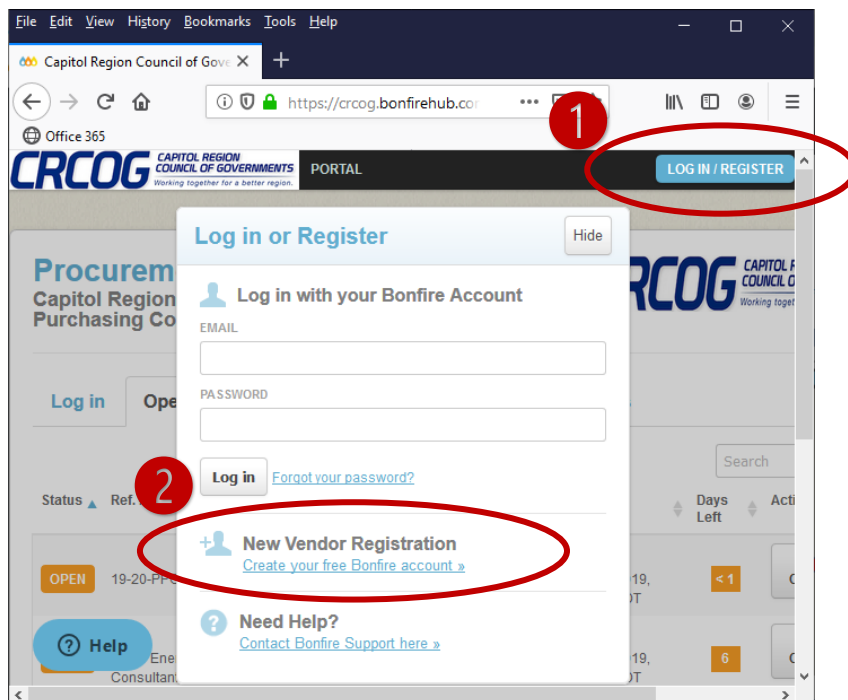# CRPC MEMBERS GUIDE

FOR BID RESULTS

OBTAINING BID RESULTS

Bonfire is our current system for bidding. Go to
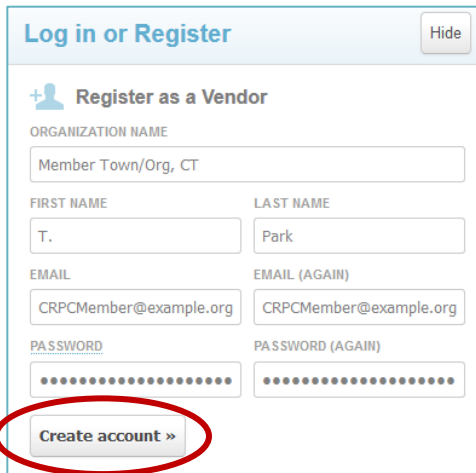**crcog.bonfirehub.com** to get started.

In order to view bids, you must have a Bonfire account. If you do not have an account, follow these instructions to obtain one. Otherwise, **skip to step 7 on page 5.**

STEP 1: SIGN UP FOR BONFIRE

1. Go to **crcog.bonfirehub.com**. You will see a list of the current open opportunities on the front page. To create a new account, click on the **"LOG IN/REGISTER"** button in the top right-hand corner.

