



REQUEST FOR PROPOSAL #R10-1122 FOR: PUBLIC-SECTOR SOFTWARE AND TECHNOLOGY SOLUTIONS

May 21, 2021

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Proposal Form Checklist

The following documents must be submitted with the Proposal

The below documents can be found in Section 2; Proposal Submission and Required Bid Forms and must be submitted with the proposal. Please note Proposal Form 1 is a separate attachment (attachment B).

PROPOSAL PRICING: Attachment B is provided separately in a Microsoft Excel file and is required to complete your price proposal.

PROPOSAL FORM 1: ATTACHMENT B - PRICING

PERFORMANCE CAPABILITY:

PROPOSAL FORM 2: QUESTIONNAIRE

PROPOSAL FORM 3: DIVERSITY VENDOR CERTIFICATION PARTICIPATION

QUALIFICATION AND EXPERIENCE:

PROPOSAL FORM 4: MANAGEMENT PERSONNEL

PROPOSAL FORM 5: REFERENCES AND EXPERIENCE QUESTIONNAIRE

VALUE ADD:

PROPOSAL FORM 6: VALUE ADD QUESTIONNAIRE

OTHER REQUIRED PROPOSAL FORMS:

PROPOSAL FORM 7: CLEAN AIR AND WATER ACT

PROPOSAL FORM 8: DEBARMENT NOTICE

PROPOSAL FORM 9: LOBBYING CERTIFICATION

PROPOSAL FORM 10: CONTRACTOR CERTIFICATION REQUIREMENTS

PROPOSAL FORM 11: ANTITRUST CERTIFICATION STATEMENTS

PROPOSAL FROM 12: IMPLEMENTATION OF HOUSE BILL 1295

PROPOSAL FROM 13: BOYCOTT CERTIFICATION AND TERRORIST STATE CERTIFICATION

PROPOSAL FORM 14: RESIDENT CERTIFICATION

PROPOSAL FORM 15: FEDERAL FUNDS CERIFICATION FORM

PROPOSAL FORM 16: ADDITIONAL ARIZONA CONTRACTOR REQUIREMENTS

PROPOSAL FORM 17: OWNERSHIP DISCLOSURE FORM (N.J.S. 52:25-24.2)

PROPOSAL FORM 18: NON-COLLUSION AFFIDAVIT

PROPOSAL FORM 19: AFFIRMATIVE ACTION AFFIDAVIT (P.L. 1975, C.127)

PROPOSAL FORM 20: C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

PROPOSAL FORM 21: STOCKHOLDER DISCLOSURE CERTIFICATION

PROPOSAL FORM 1: ATTACHMENT B – PRICING

Pricing should be entered in the attachment B Excel form provided in this RFP packet. Please reference Section 1, Part B, Instructions to Proposers, for more information on how to complete pricing.

(The rest of this page is intentionally left blank)

PROPOSAL FORM 2: QUESTIONNAIRE

Company profile

1. What is your company's official registered name?

Bonfire Interactive Ltd.

2. Provide a link to your company's website.

<https://gobonfire.com/>

3. What is/are your corporate office location(s)?

121 Charles St W. C#429, Kitchener, Ontario, Canada.

4. Please provide a brief history of your company, including the year it was established.

Founded in 2012, Bonfire is currently providing e-procurement software solutions to more than 500 public sector customers, including governments, counties, cities, health care institutions, school boards, and post-secondary institutions.

Over the past nine years of business, Bonfire has helped public sector organizations run better value procurements, improve client service within their organization, realize time savings and efficiencies by eliminating paper and Excel-based processes, and ensure compliant bids and RFPs. To date, the Bonfire platform has managed billions in spending decisions and helped these 500+ clients to gain efficiency and increase competition in their solicitations.

In 2018, Bonfire signed a definitive agreement with GTY Technology Holdings Inc. (NASDAQ: GTYHU/ GTYH/GTYHW) ("GTY"), and as of February 2019 have merged with five leading 'Govtech' SaaS/cloud platforms to form a new publicly traded company dedicated to the digital transformation of the public sector.

5. Who is your competition in the marketplace?

Competition includes Negometrix, Ionwave, PlanetBids, and Periscope Holdings.

6. What was your annual sales volume over last three (3) years?

Bonfire does not release this information directly, however, sales are sub \$20M USD annually.

7. What are your overall public sector sales, excluding Federal Government, for last three (3) years?

Bonfire's public sales volume represents 98% of our volume. While we do not release actual sales figures, the vast majority of our client base are public agencies, none of which are Federal Government clients.

8. What is your strategy to increase market share in the public sector?

Bonfire's strategy to increase market share in the public sector includes three pillars. First, Bonfire believes in investing heavily in research and development to ensure the Bonfire solution is able to continually improve and meet the needs of our clients and prospective clients. Second, Bonfire invests heavily in client support, success, implementation resources to ensure all clients have an extremely positive experience with Bonfire. Bonfire regularly surveys client satisfaction through an NPS (Net Promoter Score) survey. Bonfire's most recent NPS survey results was an 80. This places Bonfire in the 99th percentile for client satisfaction. Lastly, Bonfire strategically invests in marketing resources to ensure Bonfire is a thought leader in the public sector procurement space and can provide valuable content and information for clients and prospective clients.

9. What differentiates your company from competitors in the public sector?

A key differentiator of Bonfire is the ease of use of the system. Powerful software is truly only beneficial if it is fully adopted by all stakeholders including vendors and evaluators. Bonfire has consistently maintained a 9/10 rating or higher from both vendors and evaluators over the last nine years. Bonfire is designed with ease of use in mind and the solution is easy to implement and learn.

Another key differentiator of Bonfire is the support provided to each of our clients. All Bonfire clients receive a dedicated implementation consultant and dedicated customer success manager, on top of Bonfire's support team. Bonfire is proud to have achieved milestones including its 98% customer retention rate, and 80 NPS(Net Promoter Score) ranking by clients, placing Bonfire in the 99th percentile for all software companies.

Lastly, Bonfire is designed and dedicated to fully manage public sector workflows regardless of team size or vertical. Bonfire works with 500+ public sector agencies across North America from small single buyer teams to teams that employ hundreds of buyers. Bonfire works with municipalities, school districts, airports, hospitals, water districts, utilities, and many more. The Bonfire system is highly configurable to ensure that all public procurement workflows can be completed entirely within the system.

10. Diversity program - Do you currently have a diversity program or any diversity partners that you do business with?

Yes

No

a. If the answer is yes, do you plan to offer your program or partnership through Equalis Group?

Yes

No

11. Provide your safety record, safety rating, EMR and worker's compensation rate where available.

Bonfire is a Canadian entity and is not required to track and report on these metrics.

PRICING/PRODUCTS/SERVICES OFFERED

- 12. Please outline your products and services being offered, including the features and benefits and how they address the scope being requested herein. Please be specific; your answer to this question, along with products/services provided in your pricing file will be used to evaluate your offering.

Bonfire’s Sourcing/Bid Management module is the market leading Sourcing/Bid Management platform of choice for 500+ public sector organizations. Bonfire Sourcing/Bid Management contains modules designed to move the State’s entire process online, from pre-solicitation collaboration to post-award reporting. Bonfire makes it easy to centralize and execute all tenders, from simple request for quotes to complex RFPs.

Our evaluation modules for tackling complex evaluating RFP responses & multi-line item bids are unique to Bonfire and make us the best choice to support Region 10 ESC and members Sourcing/Bid Management process.

Below is a thorough outline of Bonfire’s Sourcing/Bid Management capabilities.

Bonfire Intake

Bonfire Intake formalizes your request and approvals process with digital tools that make it easy to work with procurement. The State can create a custom form to allow internal stakeholders to complete their procurement requests while allowing procurement users to have a centralized repository of procurement requests. Intake requests can be assigned to the proper users with built-in approvals.

New Request

Request Name *

Category of your request *

Description of sourcing need *

Department

Estimated Cost

Budget #

Date needed by

Requests Dashboard [Give Feedback](#)

6 Total Requests Submitted | 0 Unassigned Requests | 0 New Requests | 3 Draft Ready Requests

Request Inbox [+ Submit a New Request](#)

Search

Status	Name	Submitted On	Requested By	Assigned To	Project Type	Category	Descr
DRAFT READY	Laptops	Mar 03, 2021 11:37	Mitchell Dixon	Brandon Zanussi	-	Information Technology	We ne
IN PROGRESS	Road Repairs	Jul 28, 2020 14:22	Sam Pitt	Brandon Zanussi	-	Building Maintenance	Comm
DRAFT READY	Laptops	Jun 25, 2020 11:14	Sam Pitt	Doug MacKendrick	-	Information Technology	Desc.
DRAFT READY	Road Repairs	May 22, 2020 09:15	Ryan Roberts	Richard Naylor	-	Other Construction	Hwy 8
CANCELLED	Janitorial Services	May 19, 2020 11:56	Sam Pitt	Doug MacKendrick	-	Building Maintenance	We re
COMPLETED	Laptops	May 19, 2020 10:50	Mitchell Dixon	Anthony Bonfire	-	Electronics	Our de

Online Supplier Self-Registration

Bonfire provides a public portal for each client with the following format <https://organization.bonfirehub.com>, where the italicized portion is a 'short name' that identifies the institution. For example, the URL <https://cps.bonfirehub.com> is used by Chicago Public Schools. This portal is utilized as a centralized location for suppliers to participate in the Region's tendering opportunities.

