

Registering in Bonfire

Job Aid

Fort Bend Independent School District

Step 1

Go to the FBISD website:
<https://www.fortbendisd.com/>.



Step 2

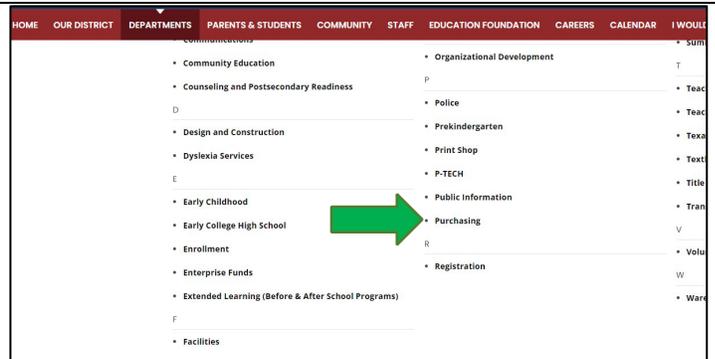
Click Departments in the menu bar.



Step 3

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

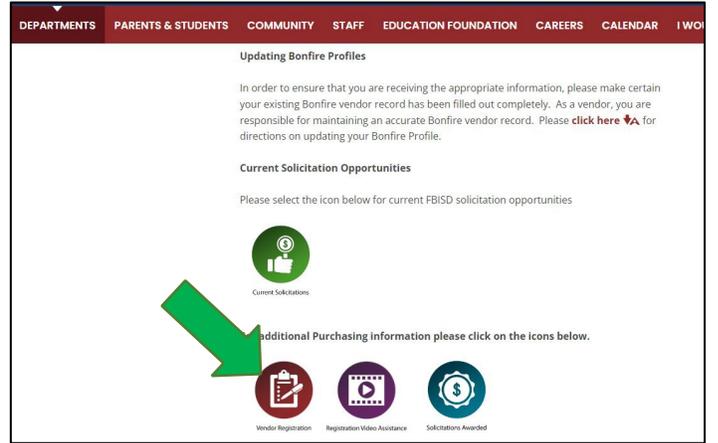
Click "Purchasing".



Step 4

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

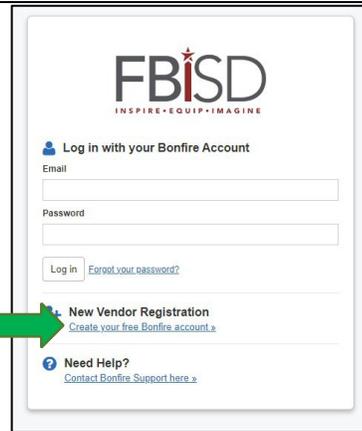
Click on the maroon “Vendor Registration” button.



Step 5

This button will take you to *Bonfire*.

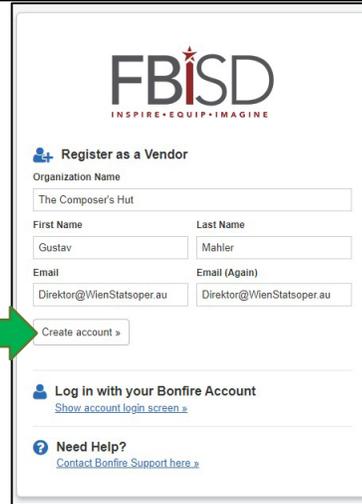
Click on “Create your free Bonfire account.”



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.

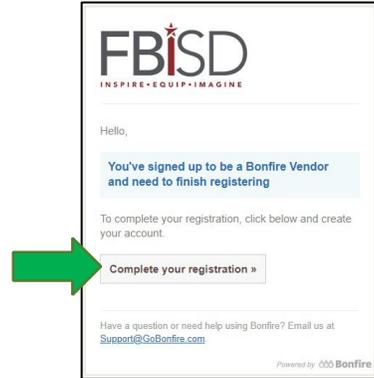
Go to your *email application* and look for the Bonfire. email.



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.



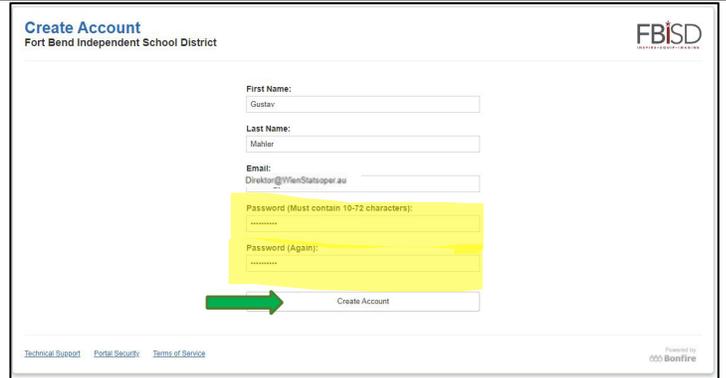
Step 9

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

Enter your password the same way twice.

