



DFW International Airport Bonfire Workshop for Concessionaires

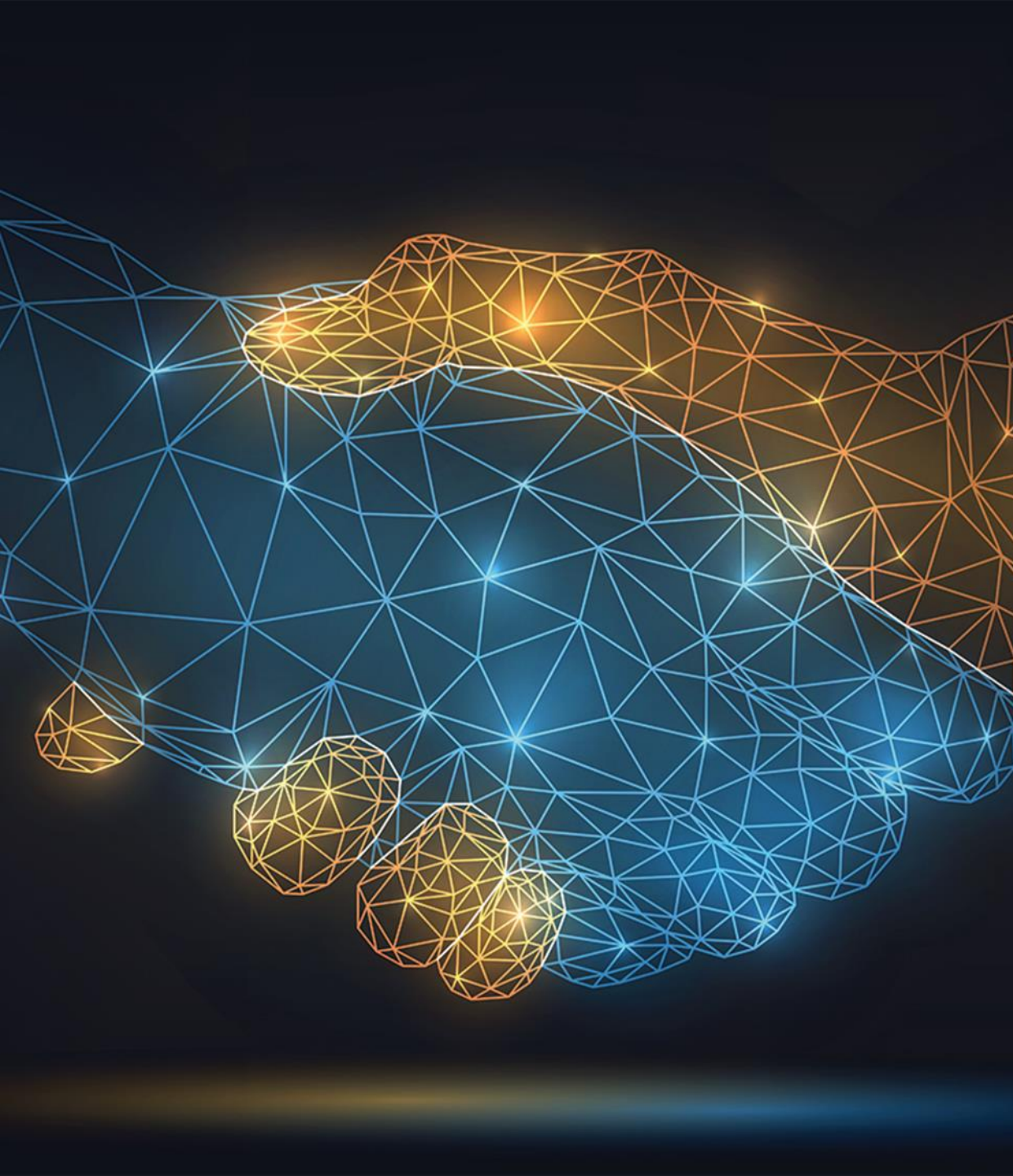
Hosted by the
Procurement Department





Latrece Crownover
Sr. Contract Administrator





PMM

Mission | Vision | Beliefs

Our mission is to provide an inclusive, integrated, and respectful Procurement & Material Management solution.

