

Registering in Bonfire

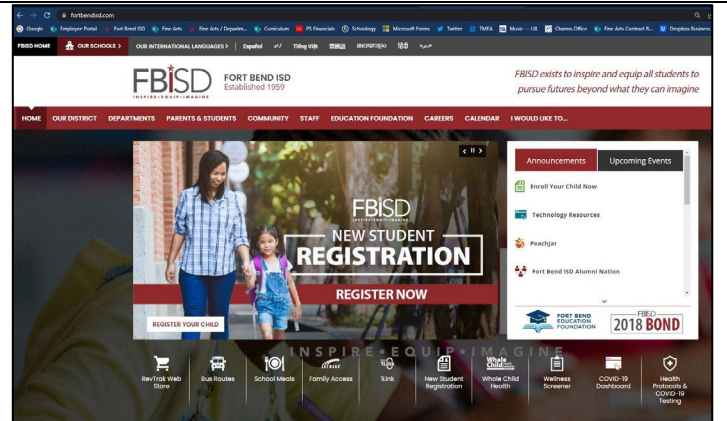
Job Aid

Fort Bend Independent School District

Step 1

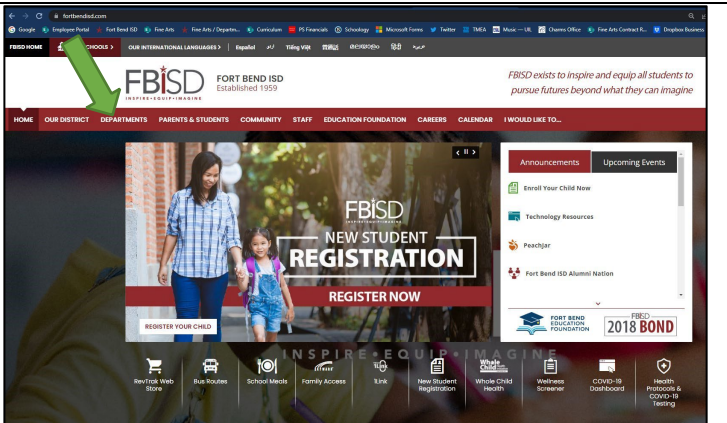
Go to the FBISD website:

<https://www.fortbendisd.com/>.



Step 2

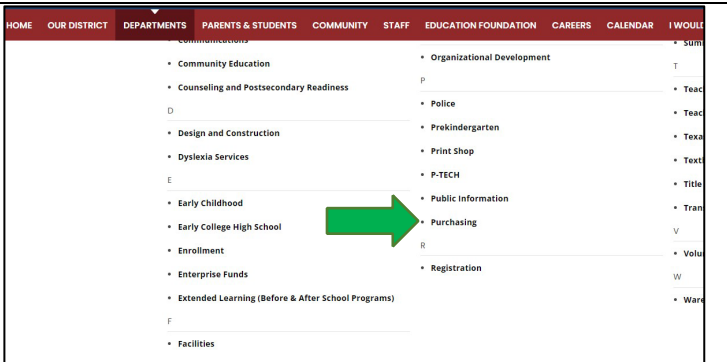
Click Departments in the menu bar.



Step 3

On the Departments page, scroll down to the "P" section.

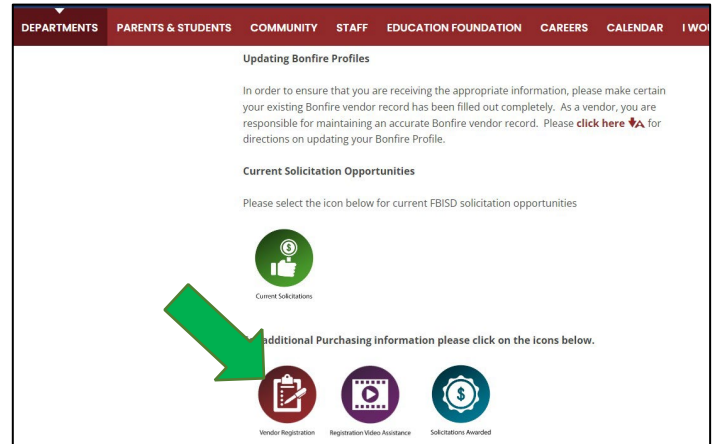
Click "Purchasing".