Click, “Create Account.”

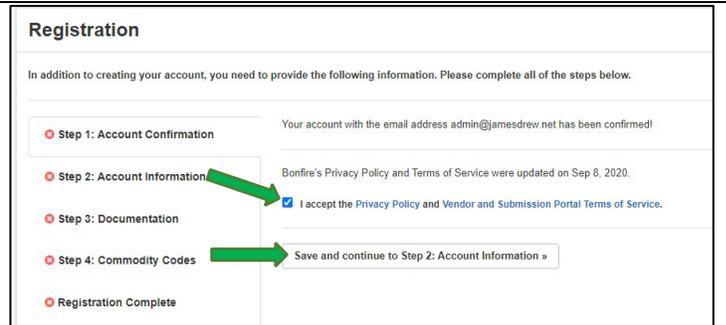
The registration page will appear!



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

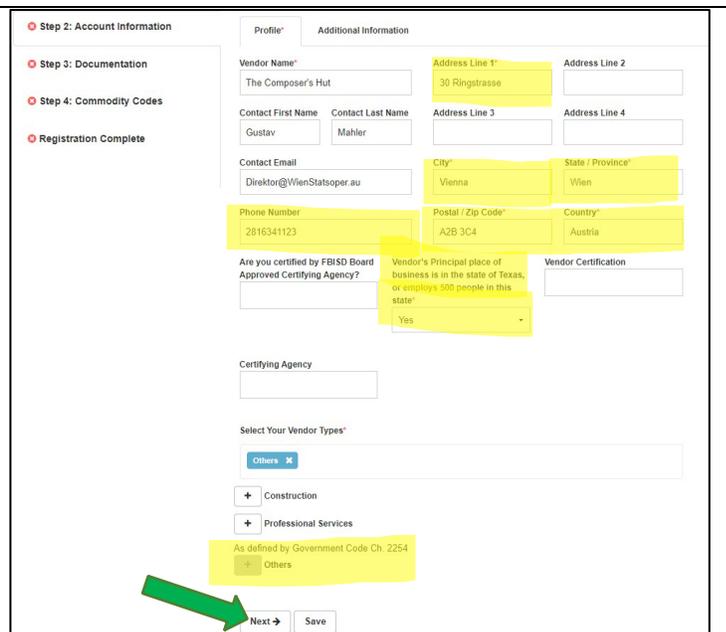
Profile Information: Your Vendor Name, Contact First Name, Contact Last Name, and Contact Email will be populated.

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:					Are you certified by FBISD Board Approved Certifying Agency?	Vendor's Principal place of business is in the state of Texas, or employs 500 people in this state	Vendor Certification
City of Houston	SBE	MBE	WBE	PDBE	Yes		---
Metro	SBE						
Port of Houston Authority	SBE						
US SBA	8A						

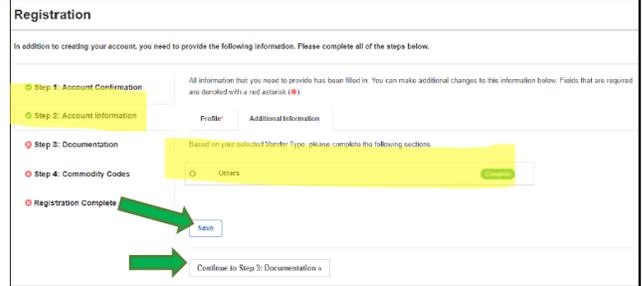
Step 12

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!!

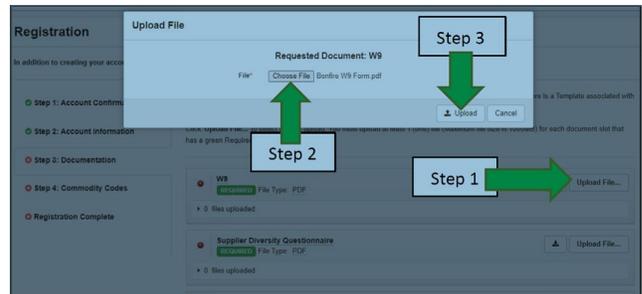


Step 13

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".