Our Vision is to improve predictability in the customer experience by adding a comprehensive value to the procurement process.



Cone of Silence

Developed to ensure proper and fair evaluation. It is designed to protect the integrity of the proposal process by shielding it from undue influences.

It begins with the RFP advertisement/release and ends with the Board's selection for RFPs, noting that release of some information is restricted by law.

- Potential proposers cannot discuss any aspect of a released solicitation with Airport personnel with the exception of the contract administrator listed in the RFP.
- All documentation and correspondence must be submitted via Bonfire and paper copies.
- Proposals must be submitted by the deadline and time stated.





What is Bonfire?

An eProcurement platform used by the public sector to streamline the solicitation process.

Once registered, Concessionaires can view and download proposals from any organization's Bonfire Portal.

Concessionaires can submit proposals from the comfort of their office or home.

No more rushing to AHQ through traffic!

No more shipping costs to deliver multiple proposals!

Overview-Benefits

DFW Airport implemented an electronic solicitation portal known as Bonfire. The portal will:

- Expedite the solicitation process, reducing timelines and increasing competitive bids;
- Provide a convenient solicitation process with full customer support;
- Automate bid tabulations and evaluations, eliminating potential for error; and
- Provide a secure process with compliance and accessibility features.



The new portal is available online 24/7 from most electronic devices.

Bonfire may sound familiar as several Texas municipalities and agencies are currently using Bonfire Portal as well.

- City of Frisco
- Denton County
- City of Dallas



Addressing DFW's Key Results

Bonfire supports the Airport's goal to:

- Maximize Business Performance
- Drive Operational Excellence
- Strengthen Community Impact



VENDOR REGISTRATION

- Registration for [DFW's Bonfire Portal](#) is quick, easy and free.
- Follow link: [Vendor Registration](#)
- Once registered, you will be able to create submissions for the Open Public Opportunities.
- In addition to general organizational information, you will be able to:
 - Select commodity codes
 - Upload documents (i.e. insurance or MWBE certifications)

The screenshot shows the 'Procurement Portal' interface. At the top left, it says 'Portal' and 'Gisela Peters'. At the top right, there is a 'Log In' button and a 'cloud DEMO' label. Below the header, there are three buttons: 'Log in', 'Open Public Opportunities', and 'Past Public Opportunities'. The main content area is titled 'Register as a Vendor' and contains a form with the following fields: 'ORGANIZATION NAME', 'FIRST NAME', 'LAST NAME', 'EMAIL', 'EMAIL (AGAIN)', 'PASSWORD', and 'PASSWORD (AGAIN)'. A 'Create account »' button is located below the form. At the bottom of the form area, there are two links: 'Log in with your Bonfire Account' with a sub-link 'Show account login screen »', and 'Need Help?' with a sub-link 'Contact Bonfire Support here »'.

COMMODITY CODES

- Include all commodity codes that align with your services.
- Select the box that reads ***Notify me of any opportunities that match my commodity codes.***
- You can return to this page and add or remove any commodity codes :

Settings → Global Vendor Record → Commodity Codes/Opportunity Matching

Commodity Codes help match you to future bid opportunities in your Service Region, with Dallas Fort Worth International Airport and other organizations. You can always go back and change them later. You must select at least one Commodity Code.

Click a code to expand, or search by code or keyword to find codes.

Code Set: Code: Keyword:

Code	Title	Description	Add
11 ↕	Agriculture, Forestry, Fishing and Hunting		<input type="checkbox"/>
21 ↕	Mining, Quarrying, and Oil and Gas Extraction		<input type="checkbox"/>
22 ↕	Utilities		<input type="checkbox"/>
23 ↕	Construction		<input type="checkbox"/>
31 ↕	Manufacturing		<input type="checkbox"/>
32 ↕	Manufacturing		<input type="checkbox"/>

Service Regions
Specifying Service Regions lets Bonfire know where you deliver services. Bonfire uses this information, in conjunction with Commodity Codes, to match you to Bid Opportunities.

[Notify me of any opportunities that match my commodity codes](#)

Navigating the Procurement Portal

- The DFW Procurement Portal is public. Anyone can view the listing of Open and Past Public Opportunities.
- The Procurement Portal will provide an overview of the Status, Solicitation Number, Project Name, Relevant Department, Close Date, and the number of days left to submit a bid/proposal.
- In order to download documents or create a submission you must be logged-in to the Procurement Portal and select **View Opportunity**.