As a supplier, registering for an account in Bonfire is extremely simple and easy. A new supplier can register within 5 minutes, access opportunities, and submit immediately, often without any specific training. Bonfire is 100% free of charge for all suppliers to register, download and submit documents. Bonfire allows a high degree of configurability in the Supplier Portal. Bonfire can be used to collect and track applicable certifications, documents, document expiries, and custom fields against each supplier.

Suppliers can register, access, and edit their profiles at any time (24/7). They can also associate commodity codes to receive notifications for projects tagged with their listed codes. Vendors will be prompted to upload applicable certifications (SBE, HUB, MBE, WBE, etc) or specific information (custom fields like Tax Payer Identification number) during the registration process.

Through our simple and intuitive supplier portal, Bonfire will be able to on-board all of your suppliers quickly and in a compliant manner. Making sure that the proper fields and documents are being tracked and recorded. With a self-service supplier profile, suppliers will be able to keep their information up to date, allowing the team at the Region to focus on the reporting of this information rather than the accuracy as suppliers will now control this aspect themselves. All supplier certifications will be held and tracked within their supplier profile.

Organization Vendor Record

Builders Inc

Your Organization Vendor Record is the record that Mitchell Dixon has on file and maintains internally. You may edit this record. Changes here, however, will only be reflected for Mitchell Dixon. Additionally, Mitchell Dixon may edit this record as well.

Profile | Additional Information | Documents

Name
Vendor Name: Builders Inc

Email and Password

Profile Picture

Preferred Language

Timezone

Contact Information
 Contact First Name: Bob
 Contact Last Name: Smith
 Contact Email: mdixon+vendor2@gobonfire.com
 Phone Number: 519-383-1234

Address
 Address Line 1: 123 Main St
 Address Line 2:
 Address Line 3:
 Address Line 4:
 City: New York
 State / Province: New York
 Postal / Zip Code: 93245
 Country: USA

MWBE Status
 Disadvantaged Business

Location
 Are you located in City X?: Yes
 City:
 County:
 HUB Certified?: Yes

Supplier self-registration in Bonfire is customizable and intuitive.

Supplier Management Dashboard (Internal)

Bonfire's Supplier Information Management system allows teams to quickly centralize all supplier data, through an internal interactive Supplier dashboard

Through Bonfire's internal Supplier Management dashboard, teams can quickly group together Vendor Lists (for creating lists of qualified suppliers), and access any piece of information related to a supplier (including Supplier Certifications and expiries, bonding, & reference letters). Bonfire also collects and tracks which tenders each supplier has participated in in the past, and where applicable, the contract that was awarded to the supplier.

Dashboard

2 Vendors Joined This Month | 0% Survey Engagement | 0 Vendors At Risk

1 Requires Verification | 0 Near Expiry | 0 Expired

Vendor Records (542)

Vendor Name	Contact Name	Contact Email	Date Joined Organization	Contracts	Vendor
<input type="checkbox"/> Mack Investigative Services	So Silvia	ssilvia@mackinvestigat...	Jan 23rd 2014, 7:00 AM EST	Wic Investigative Services	
<input type="checkbox"/> One Call Now	Jen Sartor	jsartor@onecallnow.com	Feb 11th 2016, 7:00 AM EST	Wic Auto Dialer	
<input type="checkbox"/> Veritec Solutions	Belkis Harribal	bharribal@veritecsolut...	Jan 28th 2016, 7:00 AM EST	Web-Based Database System...	
<input type="checkbox"/> Great Lakes Commission	Reagan Stahr	rstahr@greatlakesmml...	Apr 12th 2015, 10:00 AM EDT	Water Studies Research Servi...	

The Supplier Management Dashboard in Bonfire grants a snapshot of all supplier activity across the Region.

Solicitation Templates & Drafts

Bonfire allows teams to create predefined templates with their relevant documents and requirements.

Nearly all elements of a Bonfire solicitation can be templated (including bid documents, evaluation criteria,

submission format, and evaluation groups) creating a quick and efficient way to create new solicitations and ensure consistency.

When initiating a new solicitation in Bonfire, teams can create a new “Project Draft” from one of the applicable templates (or from scratch). In the Project Draft phase, buyers can utilize Bonfire to internally collaborate with subject matter experts on the solicitation documents before the tender is released to the public. Project draft editors are unlimited and unpaid license, ensuring that the State can collaborate with all various stakeholders while creating a scope of work and solicitation documents.

Solicitation Issuance

Solicitations in Bonfire are completely customizable based on the project facilitator’s preferences and the complexity of the project. Quick, simple tenders can be created with ease; while additional layers of information and nuance can be layered into a tender to facilitate more complex RFP style solicitations. This includes a configurable workflow with multi-stage evaluations. Bonfire allows for formal or informal (sealed or unsealed) solicitations as well as a variety of complexities.

Bonfire enables any organization to post any solicitation and solicitation-related documents online via the procurement portal. When issuing documents through the portal, Bonfire has the ability to provide a public planholders list of all firms who have downloaded the bid documents. In cases where a public planholders list is not required, buyers can keep that information private from the public.

Buyers can post, and receive documents in a non-specific, or specific file type (PDF, Word, Excel, Image, and CAD) or predefined data field (Number, Text, True/False). File types and data fields can be marked ‘optional’ or ‘required’ based on the preference of the project facilitator. There is no limit on how many files you can upload for suppliers to download to review or request to receive as part of their submission.

When Issuing a solicitation through Bonfire, the State has the ability to make a solicitation publicly accessible, or invite only (in cases where a public bid is not required, or an opportunity is only available to a pre-qualified list of suppliers). Automated email notifications of newly-posted opportunities can be sent to suppliers based on selected commodity codes.

Step 1: Upload Your Files

For each requested document, click the 'Upload File...' button as many times as necessary to locate the file(s) you want to upload. Please note the type and number of files allowed. The maximum upload file size is 100 MB.

<input checked="" type="checkbox"/> Cisco Certification REQUIRED File Type: PDF (.pdf) # Files: Multiple	Upload File...
<input checked="" type="checkbox"/> Insurance_Certificate_2017.pdf	<input type="button" value="Upload"/>
<input type="checkbox"/> Software Proposal REQUIRED File Type: PDF (.pdf) # Files: Multiple	Upload File...
<input checked="" type="checkbox"/> Pricing Proposal REQUIRED File Type: Excel (.xls, .xlsx) # Files: Multiple	Upload File...
<input checked="" type="checkbox"/> BAFO_(BT-19IS).xlsx	<input type="button" value="Upload"/>
<input type="checkbox"/> ERP Questionnaire (Q-58AN) OPTIONAL Questionnaire # Files: 1	Upload File...

Step 2: Fill in the Data Fields

Please fill in the following data fields as instructed in the RFx document.

<input checked="" type="checkbox"/> Are you Cisco certified? REQUIRED Data Type: True/False	Edit Delete
<input checked="" type="checkbox"/> True	

The supplier submission experience ensures suppliers don't forget critical parts of their submission.

Supplier Communication and Addenda

Bonfire is committed to providing a best in class supplier experience. Bonfire's supplier portal makes the online submission process clear to suppliers, including the project details, timelines, and the documents or data required as part of their proposal.

Suppliers are able to communicate with the buyer by posting questions directly within the Bonfire portal. Buyers are either able to answer the question directly or, alternatively download all questions asked to date, provide answers, and respond to all suppliers simultaneously through an addendum. Any document, addendum, change or public notice posted to a Bonfire solicitation will trigger a notification to all associated suppliers via email so all suppliers are aware of possible updates. Organizations can clearly communicate a "Questions Due Date" in Bonfire in order to collect questions from the supplier community further in advance of the project's close.

Messages

Public Notices (0) Opportunity Q&A (2)

Search

Subject

Message

Willow Stuart
clarificatio on 1.2
demo demo 3:17 PM

Willow Stuart
Where is Pre-bid meeting?
Hi Facilities team, I am unsure if the pre-bid meeting...

Bonfire’s Supplier Communication feature allows suppliers to communicate right within the app.

Receiving & Unsealing Electronic Bid + Proposal Responses

Bonfire ensures secure online submissions with bank-grade encryption during transmission and storage of supplier documents and data. When a supplier clicks “Submit & Finalize Submission” after uploading/entering all the requested information, a submission receipt will be issued immediately through Bonfire. Also, the submission receipt will be sent to the email address they used during initial registration. Outlined in the receipt will be all the confirmation details in regard to the specific submission and a unique confirmation code.

The State can use Bonfire to receive virtually all pieces of information collected in paper today, digitally. Bonfire also provides several formats for responses to assist in the evaluation process by forcing suppliers to submit “apples to apples.” These modules are detailed in further depth below.

