

CRPC MEMBERS GUIDE

FOR BID RESULTS

Prepared by CRCOG for the
Capitol Region Purchasing Council

Revised October 2019

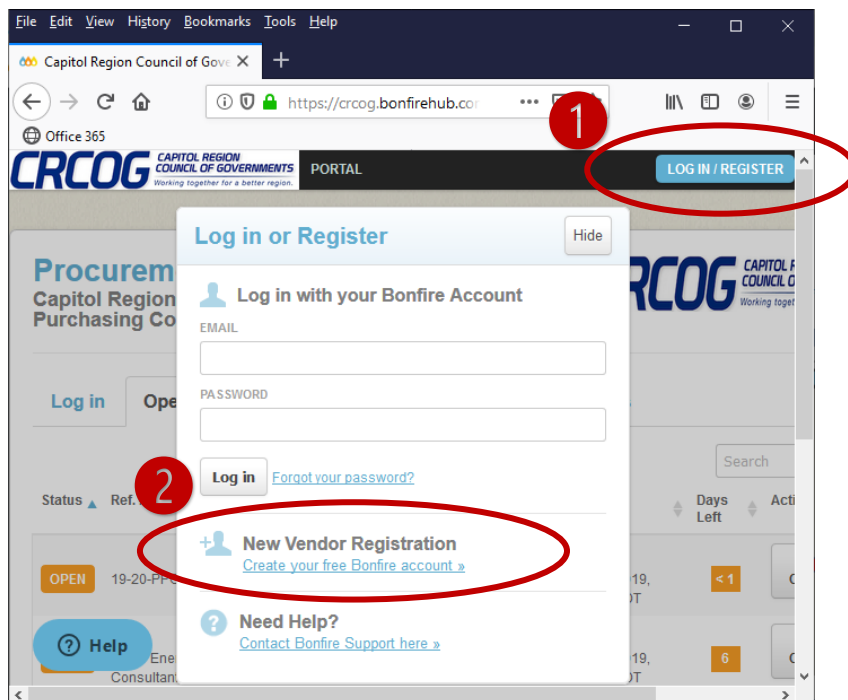
OBTAINING BID RESULTS

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

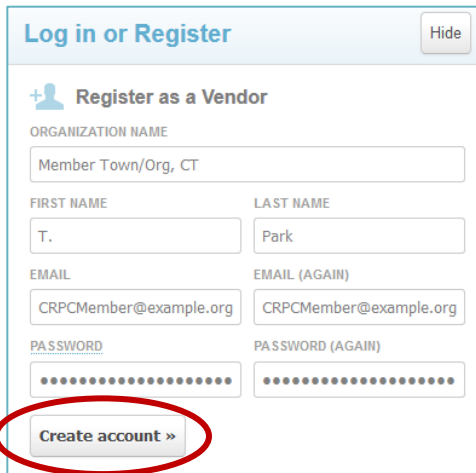
In order to view bids, you must have a Bonfire account. If you do not have an account, follow these instructions to obtain one. Otherwise, **skip to step 7 on page 5.**

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**”