Step 4

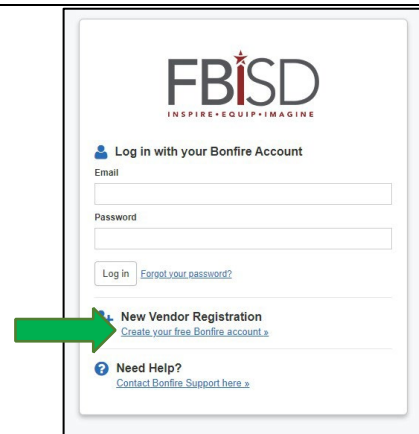
When you land on the *Purchasing* home page, scroll to the bottom of the page.

Click on the maroon “Vendor Registration” button.

**Step 5**

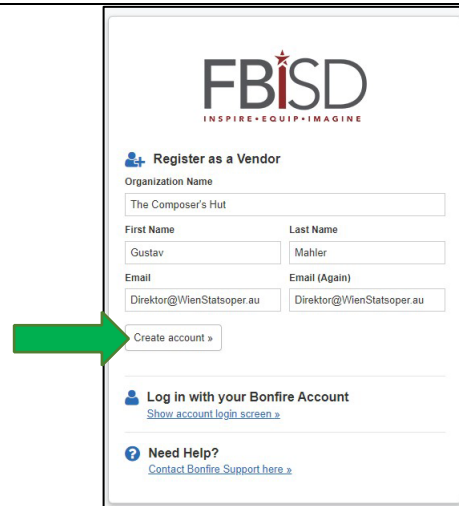
This button will take you to *Bonfire*.

Click on “Create your free Bonfire account.”

**Step 6**

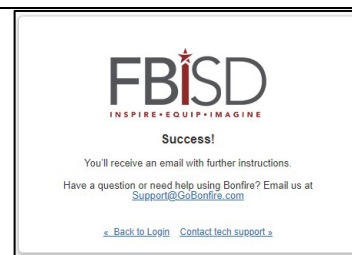
Complete the demographic information, provide a current email address and enter it again.

Press “Create Account.”

**Step 7**

You will receive this message when you’ve created an account.

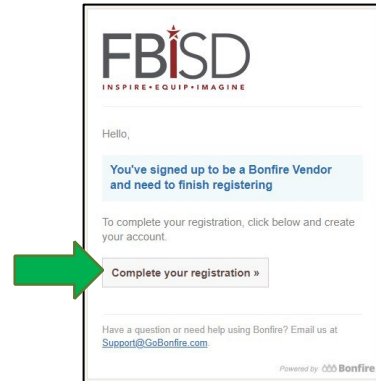
Go to your **email application** and look for the Bonfire. email.



Step 8

In the Bonfire email, click on “Complete your registration.”

This will open a new window in your browser to complete your Bonfire registration.

**Step 9**

In your browser window, come up with a password for Bonfire. Write it down.

Enter your password the same way twice.

Click, “Create Account.”

The registration page will appear!

Step 10

Click on the box next to “I accept the Privacy Policy and Vendor and Submission Portal Terms of Service.”

Then, click on “Save and continue to Step 11a: Account Information.”

Step 11a

Profile Information: Your Vendor Name, Contact First Name, Contact Last Name, and Contact Email will be populated.

You must enter:

- Address Line 1
- City
- State / Province
- Phone Number
- Postal / Zip Code
- **Country**

Answer YES that your business is in Texas

Answer Certification Questions Step 11b.

Step 11b — FBISD only recognizes the following certifications:

City of Houston	SBE	MBE	WBE	PDBE
Metro	SBE			
Port of Houston Authority	SBE			
US SBA	8A			

Are you certified by FBISD Board
Approved Certifying Agency?