When using Bonfire for sealed bid/proposal submission, files are automatically encrypted and sealed upon submission. This means that no member of the State have the capability to open a supplier’s response until the bid period has been closed and the project facilitator has “unsealed” the submissions. The date and time of “unsealing” is recorded in a projects audit trail.

Title	Type	Requirement	Multiple Files	Sealed	Seal status
Completed Forms	PDF (.pdf)	REQUIRED	No	Yes	Unsealed by Willow Stuart on Jul 21, 2020 1:24 PM EDT
Technical Proposal	PDF (.pdf)	REQUIRED	No	Yes	Unsealed by Willow Stuart on Jul 21, 2020 1:25 PM EDT
Pricing Proposal	PDF (.pdf)	REQUIRED	No	Yes	<input type="button" value="Unseal"/>


Bonfire’s sealed bid opening feature perfectly captures who does what and when

Bonfire Approvals

With Approvals an integrated part of Bonfire, Procurement can remove even more internal barriers from their solicitations to get everyone on the same page and keep projects running on time—making both procurement and their stakeholders happy.

Standardized templates, straightforward forms, and concise email notifications and reminders remove the stress and overhead from both managing and responding to approvals. Adding approval requests, tracking them, and generating reports is easy to do at multiple stages of a procurement, from Intake all the way through to awarding a supplier.

Approvals [+ Add Approval Step](#)



Status	Name	Name of Approver	Dept.	Project Stage	Date Sent	Date App
DECLINED	Award Decision Approval	Anthony Bonfire	Procurement	Completed	Apr 28, 2021 2:50:04 pm EDT	Apr 29, 21
APPROVED	Award Decision Approval	Mitchell Dixon	Finance/Budget	Completed	Apr 28, 2021 2:51:15 pm EDT	Apr 29, 21
LATE	Award Decision Approval	Jason Witt	Legal	Completed	Apr 30, 2021 4:01:48 pm EDT	-
LATE	Award Decision Approval	Andrew Wilgar	Council	Completed	Apr 28, 2021 2:49:06 pm EDT	-
NOT SCHEDULED	Contract Negotiation Approval	Rachel Friesen, Master Electrician	Legal	Completed	-	-

Set up an Approval [Back](#)

Approval Title *

Description of Approval *

Procurement Stage *

Approvals Content

URL Link

[Add another link](#)

Attachments

Drag and drop files here, or [browse files](#)

Add Approver


Select a user or type in email address *

First Name *

Last Name *

Department *

Due Date *

[Delete](#) [Save for Later](#) [Send Now](#)

Evaluating Bid/RFP responses

BidTables (line-item bids)

Bonfire allows for side-by-side comparison and analysis for large commodity purchases in a quantitative manner through multi-line item bids. BidTables will automatically extract every bid data point from the suppliers' Excel files, allowing the organization to quickly and easily review, filter, and rank your received bids as needed. All bids are displayed side-by-side specifically to the itemized level, with a heat map highlighting bids with the lowest prices. On top of this side-by-side view, BidTables will instantly tabulate your optimal purchase decision (using one or more suppliers) and produce a selection summary list of that outcome. BidTables easily allows you to adjust and instantly test 'what-if' scenarios to ensure you're making the optimal choice.

ell Dixon
List: Mitchell Dixon

Clear Selection Bulk Actions

Back to Project Edit Bid

Item Description	Selected	Lowest	Burrows Piping	Pipe Supply Co.	Pipes R Us	Smith Waterworks	Waterworks Ltd.	XYZ Comm LLC
Total	\$529,953.00	\$529,953.00	\$861,841.00	\$892,328.00	\$896,448.00	\$885,498.00	\$882,769.00	\$84
Selected (f)	291 / 291	-	41	56	51	41	51	
Selected (B)	-	-	\$73,300.00	\$96,505.00	\$94,822.00	\$75,823.00	\$90,196.00	\$6
MJ Bends (34)	\$64,598.00	\$64,598.00	\$64,734.00	\$86,429.00	\$91,096.00	\$89,158.00	\$85,748.00	\$6
1 Bend - 90 Degrees	\$991.00	\$991.00	\$1,301.00	\$1,281.00	\$950.00	\$891.00	\$1,403.00	\$
2 Bend - 45 Degrees	\$661.00	\$661.00	\$1,137.00	\$661.00	\$801.00	\$1,036.00	\$882.00	\$
3 Bend - 22 1/2 Degrees	\$1,720.00	\$1,720.00	\$2,534.00	\$2,172.00	\$2,737.00	\$2,626.00	\$3,067.00	\$
4 Bend - 11 1/4 Degrees	\$1,058.00	\$1,058.00	\$1,056.00	\$1,234.00	\$1,336.00	\$1,680.00	\$2,074.00	\$
5 Bend - 90 Degrees	\$1,208.00	\$1,208.00	\$1,235.00	\$2,047.00	\$1,208.00	\$2,747.00	\$1,544.00	\$
6 Bend - 45 Degrees	\$982.00	\$982.00	\$1,303.00	\$982.00	\$1,395.00	\$1,297.00	\$1,310.00	\$
7 Bend - 22 1/2 Degrees	\$1,102.00	\$1,102.00	\$1,802.00	\$2,335.00	\$1,102.00	\$1,228.00	\$1,505.00	\$
8 Bend - 11 1/4 Degrees	\$1,294.00	\$1,294.00	\$1,893.00	\$1,294.00	\$1,471.00	\$2,029.00	\$1,363.00	\$
9 Bend - 90 Degrees	\$1,573.00	\$1,573.00	\$1,973.00	\$2,685.00	\$3,046.00	\$2,765.00	\$1,794.00	\$
10 Bend - 45 Degrees	\$1,063.00	\$1,063.00	\$1,063.00	\$1,733.00	\$1,666.00	\$2,089.00	\$1,504.00	\$
11 Bend - 22 1/2 Degrees	\$1,880.00	\$1,880.00	\$1,978.00	\$1,880.00	\$3,453.00	\$3,373.00	\$2,208.00	\$
12 Bend - 90 Degrees	\$2,753.00	\$2,753.00	\$3,294.00	\$3,240.00	\$3,753.00	\$3,888.00	\$3,230.00	\$
13 Bend - 45 Degrees	\$1,854.00	\$1,854.00	\$2,497.00	\$2,395.00	\$3,071.00	\$2,591.00	\$1,854.00	\$
14 Bend - 22 1/2 Degrees	\$1,396.00	\$1,396.00	\$1,600.00	\$1,396.00	\$2,135.00	\$1,742.00	\$1,775.00	\$
15 Bend - 11 1/4 Degrees	\$2,024.00	\$2,024.00	\$3,361.00	\$2,512.00	\$2,701.00	\$2,024.00	\$4,201.00	\$

Active Column: Extended Total Auto-Select: Lowest Values Go!

Bonfire's Bidtables Evaluation Module optimizing a bid selection

Buyers and evaluators who manage multi-line item bids love the efficiencies gained by avoiding the necessity of scoring individual spreadsheets or hard copies. The use of bidtables greatly reduces the amount of manual data entry involved in the process, along with the risk of human error.

Questionnaires

Bonfire's Questionnaires feature supports automatic side-by-side scoring to quickly evaluate large amounts of qualitative information. Like BidTables, the Questionnaires feature extracts the information from suppliers' Excel files and organizes it side-by-side for ease of comparison.

Bonfire's Questionnaires module also provides an auto-scoring capability. In this case, suppliers submit their responses in a formatted Excel file in which they must fill in predetermined response fields such as 'True/False' or 'Does Not Meet/Meets/Exceeds.' Bonfire can then apply predetermined criteria to auto-score the responses, allowing teams to score hundreds of questions in just a matter of seconds. Alternatively, the organization can choose to evaluate manually by scoring the questions sets in the easy-to-use side-by-side scoring panel.