Procurement Portal
Dallas Fort Worth International Airport

Department: All

Open Public Opportunities My Opportunities

Status	Ref. #	Project	Department
OPEN	RFQ# 279637	Motor Ceramic Bearing Change Out	Energy Transportation Asse
OPEN	RFQ# 279656	Annual Subscription for Condition Assessment Software	Energy Transportation Asse
OPEN	RFQ# 279657	Drones	Public Safety
OPEN	RFQ No. 279674	Gearbox Oil	Energy Transportation Asse
OPEN	RFQ 279501	Refrigerant Compressors	Energy Transportation Asse
OPEN	RFQ# 279658	Small Strippers	Energy Transportation Asse
OPEN	Solicitation No. 8005542	External Audit Services	Audit Services

Project Details

Project: Insurance Broker of Record

Ref. #: Solicitation No. 8005540

Department: Risk Management

Type: RFP

Status: **OPEN**

Open Date: Jan 23rd 2023, 8:00 PM CST

Intent to Bid Due Date: Feb 21st 2023, 2:00 PM CST

Questions Due Date: Feb 7th 2023, 4:00 PM CST

Close Date: Feb 21st 2023, 2:00 PM CST

Days Left: 12

Project Description:
General Description: 1.5 The Contractor shall procure insurance policies with Insurance Carriers licensed by Texas Department of Insurance and authorized to transact the lines of business specified.
Contract Term: One (1)-year period with options to renew for four (4) additional one (1)-year periods.
Minority/ Women Business Enterprise (M/WBE) Goal: Goal for this contract is 20%.
Applicable Laws: This solicitation is being conducted in accordance with Texas Local Government Code Title 8, Subtitle A, Chapter 252 and/or Government Code 2254, as applicable.

Important Events:

Status	Event Name	Location	Description	Dates	Mandatory
ONGOING	Open Date	Online Portal	Posting date for the Opportunity	Jan 23rd 2023, 8:00 PM CST	N/A

February 2023

prev next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
OPEN						
	5	6	7	8	9	11
OPEN						
12	13	14	15	16	17	18
OPEN						
19	20	21	22	23	24	25
OPEN						
26	27	28	1	2	3	4

Viewing Opportunities

The **Project Details** page includes relevant information to the solicitation, including:

- Type of Solicitation
- Status
- Important Events
- All Supporting Documentation
- Decisions/Package Options
- Requested Information
- Messages/Public Notices
- *Keep a look out for public notices as they will alert you to new Addendums or Requested Information*

Beginning Your Submission

Download and review all supporting documentation.

If you intend to Bid, you must select **YES** at the bottom of this screen.

Then select ***Prepare Your Submission***.

This platform will automatically save all information, uploaded documentation, and selections.

Submission

Intent to Bid **Prepare**

In order to prepare a submission you must first submit your Intent to Bid by Feb 08, 2023 6:00 PM CST.

Do you intend to bid on this opportunity?
 Yes No

Submit Cancel

Submission


Intent to Bid **Prepare**

Prepare Your Submission

Prepare as:
Joyful Noise Inc

Prepare Your Submission

New to Bonfire? Here's a quick overview of the submission process.



Creating Your Submission

Select your *Decision* or *Concessions Opportunity Package(s)*.

This will allow you to only submit documentation that is pertinent to the packages you would like to bid on.

Step 1: Select Decisions

<input type="checkbox"/>	CONCESSIONS OPPORTUNITIES	→	FB-1 SWEET SNACK
<input type="checkbox"/>	CONCESSIONS OPPORTUNITIES	→	FB-2 SALTY SNACK
<input checked="" type="checkbox"/>	CONCESSIONS OPPORTUNITIES	→	FB-3 GELATO-FROZEN TREAT
<input type="checkbox"/>	CONCESSIONS OPPORTUNITIES	→	FB-4 TEXAS CUISINE
<input checked="" type="checkbox"/>	CONCESSIONS OPPORTUNITIES	→	FB-5 ENTERTAINMENT BAR

Showing 1 to 5 of 5 entries

Creating Your Submission

- Provide your submission information by addressing the acknowledgements and uploading the required documentation.

