**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 |
| --- | --- | --- | --- |
| Offeror Commitment to Contract with DBE and Documentation of Good Faith Efforts | File Type: PDF (.pdf) | Multiple | Required |
| 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 and Restrictions on Lobbying, & Government-Wide Debarment & Suspension | File Type: PDF (.pdf) | 1 | Required |
| Buy America Certification | File Type: PDF (.pdf) | 1 | 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-25-001-HU-F | File Type: Excel (.xls, .xlsx) | 1 | 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/169172**](https://ridemcts.bonfirehub.com/opportunities/169172)

The Question period for this opportunity starts Feb 14, 2025 2:00 PM CST. The Question period for this opportunity ends Mar 07, 2025 4:00 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 Mar 21, 2025 2:00 PM CDT. 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>