes/No | N/A | Required |
| Certification re Government-Wide Debarment and Suspension. Offeror certifies that neither Offeror, its principals; its subcontractors or their principals (at any tier); the sub-recipients (if applicable) or their principals are debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or otherwise disqualified from participating in covered transactions of any federal department or agency pursuant to EO 12549 and 12689. 2 CFR Parts 180 & 1200. Offeror specifically covenants tha | Data Type: Yes/No | N/A | Required |
| Certification re Legal Authority to Bind. The undersigned has legal authority to bind the Offeror to this RFP Proposal response and makes all the statements, certifications, and assurances truthfully and accurately under penalty of perjury. | Data Type: Yes/No | N/A | Required |
| Request to Designate Information as Confidential and Proprietary | File Type: PDF (.pdf) | Multiple | Optional |
| Offeror's Proposal Response | File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip) | Multiple | Required |
| Cost Proposal for RFP-24-003-NC-F | File Type: Excel (.xls, .xlsx) | Multiple | Required |
| Invoicing Schedule and Work Outside of Cost Proposal | File Type: PDF (.pdf) | Multiple | Required |

**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.

**Requested Data:**

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the [Bonfire Help Center](https://vendorsupport.gobonfire.com/hc/en-us/articles/6833306433943-What-s-a-Data-Field-or-Slot-).

**2. Upload your submission at:**

[**https://ridemcts.bonfirehub.com/opportunities/167932**](https://ridemcts.bonfirehub.com/opportunities/167932)

The Question period for this opportunity starts Jan 09, 2025 3:30 PM CST. The Question period for this opportunity ends Jan 22, 2025 2:00 PM CST. 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 13, 2025 2:00 PM CST. 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: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

**Need Help?**

Milwaukee County Transit System 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://vendorsupport.gobonfire.com/hc/en-us>