STATE OF DELAWARE
Office of Management and Budget
Government Support Services

Appendix B - Online Bid Submission Portal Instructions

Solicitation responses may be submitted through the online bid submission portal at: https://gss.bonfirehub.com/ or hand delivered to address listed below. Failure to submit a proposal in the required format or through the required submission method may result in the proposal being deemed non-responsive.

A. Questions

The State of Delaware will allow written requests for clarification of this solicitation. All questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this solicitation must be received through the online bid submission portal by September 3, 2026, 3:00 p.m. Local Time, referencing the section, page number, text of passage being questioned, and the question. All questions will be answered in writing by September 17, 2026, 3:00 p.m. Local Time, with responses posted on https://bids.delaware.gov and https://gss.bonfirehub.com/.

B. Proposal Contents

Each vendor's proposal should contain at a minimum the following information:

1. Cover Letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the ITB. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with Government Support Services.
2. Table of Contents which clearly identifies the structure of the proposal and showing page numbers for each of the required sections and attachments.
3. The remaining vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall include pricing. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this ITB. (Refer to Section C for instructions on how to submit the components of the proposal response.)

The purpose of the proposal is to provide Vendors with an opportunity to demonstrate their qualifications, competence, and capacity to undertake the services described herein, in a manner which complies with the requirements of this ITB.

C. Electronic Submission

Solicitation responses must be submitted through the portal at: https://gss.bonfirehub.com/. The portal will have you break your submission as follows:

- **Proposal Original –** This upload will include your technical response to the solicitation, excluding any Questionnaire, BidTables, and Vendor Information Forms.

- **Proposal Redacted –**
  - **If Confidentiality Form is checked NO,** upload the Confidentiality Form, with the box checked.
  - **If Confidentiality Form is filled out identifying portions of the proposal as**

confidential, upload the Confidentiality Form, along with all documents that have information you are looking to redact, with those sections redacted.

- **Vendor Information Forms –** Complete the packet and upload, preferably as one pdf file. The Vendor Information Forms include:
    - **Non-Collusion Statement** – Both signatures and notary stamp/seal must be visible
    - **Vendor Information Sheet**
    - **Business References** – Required for responding vendor, as well as any identified sub-contractors.
    - **Confidentiality Form** – Check the box to indicate No redactions, otherwise complete the form to summarize what you have redacted. (See Proposal Redacted section above.)
    - **Exceptions Form** – Check the box to indicate No Exceptions, otherwise complete the form to notate all exceptions for consideration.
    - **Subcontractor Information** – Check the box to indicate No Subcontracts, otherwise complete one form for each sub-contractor.

- **BidTable –** This submission will be your cost proposal which must be uploaded using the template provided. Refer to Section F below for additional guidance.

Please note: Minimum system requirements: Microsoft Edge, Google Chrome, Safari, or Mozilla Firefox. Javascript and browser cookies must be enabled.

Submission materials must be submitted in the File Type identified in the portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

Excel files provided through the portal manipulated in any way will result in a failed upload. Do not use special formatting, special characters or formulas.

D. Submission Deadline –

Per Delaware Code, all complete bids/proposals must be received by September 24, 2026, 3:00pm local time. Respondents are encouraged not to wait until the last hour to submit their response.

E. Technical Issues –

Allow time for any technology challenges you may experience. **Be advised that Bonfire Support Service Level Agreement has a maximum response time of 2 hours. Support tickets submitted should be specific, in order to minimize the "research" time before responding.** Technical questions related to your submission should be directed to the portal provider at Support@GoBonfire.com or visit their help forum at https://vendorsupport.gobonfire.com/hc/en-us. Common issues are due to modifications to the BidTable and/or Questionnaire.

F. BidTable Fields –

Below you will find a table of the various columns you are required to complete with instructions on how. For any given row, all columns must be populated. This contract award will be enabled into the State's eMarketplace shopping platform and this BidTable closely mirrors the template for catalog enablements.

Column Name	**Input Instructions**
Supplier Part #	Part number used by the supplier to identify the item. May be different than the Manufacturer Part Number. **Must be a unique number for each item**.
Manufacturer	Name of the item manufacturer, which may be different than the name of the supplier.
Manufacturer Part #	Part number used by the manufacturer to uniquely identify the item.
Price	Contract price of the item for your customer, reflecting any available discount off list price.
UOM	Unit of Measure for the item (e.g., EA, BX, PK, RL). Must match the unit in which the item is sold and invoiced. Refer to table below.
UOM Quantity	The number of units included in the UOM. (eg. a UOM of BX and a UOM Quantity of 100 indicates 100 units per box). If UOM = 1, enter "1".
Color	Enter the color of the box exactly as offered. For Item 1 – Acid-Free Box, only Gray or White are acceptable per archival specifications; Brown is not permitted. For Item 2 – Double-Walled Box, enter the manufactured color of the box. The color listed must match the sample submitted.
Days ARO	Number of business days After Receipt of Order (ARO) required to deliver the item to the customer. Enter the standard delivery timeframe for this product.

Acceptable UOM codes.

Name	**Code**
Box	BX
Carton	CT
Case	CA
Day	DA
Dozen	DZ
Each	EA
Foot	FT
Hour	HR
Pound	LB
Month	MO
Pack	PK
Week	WK