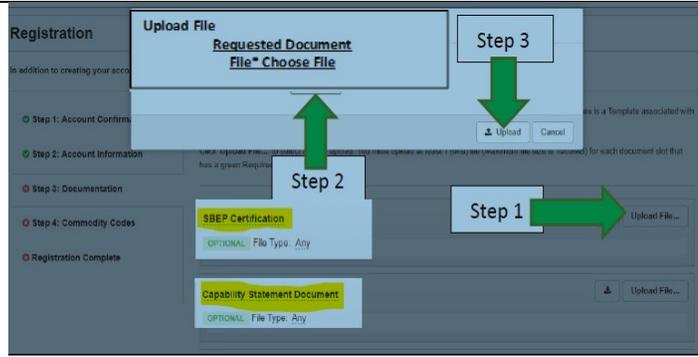
When you have uploaded both documents, you will have a green checkmark next to each one, as well as the "Step 3: Documentation" menu item.



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".



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.

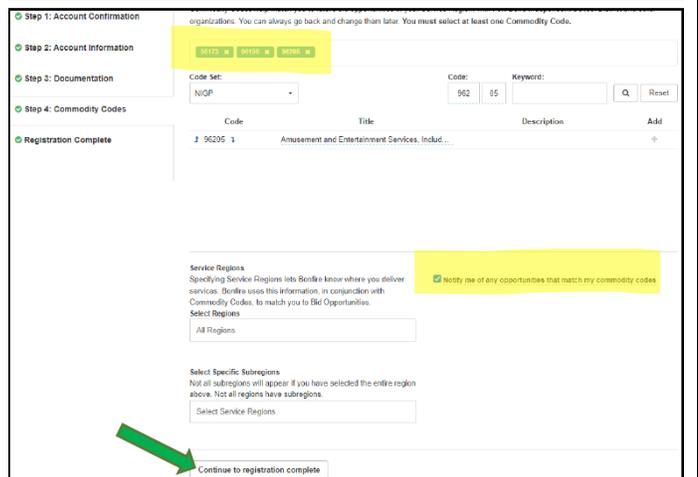
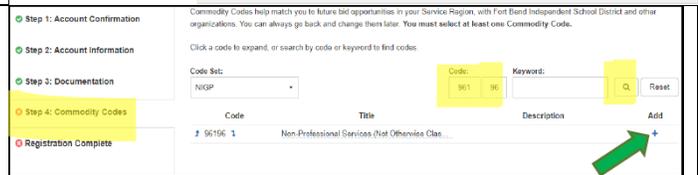
Repeat the steps above with these two additional steps Commodity Codes:

• **961 73**

• **962 05**

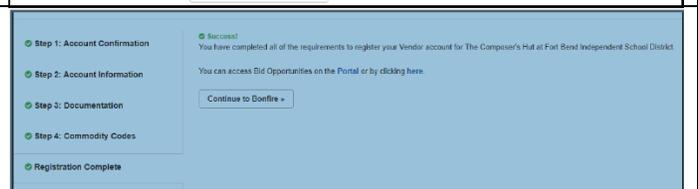
Click "Notify me of any opportunities that match my commodity codes."

Click on: "Continue until registration is complete".



Step 15

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



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!

<p>Director of Materials and Enterprise Management</p>  <p>Vendor Registration</p>	<p>https://fortbendisd.bonfirehub.com/portal/</p>
 <p>Registration Video Assistance</p>	<p>https://support.gobonfire.com/hc/en-us</p> <p>*Note: If you are already logged into bonfire, the user can go to the top right corner and click LEARN.</p>
 <p>Bonfire Phone Support</p>	<p>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</p>

Fort Bend Independent School District

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

List of FBISD Certifying Agencies Certification(s)

SUPPLIER DIVERSITY QUESTIONNAIRE

(For tracking purposes only)

1. Is your business owned (51% or more) by a person or persons designated as minority or women? OTHERWISE
1. If you answered yes to question number (1), please identify all minority- or women-owned business certifications that your business owns.

City of Houston - SBE, MBE, WBE PDBE: Metro - SBE: Port of Houston - SBE: US SBA-8A

1. Does your business have a small business certification?
1. If you answered yes to question number (3), please identify all small business certifications that your business holds.

Identify all FBISD recognized small business certifications here:

City of Houston - SBE: Metro - SBE: Port of Houston - SBE

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

Under the Fort Bend Independent School District's Supplier Diversity Program, the District is committed to making every effort to inform small, women- and minority-owned businesses about current and future purchasing activities. The district encourages the participation of these companies in the purchase of all goods and services. More information can be found in Board Policy CH (Local).

Company

Printed name and title

Company Name