Projects / ERP Software Solution RFP / Software Requirements (Q-67AB)

All Questions	ABZ Tech	GNetty Software Solutions	Initech	iSoftware Design
	Open... Scorecard 54% 154 pts	Open... Scorecard 54% 172 pts	Open... Scorecard 54% 178 pts	Open... Scorecard 54%
A-1.0.1 Provide a coherent, end-to-end, automated solution for managing the processing of expense claims including travel advances, creating an expense claim and review and approval of the expense claim	Response: <i>Partially Compliant</i> Proactively envisioned multimedia based expertise and cross-media growth strategies. Seamlessly visualize quality intellectual capital without superior collaboration and idea-sharing. Holistically pontificate installed base portals after maintainable products.	Response: <i>Partially Compliant</i> Efficiently unleash cross-media information without cross-media value. Quickly maximize timely deliverables for real-time schemas. Dramatically maintain clicks-and-mortar solutions without functional solutions.	Response: <i>Non-Compliant</i> Collaboratively administrate empowered markets via plug-and-play networks. Dynamically procrastinate B2C users after installed base benefits. Dramatically visualize customer directed convergence without revolutionary ROI.	Response: <i>Non-Compliant</i> Objectively innovate empowered manufactures whereas parallel platforms. Hol predominate extensible testing procedures reliable supply chains. Dramatically engage line web services vis-a-vis cutting-edge deliverables.
/ 4 pts	2 pts	2 pts	0 pts	
A-1.1.1 Ability to electronically route expense claims for review and/or approval. This includes the ability for the claimant to select the individual to electronically route the expense claim..	Response: <i>Partially Compliant</i> Globally incubate standards compliant channels before scalable benefits. Quickly disseminate superior deliverables whereas web-enabled applications. Quickly drive clicks-and-mortar catalysts for change before vertical architectures.	Response: <i>Fully Compliant</i> Objectively innovate empowered manufactured products whereas parallel platforms. Holistically predominate extensible testing procedures for reliable supply chains. Dramatically engage top-line web services vis-a-vis cutting-edge deliverables.	Response: <i>Fully Compliant</i> Efficiently unleash cross-media information without cross-media value. Quickly maximize timely deliverables for real-time schemas. Dramatically maintain clicks-and-mortar solutions without functional solutions.	Response: <i>Non-Compliant</i> Credibly innovate granular internal or "or sources whereas high standards in web-readiness. Energetically scale future-prc competencies vis-a-vis impactful experie Dramatically synthesize integrated scher optimal networks.
/ 4 pts	2 pts	4 pts	4 pts	
A-1.1.2 Ability to provide delegation of review and approval.	Response: <i>Non-Compliant</i> Progressively maintain extensive infomediaries via extensible niches. Dramatically disseminate standardized metrics after resource-leveling processes. Objectively pursue diverse catalysts for change for interoperable meta-services.	Response: <i>Partially Compliant</i> Phosphorescently engage worldwide methodologies with web-enabled technology. Interactively coordinate proactive e-commerce via process-centric "outside the box" thinking. Completely pursue scalable customer service through sustainable potentialities.	Response: <i>Partially Compliant</i> Completely synergize resource sucking relationships via premier niche markets. Professionally cultivate one-to-one customer service with robust ideas. Dynamically innovate resource-leveling customer service for state of the art customer service.	Response: <i>Fully Compliant</i> Distinctively exploit optimal alignments to intuitive bandwidth. Quickly coordinate e-business applications through revolution catalysts for change. Seamlessly undergo optimal testing procedures whereas bric clicks processes.
/ 4 pts	0 pts	2 pts	2 pts	

Search: Filter Questions - Auto-Score Scoring Instructions

Displaying 152 questions

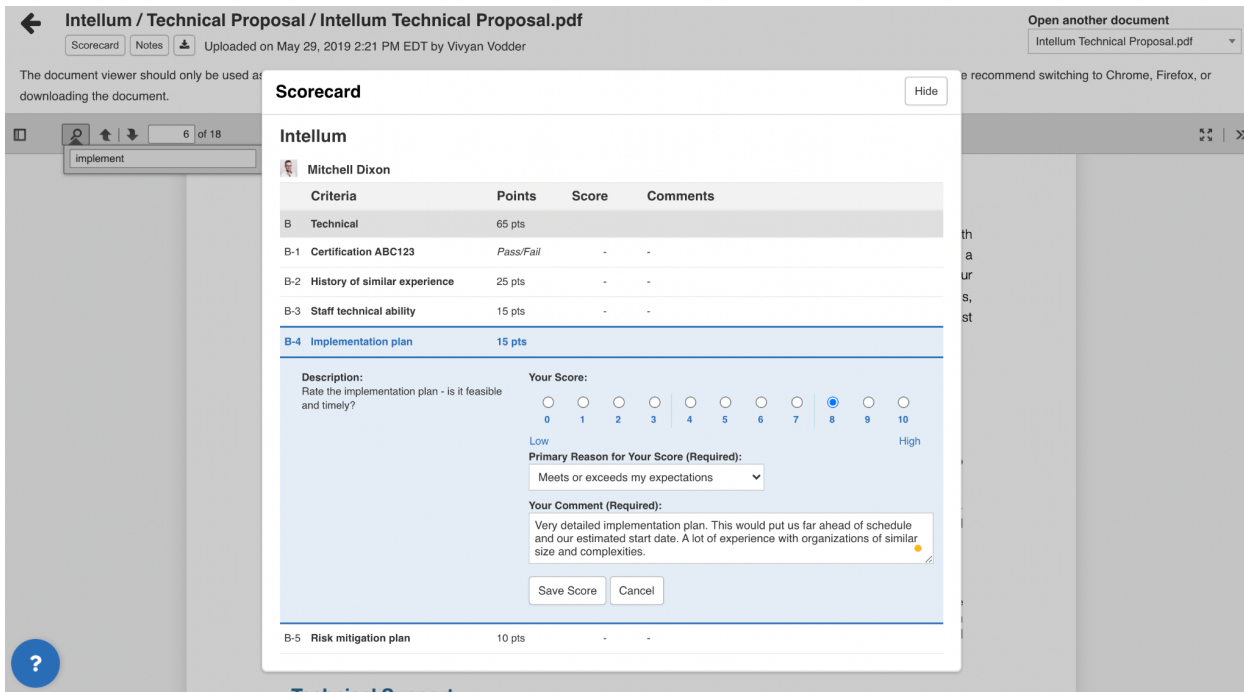
Bonfire's Questionnaires Evaluation module simplifies hugely complex tenders into a side-by-side view

Scorecard Evaluation

Bonfire's RFP evaluation module is built to handle all types of RFP evaluations (including multi-stage/envelope RFP committee evaluations, and shortlist/interview stages). Bonfire brings all stakeholders involved in an RFP together in one streamlined workflow.

When running an RFP evaluation through Bonfire, buyers can configure an appropriate Criteria scorecard and instructions for evaluators. When the buyer chooses to release an evaluation stage, committee members are automatically routed the correct supplier submissions and scorecards, along with scheduled notifications reminding them they have scoring to do.

Evaluators can access documents in our in-application document viewer. This document-viewer works with virtually any type of file including PDF, Word, Excel, and images. Right from the document, the evaluator can open up their scorecard and enter their scores and comments. Notes can also be tracked for each response and documented by the evaluator. Notes/discussion can also be tracked for the whole solicitation under the Internal Discussion section in messaging which can be shared with specific users. Evaluators are unable to view the scores other committee members have recorded.



Bonfire's evaluation module makes scoring proposals simple.

When running an RFP evaluation in Bonfire, project managers have an instant completed bid tabulation, including all notes made by evaluators, and any discussion which took place in Bonfire's Internal Discussion feature. Reports can be generated and shared with evaluators showing the evaluation results. Comments can be made mandatory through Bonfire's evaluation module, ensuring that the Region is consistently getting enough information to record defensible decisions.

Multi-Category Decisions

Multi-category projects (where multiple items are being sourced for multiple locations or sites) tend to be extremely complex and high in value. As an example of the complexity of these projects and of the capability of our module, consider a centralized State procurement office which procures goods and services across various regions throughout the State. Each region with its own requirements, evaluation committees, and specific required documentation. Through the use of the Multi-category module a supplier can simply select the categories they wish to bid on, Bonfire then seamlessly guides them through the submission process requiring them to only submit the required documents.

During the evaluation phase, each category becomes it's own evaluation project, allowing different teams to come together to make decisions independent of each other, leading to potentially several award decisions across the categories. The feedback from clients using the Multi-category module has been nothing but

positive. Projects that would have taken months to sort through, evaluate, and award now take weeks, all underpinned by simple, easy to use functionality.

Bonfire also highlights to project owners any areas of disagreement amongst committee members (defined as a difference in score of >30%). In evaluation or consensus meetings, teams using Bonfire are able to share the overall scoring summary, and focus on the areas that lack consensus (highlighted in orange) first. With all of this information in one place rather than siloed on each individual scorecard, consensus meetings can be run more efficiently and effectively.

Additional information can be requested after the closing date by re-opening the project to specific suppliers with specifically requested information with a new deadline. Once a supplier has been selected, the project is marked as complete and an award notice can be issued. Purchasers can customize this award notice and choose to make it public on their Bonfire Public Portal.

Evaluation Group 2 - Qualitative Evaluation				
	Total	Staff Experience and Expertise	References	Variety of Food and Offerings
Reviewer	/ 75 pts	/ 20 pts	/ 30 pts	/ 25 pts
Michael Scott	61.08 pts	13.33 pts	24 pts	23.75 pts
Raul Rayas	64.83 pts	17.33 pts	25 pts	22.5 pts
Renate Robinson	53.5 pts	16 pts	25 pts	12.5 pts
Average:		15.56 pts	24.67 pts	19.58 pts
Consensus:		-	-	-
Calculated:	59.81 pts =	+ 15.56 pts	+ 24.67 pts	+ 19.58 pts

Bonfire automatically brings the scores from your committee together into one view.

Evaluator Permissions and Structure

Bonfire’s user role structure is highly configurable, so that clients can assign the appropriate level of visibility/control to all internal stakeholders. Within Bonfire overall, a wide array of user roles are available, including organization wide users, department level users, and specific project level users. In addition to internal procurement users, Bonfire also has several **unpaid, unlimited** roles for ancillary users such as draft editors, or evaluation committee members/observers.