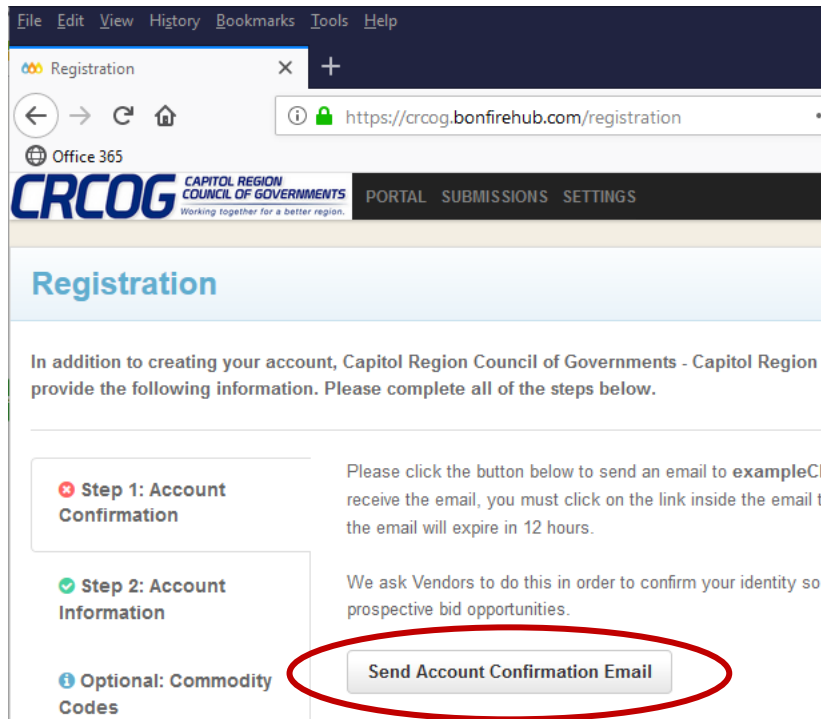


3. Fill in the details of your organization, create a password, and click **“Create Account.”**



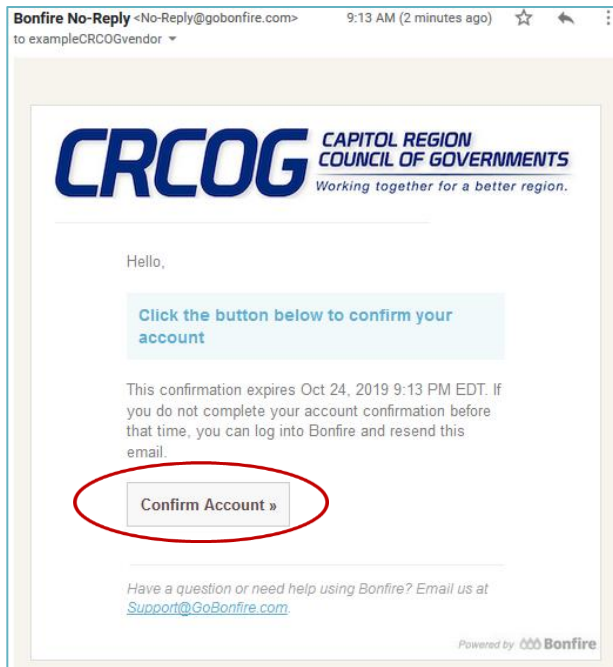
The screenshot shows a registration form titled "Log in or Register" with a "Hide" button. Below the title is a "Register as a Vendor" section with a plus icon and a person icon. The form contains several input fields: "ORGANIZATION NAME" (filled with "Member Town/Org, CT"), "FIRST NAME" (filled with "T."), "LAST NAME" (filled with "Park"), "EMAIL" (filled with "CRPCMember@example.org"), and "EMAIL (AGAIN)" (filled with "CRPCMember@example.org"). There are also two "PASSWORD" fields, both filled with dots. At the bottom of the form, the "Create account >>" button is circled in red.

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

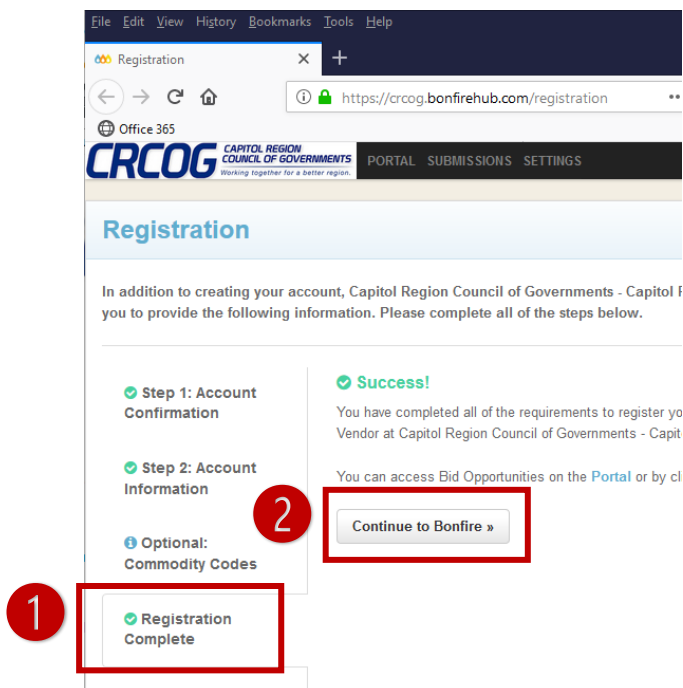


The screenshot shows a web browser window with the URL "https://crcog.bonfirehub.com/registration". The page header includes the "CRCOG" logo and navigation links for "PORTAL", "SUBMISSIONS", and "SETTINGS". The main heading is "Registration". Below the heading, there is a message: "In addition to creating your account, Capitol Region Council of Governments - Capitol Region I provide the following information. Please complete all of the steps below." The page is divided into three steps: "Step 1: Account Confirmation" (marked with a red 'x'), "Step 2: Account Information" (marked with a green checkmark), and "Optional: Commodity Codes" (marked with an 'i'). The "Send Account Confirmation Email" button is circled in red.

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.

The screenshot shows the Procurement Portal for the Capitol Region Council of Governments. At the top, there is a blue banner with the text "Oops! You forgot to add Commodity Codes to your profile. Match me with new opportunities »". Below this, there are three tabs: "Open Public Opportunities", "Past Public Opportunities", and "My Opportunities". The "Past Public Opportunities" tab is selected and circled in red, with a red arrow pointing to it. Below the tabs is a table of closed bids. The table has columns for Status, Ref. #, Project, Close Date, and Action. The "Action" column contains "View Opportunity" buttons for each bid. A red circle with the number "2" is around the "View Opportunity" buttons. At the bottom, there are links for "Technical Support", "Portal Security", "Terms of Service", and "Privacy Policy". The page is powered by Bonfire.

Status	Ref. #	Project	Close Date	Action
CLOSED	691	Ladder Testing	Sep 27th 2019, 12:00 PM EDT	View Opportunity
CLOSED	690	Asphalt Pavement Crack Sealing	Sep 27th 2019, 12:00 PM EDT	View Opportunity
CLOSED	688	Snowplow Blades	Sep 24th 2019, 12:00 PM EDT	View Opportunity

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.

The screenshot shows the Supporting Documentation section of the Procurement Portal. It features a table with columns for File, Type, Description, Date Created, and Actions. The "Actions" column contains "Download" buttons for each file. A red circle with the number "2" is around the "Download" buttons. A red arrow points to the "Download" button for the "Asphalt Crack Sealing Complete Submissions.zip" file. The "Complete Submissions.zip" and "Asphalt Pavement Crack Sealing Bid Tabulation.xlsx" files are circled in red.

File	Type	Description	Date Created	Actions
690AsphaltCrackSealingITB.doc	Documentation	ITB	Jul 31st 2019, 11:58 AM EDT	Download
Asphalt Crack Sealing Complete Submissions.zip	Other	Complete Submissions from each Company,	Sep 30th 2019, 9:22 AM EDT	Download
Asphalt Pavement Crack Sealing Bid Tabulation.xlsx	Other	Bid Tabulation - Excel File.	Sep 30th 2019, 9:21 AM EDT	Download
Capitol Region Quarterly Report.xlsx	Other		Aug 22nd 2019, 11:08 AM EDT	Download