- All items marked **REQUIRED** must be uploaded or Bonfire will **NOT** accept your proposal.

- Make sure all items have a green bullet.

Step 2: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.
Click Edit to enter a data or text answer.

Acknowledgements

I acknowledge that marking the information submitted in response to an RFP, an SOW, or in any other submission as confidential or proprietary, or that it contains trade secrets may not necessarily guarantee the non-release of this information as required by law. In an event such information is requested pursuant to the Texas Public Information Act (see General Terms and Conditions). REQUIRED Data Type: Yes/No Save Cancel

Yes No

I affirm that I have read the M/WBE Contract Provisions (Exhibit B). REQUIRED Data Type: Yes/No Save Cancel

Yes No

Response Forms

Information Questionnaire (Q-59QW) REQUIRED Questionnaire # Files: 1 Upload File...

Acknowledgements

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Yes

I affirm that I have read the M/WBE Contract Provisions (Exhibit B). REQUIRED Data Type: Yes/No Edit Delete

Yes

Response Forms

Information Questionnaire (Q-59QW) REQUIRED Questionnaire # Files: 1 Upload File...

Information_Questionnaire_(Q-59QW).xlsx Upload File...

W9 REQUIRED File Type: PDF (.pdf) # Files: 1 Upload File...

W9.pdf Upload File...

Finalizing Your Submission

- Bonfire will not verify the contents of your documents, only you can do that.
- Make sure you title the documents appropriately on your computer, then upload the corresponding documents to each field.
- Confirm your documents are correct before you submit your proposal.

Response Forms

● Information Questionnaire (Q-59QW)
REQUIRED Questionnaire # Files: 1

⚠ Information_Questionnaire_(Q-59QW).xlsx

● W9
REQUIRED File Type: PDF (.pdf) # Files: 1

✓ W9.pdf

● Exhibit A - Proposal Acknowledgement
REQUIRED File Type: PDF (.pdf) # Files: 1

✓ Exhibit_A_-_Proposal_Acknowledgement.pdf

● Exhibit B - Business Disclosure Form
REQUIRED File Type: PDF (.pdf) # Files: 1

✓ Exhibit_A_-_Proposal_Acknowledgement.pdf

● Exhibit C - Estimated Investment
REQUIRED File Type: PDF (.pdf) # Files: 1

✓ Exhibit_C_-_Estimated_Investment.pdf

● Exhibit D - Pro Forma
REQUIRED File Type: PDF (.pdf) # Files: 1

✓ Exhibit_D_-_Pro_Forma.pdf

Check your documents
ONE LAST TIME

Submission Receipt

Dallas Fort Worth International Airport

DFW

Project Details

SUBMISSION COMPLETE!

Your submission has been finalized. Please see below for your confirmation details.

Confirmation Details

Project: Request for Proposal - Concessions TEST

Ref. #: TEST2

Submission Time: Feb 08, 2023 9:39 PM CST

Name: Joy Tuider

Email: joytuider@yahoo.com

Organization: Joyful Noise Inc

Decisions: Concessions Oppor... -1 Sweet Snack
Concessions Oppor... - FB-4 Texas Cuisine

Requested Documents: **W9 - Required**
W9.pdf
Exhibit B - Business Disclosure Form - Required
Exhibit_A_-_Proposal_Acknowledgement.pdf
Exhibit G - Workforce Composition Form - Required
Information_Questionnaire_(Q-59QW).xlsx

Correct

Incorrect

Incorrect

Key Takeaways



Respond to what the RFP requests and avoid placing limitations or conditions.



Check your documents as Bonfire will not confirm the content



If you have an issue uploading a document, ensure the document is **COMPLETE**, then re-upload.



You can change/update your submission only until the closing/due date.



Deposit Checks must be provided to the Contract Administrator for each location prior to the proposal date and time. Checks will be returned after Airport Board approval of awardees.



DO NOT WAIT until the last minute to prepare a proposal. Understand that teaming efforts, subcontracting, and preparation takes quality time.

PRACTICE

is your **TICKET**
to **SUCCESS!**

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Customer Support Website and contact:

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support@gobonfire.com



Thank You