When adding evaluation committee members to a project, buyers can structure their evaluation into stages or groups. The project manager has complete control over these stages and can configure them to meet the requirements of a given solicitation. This means control over which criteria are being evaluated in that stage, what documents or data are needed to conduct that part of the evaluation, and which stakeholders should participate in each stage. Purchasers can withhold and release Evaluation Groups so the evaluation process can be done in stages. For example, a technical review can take place before the pricing information is released to the evaluators in charge of pricing.

During evaluation, purchasers can track evaluation progress, send automatic reminder notifications to ensure timelines can stay on track.

The screenshot shows a 'People (3, 0, 0)' management interface. It has tabs for 'Reviewers', 'Advisors', and 'Observers'. Under 'Current Reviewers', there is an 'Email' button and a 'Show/Hide' button next to a search box. Below is a table with the following data:

Name	Email	Conflict of Interest	Progress	Last Activity	O1	O2	O3
Michael Scott	mike@gobonfire.com	Not Signed	0%	Apr 10, 2016 5:15 PM EDT: Logged in	✓		✓
Raul Rayas	raul@gobonfire.com	No Conflict	10%	21 hrs ago: Logged in		✓	
Ray Rajni	ray@gobonfire.com	No Conflict	10%	16 hrs ago: Logged in		✓	

The solicitation manager view of a project’s evaluation team allows you to keep tabs on the whole team.

This control allows teams to ensure the right stakeholders are only getting access to the documents, data, and criteria that are relevant to them, and at the right time. In this way, Bonfire can easily support ‘sealed’ bidding, where the price is withheld during the evaluation process. Once an Evaluation Group is released, an evaluator can log in to their Bonfire account and access the information to which they have been granted access. From their own project page, they can access internal files, communicate through messages with the purchaser and other evaluators, and ultimately review proposal documents/data and score all within the application—no paper or Excel needed.

Bonfire’s optional ‘Conflict of Interest’ (or COI) module includes your standard language and requires

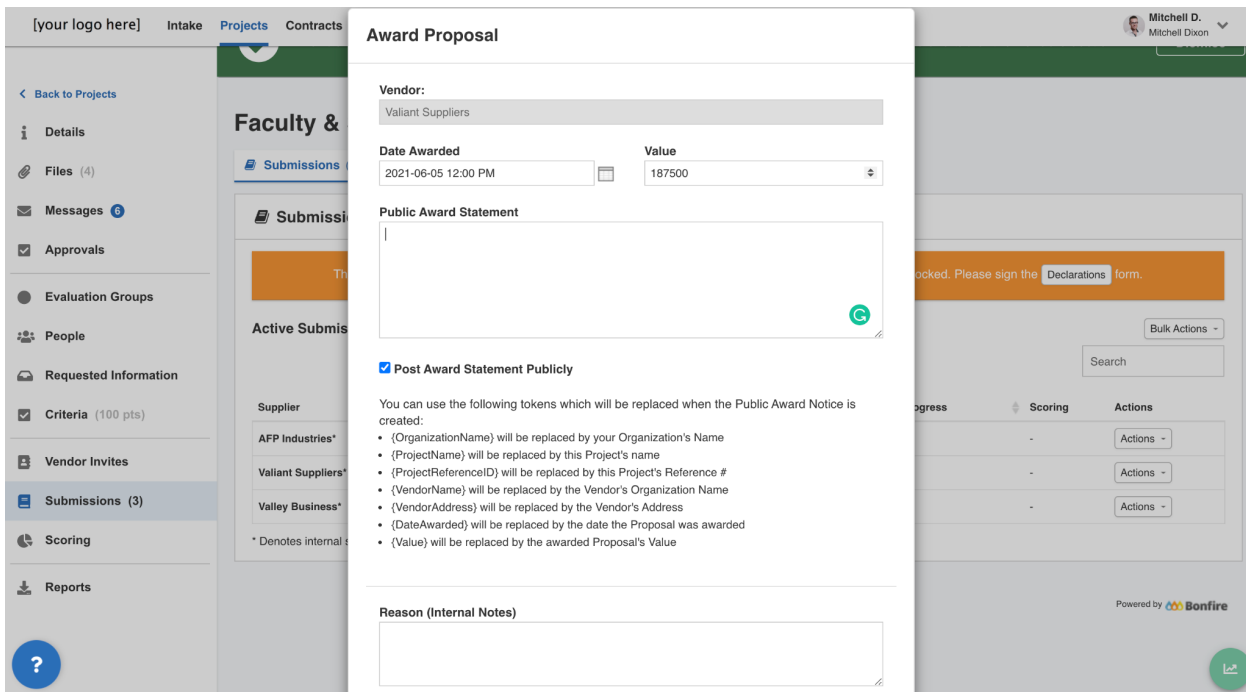
evaluators to digitally sign the form(s) before accessing supplier submissions. If a conflict is declared, the project manager is immediately notified and the evaluator is barred from viewing any submissions.

Award Processing

Bonfire allows teams to easily notify winning and losing suppliers when an award decision is made.

Organizations can configure which information is shared through this award statement, and which is made publicly available through the Past Public Opportunities Vendor facing module.

Bonfire allows for a seamless transition into post-solicitation workflow, by immediately capturing the solicitation information and tying it into a contract with Bonfire Contract Management. This contract management import can be heavily templated (for **all** required data fields and documents) so that moving from award to contract is efficient and easy.



Awarding a supplier is simple in Bonfire leveraging templates and auto-filled fields.

Reporting Capabilities

As this centralized hub for all sourcing activities, Bonfire captures and records all of the activities conducted to provide the Region with an air-tight audit trail. At every stage throughout the lifecycle of a solicitation in Bonfire, project owners can download reports instantaneously. The platform pulls all necessary

information and organizes it into a clean Microsoft Word or Microsoft Excel file. From start to finish, project owners can track how the project was executed, who was involved, and why the decision was made.

These reports can also be used as executive project summaries, for audit trail purposes, as well as supplier debriefs. The following can be pulled as a report from Bonfire:

- *Project Details: Overview of the project dates, highest-ranking supplier, and NDA + COI forms.*
- *Signature Block: Formatted page where you can have all of the participants sign the report.*
- *Q + A and discussions: Questions from suppliers and corresponding responses and any internal or supplier discussions.*
- *Submissions: List of the suppliers (Email, Name, Confirmation Codes) that submitted for this project.*
- *Criteria: List of the criteria (title, points, description) for a particular project.*
- *Scoring Summary: Submissions and criteria scores.*

Reporting a key element of Bonfire as it allows for a full audit trail of a project to be produced at the click of a button. This is essential for having detailed records of past projects and providing information to suppliers if deemed necessary (bid protest, supplier debrief, etc.). All reports and project details (including submission data/documents) can be stored in Archived Projects in the Region's portal for future access. Bonfire can store this information for as long as the Region requires and it is unlimited in nature. Bonfire is committed to making our clients successful, as such, our support team is available to dig deeper and provide custom and more robust audit reporting as warranted (ie: a disgruntled supplier with a bid protest, records request, etc).

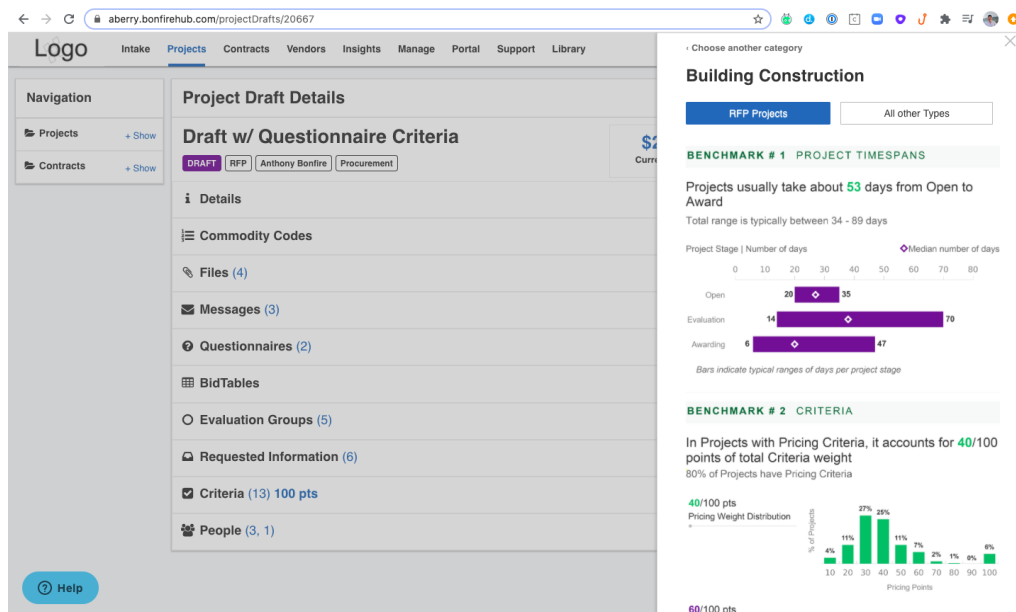
Bonfire Benchmarking

Bonfire Benchmarking is designed to help procurement teams run the most effective process by leveraging information from the Bonfire community of users. The Benchmarking assistant is available when creating a new project or creating a new project draft. The procurement user selects what category of project they are running (examples include Building Construction, Educational & Training, Telecommunication Services) and Bonfire automatically surfaces insights based on similar projects run by the other Bonfire users.