Yes

Vendor's Principal place of business is in the state of Texas, or employs 500 people in this state

Yes

Vendor Certification

Step 12

If you have filled in the profile correctly, next to "Other" in the center of the page will be green "Complete" button.

Click "Save." You'll notice that you've got a green checkmark next to "Step 2: Account Information" in the menu bar.

Now, click on "Continue to Step 3: Documentation".

Yay! We are moving forward!!

Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

Step 1: Account Confirmation
 Step 2: Account Information
 Step 3: Documentation
 Step 4: Commodity Codes
 Registration Complete

Based on your selected Vendor Type, please complete the following sections:

Others

Save

Continue to Step 3: Documentation >

Step 13

This is where you need access to that *W9* and *Provider Diversity questionnaire* you completed and saved in your desk (I hope). If you have completed and saved them, you can upload them now.

- W9:
 1. Click "Upload File..."
 2. Click "Choose File" and navigate to your W9 electronic device.
 3. Click "Upload".
- Supplier Diversity Questionnaire:
 4. Click "Upload File..."
 5. Click "Choose File" and navigate to your Electronic supplier diversity questionnaire.
 6. Click "Upload".

When you have uploaded both documents, you will have a green checkmark next to each one, as well as the "Step 3: Documentation" menu item.

Registration Upload File

Requested Document: W9

File: Choose File Benline W9 Form.pdf

Step 3

Upload Cancel

Step 2

Step 1

Upload File...

W9 File Type: PDF

1 file uploaded

Supplier Diversity Questionnaire File Type: PDF

1 file uploaded

Registration

Step 1: Account Confirmation

Step 2: Account Information

Step 3: Documentation

Step 4: Commodity Codes

Registration Complete

Fort Bend Independent School District has requested that you provide a file for each registration document. If there is a Template associated with a document, there will be a download icon & next to the Upload File button.

Click "Upload File..." to select a file to upload. You must upload at least 1 (one) file (Maximum file size is 100MB) for each document slot that has a green Required badge

W9 File Type: PDF

1 file uploaded

Supplier Diversity Questionnaire File Type: PDF

1 file uploaded

Upload File...

Step 13a Small Business Program (SBEP)

This is where you need access to upload your file SBE Capability and Certification Statement. You can Upload them now.

- SBE Certification:
 1. Click "Upload File..."
 2. Click "Choose File" and navigate to your SBE electronic certificate.
 3. Click "Upload".
- Statement of Capability:
 4. Click "Upload File..."
 5. Click "Choose File" and navigate to your Declaration of Electronic Capability Statement.
 6. Click "Upload".

Registration

Upload File

Requested Document

File* Choose File

Step 3

Step 2

Step 1

SBE Certification

OPTIONAL File Type: Any

Capability Statement Document

OPTIONAL File Type: Any

Upload File...

Step 1: Account Confirmation

Step 2: Account Information

Step 3: Documentation

Step 4: Commodity Codes

Registration Complete

Fort Bend Independent School District has requested that you provide a file for each registration document. If there is a Template associated with a document, there will be a download icon next to the Upload File button.

Click Upload File... to select a file to upload. You must upload at least 1 (one) file (Maximum file size is 100MB) for each document slot that has a green Required badge.

SBE Certification

OPTIONAL File Type: Any

Capability Statement Document

OPTIONAL File Type: Any

Upload File...

Step 14

Click on "Step 4: Commodity Codes" in the menu bar.

Here you will enter three commodity codes. Click the "Code:" box and enter the following code:

• 961 96

Click the magnifying glass (search) button. It will populate the product, "Non-professional services (not otherwise classified)". Click + under "Add" in the last column.

Repeat the steps above with these two additional steps Commodity Codes:

• 961 73

• 962 05

Click "Notify me of any opportunities that match my commodity codes."

Click on: "Continue until registration is complete".

