

# Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

## 1. Prepare your submission materials:

### Requested Information

Name	Type	# Files	Requirement	Instructions
RFI Response	File Type: PDF (.pdf)	Multiple	Required	
ITSM RFI Questionnaire (Q-37RU)	Questionnaire: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this Questionnaire. The Response Template can be downloaded from the project listing on the Bonfire portal.

### Commodity Codes

Commodity Set	Commodity Code	Title	Description
NIGP	209	Computer Software For Mini And Mainframe Computers (Preprogrammed)	

Commodity Set	Commodity Code	Title	Description
NIGP	920	Data Processing, Computer, Programming, And Software Services	
NIGP	20429	Data/File Security Hardware/Software, to Include Encryption	
NIGP	20447	Integrated Hardware-Software I.T. Solution (Microcomputer)	
NIGP	20547	Integrated Hardware-Software I.T. Solution (Microcomputer), Environmentally Certified Products	
NIGP	20655	Integrated Hardware-Software I.T. Solution (Mini/Mainframe Computer)	
NIGP	20811	Application Software, Microcomputer	
NIGP	20821	Business Intelligence Software	
NIGP	20827	Communications: Networking, Linking, etc. (Includes Clustering Software)	
NIGP	20832	Customer Relationship Management Software (CRM)	
NIGP	20836	Data Processing Software, Microcomputer	

Commodity Set	Commodity Code	Title	Description
NIGP	20837	Database Software	
NIGP	20853	Integrated Software	
NIGP	20854	Internet and Web Site Software for Microcomputers	
NIGP	20859	Library Information Management Software	
NIGP	20880	Software, Microcomputer (Not Otherwise Classified)	
NIGP	20890	Utilities: Back-up, Batch File, Firewall, Menus, Operating System, Network Operating System, Network Management, Recovery, Screen, Security, Virus Protection, etc.	
NIGP	20912	Application Software, Mainframe Computer (Incl. Cobol)	
NIGP	20913	Application Software, Minicomputer	
NIGP	20938	Database Software	
NIGP	20946	Expert System Software	
NIGP	20954	Internet and Web Site Software for Main Frame Computers	
NIGP	20987	Software, Mini/Mainframe Computer (Not	

Commodity Set	Commodity Code	Title	Description
		Otherwise Classified)	
NIGP	20991	Utilities: Back-up, Batch File, Menus, Network Management, Operating System, Recovery, Screen, Security, Virus Protection, etc.	
NIGP	92003	Application Service Provider (ASP) (Web Based Hosted)	
NIGP	92004	Applications Software (For Main Frame Systems)	
NIGP	92007	Applications Software for Microcomputer Systems: Business, Mathematical/Statistical, Medical, Scientific, etc.	
NIGP	92013	Advanced Authentication System Software Services (Including Maintenance and Repair)	
NIGP	92014	Applications Software (For Minicomputer Systems)	
NIGP	92029	Facilities Management Services, Computer	
NIGP	92049	Systems/Executive Software, Main Frame	
NIGP	92056	Systems/Executive Software, Microcomputer	

Commodity Set	Commodity Code	Title	Description
NIGP	92063	Systems/Executive Software, Minicomputer	

### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

### Requested Questionnaires:

The Questionnaire Response Templates can be obtained at <https://parkwayschools.bonfirehub.com/opportunities/30034>.

Please note that Questionnaires may take a significant amount of time to prepare.

## 2. Upload your submission at:

<https://parkwayschools.bonfirehub.com/opportunities/30034>

The Q&A period for this opportunity starts Jun 11, 2021 11:00 AM CDT. The Q&A period for this opportunity ends Jun 25, 2021 5:00 PM CDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jul 02, 2021 3:00 PM CDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

### Important Notes:



Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

### **Need Help?**

Parkway Schools uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>