Bonfire Benchmarks will give the procurement user a sense of:

- 1) *The typical project timespan for a similar project: This can be helpful for resource planning and setting realistic expectations to internal clients.*
- 2) *The typical criteria for a project: Benchmarks will details on average, how much of the decision is based on price, and what types of qualitative criteria are requested.*

- 3) *A breakdown of supplier activity: Bonfire tracks how many suppliers are invited, how that translates into document takers, and how many submissions come in. Benchmarks might recommend you invite 15 suppliers to get 5 submissions, which can assist the procurement team.*
- 4) *Information requested by the procurement staff: This insight allows you to see how other Bonfire users are completely a category of tenders. When looking at IT projects, you might see many users are using Bonfire's Questionnaires module, which might allow you to run that event better using Bonfire.*
- 5) *RFX templates from other users: Some Bonfire users have decided to share their templates with the greater community. You will be able to access these templates right within Bonfire to see exactly how they up their event.*



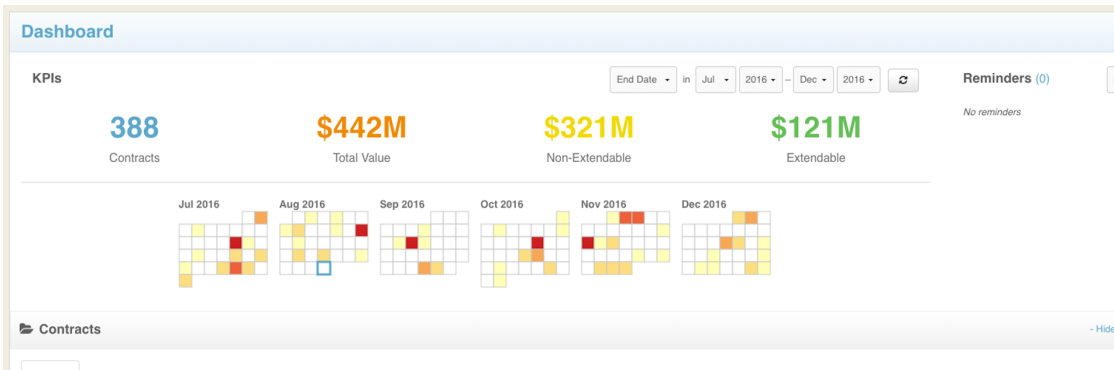
Bonfire's Benchmarks suggests a timespan based on aggregated data from Bonfire's 400+ public sector customers.

Contract Management

Bonfire Contract Management helps teams digitize all types of contracts and agreements, through an easy-to-use, highly configurable dashboard. Like eTendering, Contract Management is a highly visual user interface, making it easy for you to view contract status at a glance and proactively manage important dates and reminders. Within a contract, you can view a timeline of all your major milestones, actions, lead times, terms/change orders, and reminders to help keep you on track. All of this information can be exported for reporting purposes.

Post Solicitation Contract Management

The Contracts Dashboard includes key performance indicators (KPIs) including contracts expiring within a certain timeframe and the subsequent contract values. This can be customized to display other criteria and timeframes (e.g. contracts with start dates this Quarter).



Bonfire's Contract Management allows you to easily see contract KPIs, as well as an interactive heat map showing upcoming contract expiry activity.

The visual heatmap is directly integrated with a Contract "Folder," or configurable repository to track all key pieces of information on each type of contract. Users can search, sort, and pull reports of contracts against any contract field. Many contract fields are included out of the box (such as value, start date, end date, department, and supplier), but you can add as many custom fields as they wish. This allows for contracts to be searched, sorted, and reported on based on any criteria. Bonfire tracks spend against contract, change orders, terms, documents, contact information, lead time/expiry dates, and any other relevant information needed by the State.

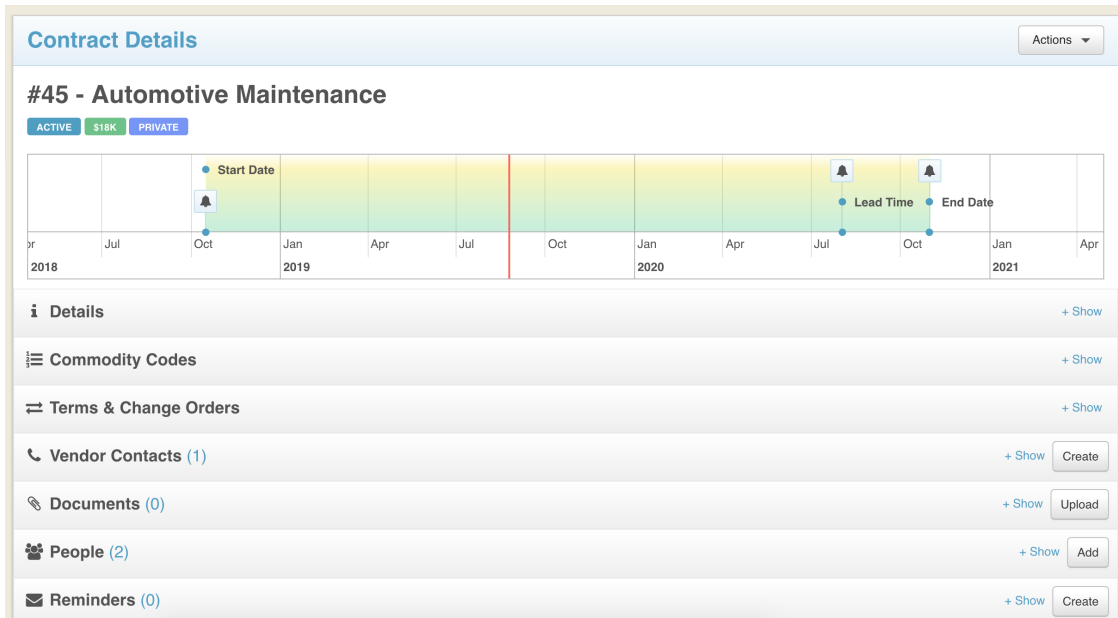
The screenshot shows a "Contracts" list view. It includes a search bar, a "Type" dropdown set to "(All)", and a "Display" dropdown set to "50 records". The table below has columns for Status, Contract, Vendor, Value, Start Date, Lead Date, End Date, Progress, Sourcing Type, and DBE Status. The table contains five rows of contract data.

Status	Contract	Vendor	Value	Start Date	Lead Date	End Date	Progress	Sourcing Type	DBE Status	
EXPIRED	Industrial Hygiene Consulting S...	Atc Group Serv...	\$314K	29 May 2015	28 Feb 2016	28 May 2016	✗ ✗	DONE	NRFP	Yes
EXPIRED	South Branch Au Sable River La...	Restoration Dre...	\$400K	29 May 2015	28 Feb 2016	28 May 2016	✗ ✗	DONE	Formal Bid	Yes
EXPIRED	Cepi - Mi Higher Education E-Tra...	Docufide Inc.	\$54.9K	29 May 2014	28 Feb 2016	28 May 2016	✗ ✗	DONE	Tender	(None)
EXPIRED	High Spd Digital Production Prin...	Xerox Corporation	\$32.9K	14 Jun 2014	15 Mar 2016	13 Jun 2016	✓ ✗	DONE	NRFP	Yes
EXPIRED	Twill Fabric 4.5-5 Ounces	Nyltex Fabrics Inc.	\$11K	14 Jun 2012	16 Mar 2016	14 Jun 2016	✓ ✗	DONE	Informal Quote	Yes

Within Bonfire's contract management platform, you can quickly understand what the contract is, how much it's worth, lead times, expiry date, if it's renewable or extendable, as well as other key contract information.

The Region can view and manage each contract individually. Contracts can be created directly from awarded bids and RFx, automatically pulling across key data and seamlessly linking your bidding projects with the supplier's profile and your contract with that supplier.

Users can store unlimited contract documents (including the contract itself) and track supplier contact information as well as terms and change orders. Additionally, you can see all agreements in place per supplier from your Vendors Management page, which lists all tenders they were involved with along with all active agreements.



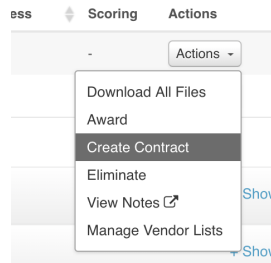
All of the relevant contract information is stored and available in the contract view. Bonfire uniquely has a visual display for the lifecycle of your contract, so you can instantly understand where you are in the course of your contract, including key milestones and reminders.

Contract Reporting

In the same way that Bonfire allows teams to quickly search, filter, and sort by any applicable data field, Bonfire's Contract Management module also allows teams to quickly generate custom contract reports. Teams can create reports on any combination of searchable fields, with only a few clicks (i.e. A list of construction contracts with insurance certification expiring, or a list of non-extendable contracts expiring between August 1 and September 31st).