Step 1: Account Confirmation

Step 2: Account Information

Step 3: Documentation

Step 4: Commodity Codes

Registration Complete

Commodity Codes help match you to future bid opportunities in your Service Region, with Fort Bend Independent School District 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: NIGP

Code: 961 96

Keyword:

Search

Reset

Code	Title	Description	Add
96196 1	Non-Professional Services (Not Otherwise Clas...		+

Step 1: Account Confirmation

Step 2: Account Information

Step 3: Documentation

Step 4: Commodity Codes

Registration Complete

Commodity Codes help match you to future bid opportunities in your Service Region, with Fort Bend Independent School District 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: NIGP

Code: 962 05

Keyword:

Search

Reset

Code	Title	Description	Add
96205 1	Amusement and Entertainment Services, Includ...		+

Service Regions

Specifying Service Regions lets Bidders know where you deliver services. Bids are used in conjunction with Commodity Codes to match you to Bid Opportunities.

Select Regions

All Regions

Select Specific Subregions

Not all subregions will appear if you have selected the entire region above. Not all regions have subregions.

Select Service Regions

Notify me of any opportunities that match my commodity codes

Continue until registration is complete

Step 15

Congratulations! You have completed the registration process. Now, wait for an email when the application opens, complete the application tasks.

Step 1: Account Confirmation

Step 2: Account Information

Step 3: Documentation

Step 4: Commodity Codes

Registration Complete

Success!

You have completed all of the requirements to register your Vendor account for The Composer's Hut at Fort Bend Independent School District.

You can access Bid Opportunities on the Portal or by clicking here.

Continue to Bidfire

Bonfire - Vendor Registration Instructions

The Fort Bend Independent School District is pleased to announce its transition to an electronic bidding system, Bonfire! Please take a moment to visit the Bonfire portal to register as a supplier and receive bidding opportunities from FBISD. Bonfire is a strategic sourcing software platform where FBISD procurement professionals process requests for proposals (RFPs), sealed competitive proposals (CSPs), requests for qualifications (RFQs), and requests for qualifications (RFQ). The Bonfire platform offers many orientation and training videos that you can easily access. We've provided just a few to help you get started, as you can see below. Effective **July 1, 2020**, the District will no longer notify vendors of bidding opportunities through the current system. All notifications will be made only through the Bonfire system, starting **July 1, 2020**. Visit the portal and register as soon as possible.

The District looks forward to your participation in our bidding opportunities!

Director of Materials and Enterprise Management  Vendor Registration	https://fortbendisd.bonfirehub.com/portal/
 Registration Video Assistance	https://support.gobonfire.com/hc/en-us *Note: If you are already logged into bonfire, the user can go to the top right corner and click LEARN.
 Bonfire Phone Support	Bonfire: 1-800-354-8010, Ext 2 Monday through Friday, 7 a.m. to 7 p.m. CST FBISD: (281) 634-1802 purchasing@fortbendisd.com Monday through Friday, 7:30 a.m. to 4:00 p.m. CST

Fort Bend Independent School District

555 Julie Rivers Drive • Sugar Land, TX. 77478 • 281-634-1071 • Fax 281-327-5568 • www.fortbendisd.com

Do not add certifications not recognized by FBISD

Certifications recognized by FBISD are listed on line 2 and line 4

SUPPLIER DIVERSITY QUESTIONNAIRE

(For Tracking Purposes Only)

1. Is your company owned (51% or more) by an individual or individuals designated as minority or woman? YES NO
2. If you answered yes to question number (1), please identify all minority-owned or women-owned business certifications held by your company?

3. Does your company hold a small business certification?
4. If you answered yes to question number (3), please identify all small business certifications held by your company?

Fort Bend Independent School District does not give any preferences to minority-owned or women-owned businesses in the awarding of contracts. For certain construction-related contract awards only, scoring preferences may given to certified small businesses under the District's Small Business Enterprise Program. This Supplier Diversity Questionnaire is requested for the purpose of statistical tracking only, and is not part of the District's Small Business Enterprise Program.

Under Fort Bend Independent School District's Supplier Diversity Program, the District commits to use best efforts to inform small, women-owned, and minority businesses of current and future purchasing activities. The District encourages the participation of these businesses in purchasing of all goods and services. More information can be found in Board Policy CH (Local).

Signature

Printed Name & Title

Company Name