2. In the pop-up window, click on "➕👤 **New Vendor Registration**"
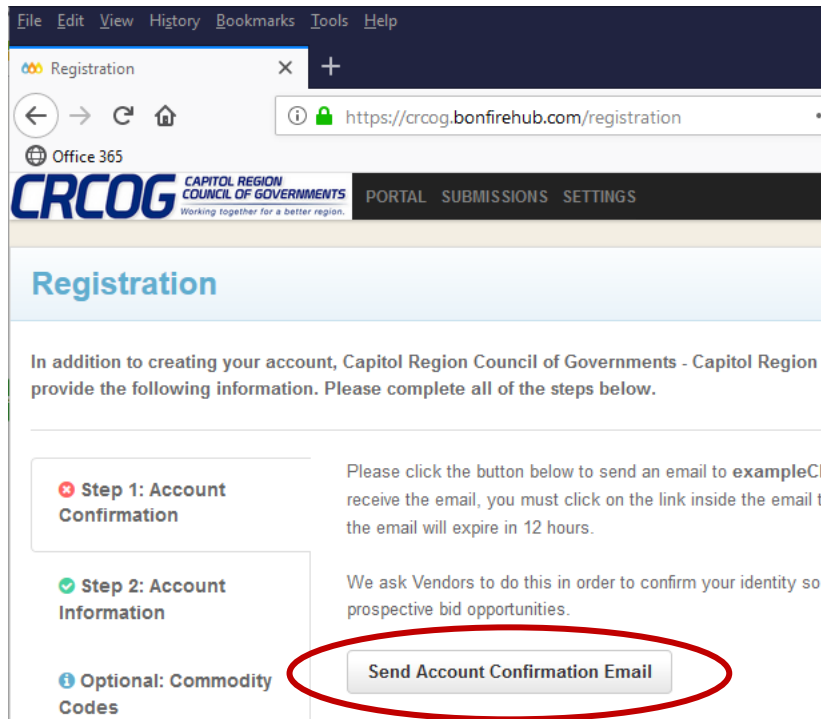
3. Fill in the details of your organization, create a password, and click **"Create Account."**
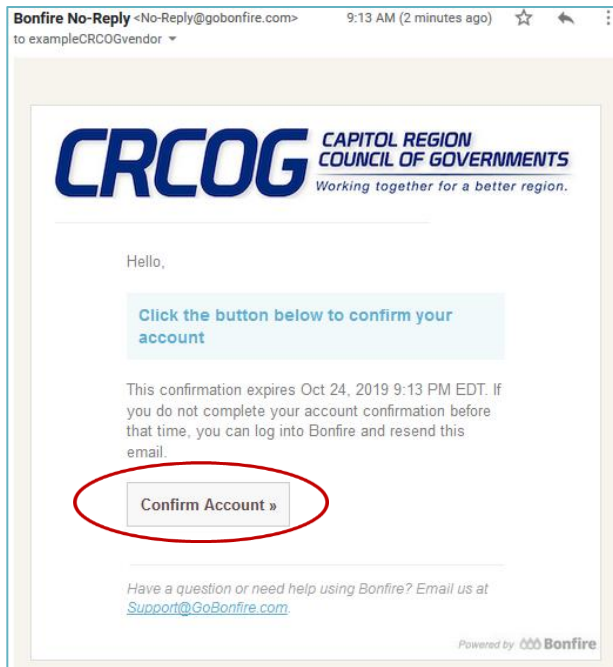

4. On the next page, click on **"Send Account Confirmation Email"** to confirm your account.

5. You will receive an email from Bonfire asking you to confirm your account. Click the **"Confirm Account"** link in your email and return to the Bonfirehub webpage.

6. **Complete your registration** by clicking on **"Registration Complete"** and the **"Continue to Bonfire"** button to view completed bids.
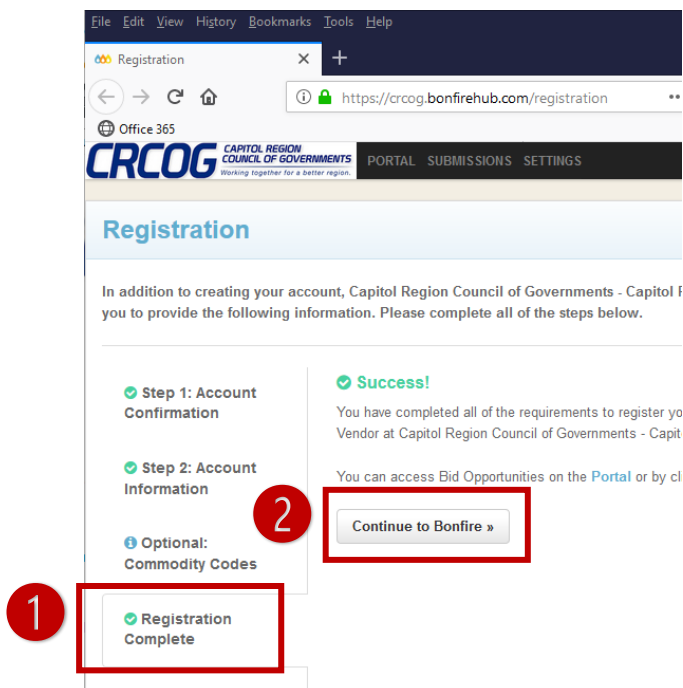
STEP 2: DOWNLOAD BID RESULTS

7. **Login to the homepage**, **crcog.bonfirehub.com**.

8. Click on the **"Past Public Opportunities"** tab, then on **"View Opportunity"** for the bid you wish to see.

9. Scroll down to the **"Supporting Documentation"** section. Find the files named **"Complete Submissions.zip"** and **"Bid Tabulation.xlsx."** Click **"Download"** to the right to download the files.