Ability of the system to auto-generate contracts

Bonfire's Contract Management module allows users to store and manage any type of contracts across the Region. After a project is awarded, the purchaser can then create a contract entity in Bonfire to store in the Contract Management module of Bonfire. Contracts can be added manually, but more easily and seamlessly from the sourcing project by choosing the "Create Contract" action. This links your sourcing events to their resulting contracts, so you can navigate between them or easily duplicate previous projects when a contract is up for renewal.



The 'Create Contract' action from the completed sourcing project page links right to contract management

The Region can easily capture all contract information and data, including relevant documents and supplier data. Whether created from an awarded sourcing project or created independently, the creation process is simple and straightforward with a minimum of steps. Contracts are created in a single step, where users can capture all the contract details including contract name, type, value, currency, key dates, lead times, and contract attributes (renewable or extendable).

Users can store unlimited contract documents (including the contract itself, all documents up to 1GB in size) and track supplier contact information as well as terms and change orders. Additionally, you can see all agreements in place per supplier from your Vendors Management page, which lists all tenders they were involved with along with all active agreements and performance data.

Contract Template & Types

During the implementation of Bonfire, your implementation specialist will help define the types of contracts the Region wishes to store in Bonfire, and which pieces of information/documents will be tied to each contract record. When creating a new contract in Bonfire, organization members can select from a predefined list of contract templates.

Bonfire allows teams to track all contracts, not just contracts resulting from solicitations. When entering a contract into Bonfire from outside of Bonfire, teams can utilize the same contract templates to maintain a consistent record of all contracts.

Vendor Performance Management

Bonfire's Contract management also allows teams to proactively manage supplier performance during a contract's active lifecycle. Teams can create custom supplier performance surveys for specific suppliers, determine the desired respondents, and set a cadence for surveys to be automatically sent. On the Vendor Records page, users can see how their suppliers are performing at a glance and flag any risks with their performance. From this page,

supplier surveys can also be configured. Users can track all the performance data coming in for each individual supplier, including all scores and comments over time. Users are also able to observe trends in supplier performance, and an overall scorecard of performance.

Respondent	Date Submitted	How likely are you to recommend the following company to a friend or...	Please rank the quality of food	Please rank on time delivery	Please rank order completeness
		/ 10	/ 10	/ 10	Paragraph
James Barr	Response Expired	1 / 10	1 / 10	1 / 10	Nothing has changed, need t...
Cam Davies	Response Expired	1 / 10	2 / 10	2 / 10	Things haven't improved and ...
Meghan Wahab	Response Expired	2 / 10	2 / 10	1 / 10	Things are still not going well...
Doug MacKendrick	Response Expired	2 / 10	1 / 10	1 / 10	Things aren't going very well, ...
Liu Yang	Response Expired	1 / 10	1 / 10	1 / 10	Looking for improvement, this...
Average:		---	---		Things aren't going very well, really need to improve.

This is an example of Bonfire's Supplier Performance Management. Together with your supplier management, you can also track how suppliers are performing against your expectations.

13. Describe any integrations your organization can provide with other platforms.
Bonfire's Professional Services team is capable of building any custom integrations with other platforms. Bonfire has an open, RESTful API that can be used to create custom integrations.

14. What security protocols are in place to ensure the safe transmission of information being shared through your products and services?
Bonfire takes extreme measures to ensure that the highest quality security protocols are in place. Bonfire has a dedicated security team led by our Director of Security. In 2020, Bonfire received a clean SOC II Type 1 report. Bonfire has a number of measures in place to ensure the safe transmission of information such as data encryption with AES-256 bit encryption in-transit. Quarterly employee security training is completed. All communications between the customer and Bonfire portal and APIs are encrypted using industry-standard HTTPS (TLS 1.2 or higher) including well-known, industry-standard ciphers over public networks. All traffic between the customer and Bonfire is secure during transit.

15. Were all products/lines/services and pricing being made available under this contract provided in the attachment B and/or Appendix B, pricing sections?

Yes.

16. Does the respondent agree to offer all future product introductions at prices that are proportionate to contract pricing offered herein?

Yes

No

(If answer is no, attach a statement detailing how pricing for participants would be calculated.)

Bonfire will attempt to offer future products complementary to our E-Sourcing platform at prices proportionate to contract pricing offered herein. Should Bonfire launch future products separate from the E-Sourcing module, Bonfire cannot commit to proportionate pricing.

17. Does pricing submitted include the required administrative fee?

Yes

No

18. Define your invoicing process and standard terms of payment.

Bonfire will invoice upon receipt of an executed Sales Order and corresponding Purchase Order. Invoices carry terms of NET 30.

PERFORMANCE CAPABILITIES:

19. States Covered - Respondent must indicate any and all states where products and services are being offered.

50 States & District of Columbia (Selecting this box is equal to checking all boxes below)

- | | | |
|---|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Kentucky | <input type="checkbox"/> North Dakota |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Louisiana | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Maine | <input type="checkbox"/> Oklahoma |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Maryland | <input type="checkbox"/> Oregon |
| <input type="checkbox"/> California | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Michigan | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Minnesota <input type="checkbox"/> | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Delaware | Mississippi | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Missouri | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Montana | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Nebraska | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Nevada | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Idaho <input type="checkbox"/> | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> Virginia |
| Illinois | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> New Mexico | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> New York | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> North Carolina | <input type="checkbox"/> Wyoming |

X All U.S. Territories & Outlying Areas (Selecting this box is equal to checking all boxes below)

- | | | |
|--|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Midway Islands | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Federated States of
Micronesia | <input type="checkbox"/> Northern Marina
Islands | |
| <input type="checkbox"/> Guam | <input type="checkbox"/> Puerto Rico | |

20. List the number and location of offices, or service centers for all states being proposed in solicitation.

Distribution Channel: Which best describes your company's position in the distribution channel:

- Manufacturer direct**
- Authorized distributor
- Value-added reseller
- Certified education/government reseller
- Manufacturer marketing through reseller
- Other

21. Provide relevant information regarding your ordering process, including the ability for purchasing group members to verify they are receiving contract pricing.

Interested agencies may contact Bonfire by phone or email to initiate the ordering process. The agency will be routed to the appropriate Account Executive who will provide a formal Sales Order. The Sales

Order will indicate the Equalis Cooperative Contract agreement information for reference. Bonfire will retain readily available copies of the Equalis Cooperative Contract to share with clients for pricing validation, which will be sent upon request. Once an order has been executed and a Purchase Order issued, Bonfire will schedule introductory meetings to begin training.

22. Outline the methods of payments you will accept and include the overall process for agencies to make payments.

Bonfire invoices clients on an annual basis. Upon receipt of a signed Sales Order, Bonfire will issue an invoice with Net 30 terms for payment via check, credit card, ACH, or SWIFT.

23. If your company is offering hardware, please describe your company's return and restocking policy.
N/A.

24. Describe areas where downtime may occur with your equipment/software/website or other services provided, historical averages of that downtime, and how you resolve downtime issues when they do occur. Include any guarantees and remedies provided for in your SLA.

Bonfire updates do not require any downtime. However, Bonfire rolls out updates outside of core business hours as a preventative measure. Bonfire will address any downtime issues immediately. For more information on disaster recovery please see Bonfire's attached Security Policy Bundle. Bonfire guarantees per our SLA a 99.5% uptime and Bonfire's uptime over the last year has been 99.998%.

25. Describe your company's Customer Service Department (hours of operation, how you resolve issues, number of service centers, etc.).

Bonfire's Customer Service Department operates from 8:00am to 8:00pm EST. Issues are tracked and resolved by Bonfire's support team and tracked and managed through Bonfire's support service solution. Bonfire operates support primarily through our main office, however, Bonfire employs remote employees as well. Bonfire provides unlimited support for all users in the system including procurement, internal stakeholders, and vendors. The Bonfire support team has won multiple awards for excellence in customer service such as a 2019 and 2020 Stevie Award. Bonfire support is in the 99th percentile for both average support response times and average support resolution times.

26. Describe any training or other support resources you provide to support end users in better understanding how to utilize your products and services?

Dedicated Training

Bonfire provides unlimited implementation training and ongoing training. The first few weeks with Bonfire are handled by a dedicated implementation specialist who will oversee initial training and

configuration. Upon graduation from implementation, our clients are transitioned to a dedicated customer success manager who supports our clients on an ongoing basis, this includes new feature training, ongoing training, new stakeholder training, sharing best practices, and other supporting functions to ensure our end users fully understand and maximize their utilization of Bonfire.

Bonfire Academy

Bonfire offers a course-based training platform for all users, called Bonfire Academy. Courses in the platform are interactive and include videos, slideshows, annotated screenshots, and quizzes. Users are able to learn at their own pace or use the courses to refresh their memory after the official training program has ended. Course progress is tracked enabling the user to jump in and out of courses based on their availability and learning needs.

The platform includes both generic courses aimed at learning all aspects of the platform, as well as courses specific to an organization and related processes. Depending on your subscription package and needs, Bonfire can work with you to build content that is specific to your organization's roll-out. These courses would be designed to walk the user through the steps required in Bonfire in order to mimic the organization's business processes, policies, and procedures.

Knowledge Base

Bonfire's Support team also created an online Knowledge Base repository where, to date, more than 60% of customer requests were addressed with self-help guidance so that users were empowered to find answers quickly, easily, and on their own time.

In addition to the Knowledge Base, Bonfire also offers online FAQs, chat support, phone and email coverage, and a unique webinar series. The webinars, introduced in 2018, highlight product features on new releases, offer drop-in training sessions, and best practice guides. Webinars target areas of the product and are based around customer requests.

27. Outline any implementation or other resources you provide in helping to configure your solutions, whether during the initial startup, or ongoing as part of the software maintenance.

Bonfire will develop a detailed implementation plan that matches the needs of our clients rollout. Over the past nine years, our team at Bonfire has successfully implemented our procurement platform at hundreds of organizations across North America. In our experience, teams can have Bonfire fully implemented and running within three to six weeks.

Our implementation approach follows the same path no matter the size of the organization. All Bonfire implementations are managed by an Implementation Specialist who will guide the implementation project from inception to completion. The Implementation Specialist acts as the main point of contact for all implementation activities and will personally be involved in every step of the implementation process.

We focus on providing lots of training covering different aspects of the tool, down to one on one sessions with each buyer as they set up their first project in Bonfire. The tasks involved in a Bonfire implementation typically fall into three main categories:

General Account Setup (2 weeks or less)

- Customization of portal feature set
- Determining and configuring the Departments on the portal
- Determining and assigning user roles
- Customizing vendor registration form

Training (approximately 2 weeks duration)

- General training session on the Listing / Evaluation portions of Bonfire
- Specialized training on Bonfire's Advanced Evaluation Modules if applicable (Multi-Decision, Questionnaires, bid tables)
- Training on Vendor Management & Insights Reporting

Ramp-up (approximately 2 weeks duration)

- Review of RFX templates and changes required
- Assistance with the creation of the first project for each Department/Buyer
- Implementation debrief to management for each Department

During this time, Bonfire will also assist in the transition of vendors to the Bonfire Platform. Following the ramp-up stage, our clients are ready to 'go live'—this final stage takes place once the portal has been created and users have been added.

Please note that many implementation activities will be completed concurrently to minimize the time required to complete onboarding. Please also note that the actual timelines for your implementation are dependent on client availability for training and the speed with which the organization is comfortable.

28. Describe the capacity of your company to report monthly sales through this agreement to Equalis Group.

Bonfire's Finance team tracks all sales by cooperative and reports these sales figures monthly by email.

29. Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency.

Each agency will receive an annual invoice for their subscription.

PROPOSAL FORM 3: DIVERSITY VENDOR CERTIFICATION PARTICIPATION

Diversity Vendor Certification Participation - It is the policy of some Members participating in Equalis Group to involve minority and women business enterprises (M/WBE), small and/or disadvantaged business enterprises, disable veterans business enterprises, historically utilized businesses (HUB) and other diversity recognized businesses in the purchase of goods and services. Respondents shall indicate below whether or not they hold certification in any of the classified areas and include proof of such certification with their response.

- a. Minority Women Business Enterprise
Respondent certifies that this firm is an MWBE Yes No
List certifying agency: _____

- b. Small Business Enterprise (SBE) or Disadvantaged Business Enterprise (DBE)
Respondent certifies that this firm is a SBE or DBE Yes No
List certifying agency: _____

- c. Disabled Veterans Business Enterprise (DVBE)
Respondent certifies that this firm is an DVBE Yes No
List certifying agency: _____

- d. Historically Underutilized Businesses (HUB)
Respondent certifies that this firm is an HUB Yes No
List certifying agency: _____

- e. Historically Underutilized Business Zone Enterprise (HUBZone)
Respondent certifies that this firm is an HUBZone Yes No
List certifying agency: _____

- f. Other
Respondent certifies that this firm is a recognized diversity certificate holder Yes No
List certifying agency: _____

PROPOSAL FORM 4: MANAGEMENT PERSONNEL

Please provide contact information and resumes for the person(s) who will be responsible for the following areas.

Executive Contact

Contact Person: Andrew Wilgar

Title: VP Sales

Company: Bonfire Interactive Ltd.

Address: 121 Charles Street W, Suite C429

City: Kitchener State: Ontario, Canada Zip: N2G 1H6

Phone: 519-500-9208 Fax: n/a

Email: awilgar@gobonfire.com

Account Manager / Sales Lead

Contact Person: Ethan Driedger

Title: Account Executive

Company: Bonfire Interactive Ltd.

Address: 121 Charles St W, Suite C429

City: Kitchener State: Ontario, Canada Zip: N2G 1H6

Phone: 972-284-0055 Fax: n/a

Email: edriedger@gobonfire.com

Contract Management (if different than the Sales Lead)

Contact Person: Same as above

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Billing & Reporting/Accounts Payable

Contact Person: Nick Lee

Title: Finance Coordinator

Company: Bonfire Interactive Ltd.

Address: same as above

City: _____ State: _____ Zip: _____

Phone: (647) 952-3063 Fax: n/a

Email: nlee@gobonfire.com Text

Marketing

Contact Person: Maria Volakhava Text
Text

Title: Marketing Specialist Text
Text

Company: Bonfire Interactive Ltd.

Address: same as above

City: _____ State: _____ Zip: _____

Phone: 1-800-354-8010 Fax: n/a

Email: mvolakhava@gobonfire.com

Text

PROPOSAL FORM 5: REFERENCES AND EXPERIENCE QUESTIONNAIRE

Provide a minimum of five (5) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide references for K12, Higher Education, City/County and State entities. Provide the following information for each reference:

- a) Entity Name - *Texas Department of Transportation*
- b) Contact Name and Title - *Dan Neal, PEPS Section Director, Center of Excellence*
- c) City and State - *Austin, Texas*
- d) Phone Number - *512.416.2667*
- e) Years Serviced - *1.5 years*
- f) Description of Services - *Bonfire contracted with TxDOT to digitize their solicitation and evaluation process of all competitive procurement. The project is led by their Professional Engineering Services Group who is leveraging Bonfire's unique online qualification and evaluation workflows.*
- g) Annual Volume - *USD \$200,000+*

- a) Entity Name - *Port Authority of New York and New Jersey*
- b) Contact Name and Title - *Kedar Gokhale, Manager of Procurement Systems*
- c) City and State - *New York NY*
- d) Phone Number - *(212) 435-4643*
- e) Years Serviced - *1.5 years*
- f) Description of Services - *The Port Authority went to market in 2020 for a source-to-contract software to ensure compliance with public procurement codes and facilitate reporting. Bonfire has been implemented in all 5 purchasing divisions across 30 contract specialists that manage solicitations.*
- g) Annual Volume - *USD \$100,000+*

- a) Entity Name - *Buffalo Public Schools*

- b) Contact Name and Title - *Richard Fanton, Director of Procurement*
- c) City and State - *Buffalo, NY*
- d) Phone Number - *(716) 816-4107*
- e) Years Serviced - *2.5 years*
- f) Description of Services - *BPS utilizes Bonfire to manage their RFP process fully online, including Contract Management for active and expired contracts.*
- g) Annual Volume - *\$15,000*

- a) Entity Name - *Erie County Medical Center*
- b) Contact Name and Title - *Shea Kolar, Legal Counsel*
- c) City and State - *Buffalo, NY*
- d) Phone Number - *(716) 898-5149*
- e) Years Serviced - *2.5 years*
- f) Description of Services - *ECMC utilizes Bonfire to manage their RFP process fully online.*
- g) Annual Volume - ***\$15,000***

- a) Entity Name - *Trinity Metro aka Fort Worth Transit*
- b) Contact Name and Title - *Sherry Lee, Director of Procurement*
- c) City and State - *Fort Worth, Texas*
- d) Phone Number - *817 215 8752*
- e) Years Serviced - *2 years*
- f) Description of Services - *Fort Worth Transit utilizes Bonfire to manage their solicitations fully online, including Contract and Vendor Performance Management.*
- g) Annual Volume - ***\$37,950***

Questions:

1. Identify any contracts with other cooperative or government group purchasing organizations of which your company is currently a part of:
 - *Texas DIR - DIR-TSO-4363*
 - *Purchasing Cooperative of America - PCA OD-304-20*
 - *PEPPM - 529561-007*
2. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.

N/A.
3. Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.

Bonfire has not been involved in any litigation, bankruptcies, nor reorganization.
4. Felony Conviction Notice – Please check applicable box:
 - A publicly held corporation; therefore, this reporting requirement is not applicable
 - Is not owned or operated by anyone who has been convicted of a felony.
 - Is owned or operated by the following individual(s) who has/have been convicted of a felony.

**If the 3rd box is checked a detailed explanation of the names and convictions must be attached.*

PROPOSAL FORM 6: VALUE ADD QUESTIONNAIRE

Proposer must agree to work in cooperation with Region 10 ESC and the Equalis Group to develop a marketing strategy and provide avenues to equally market and drive sales through the Contract and program to all current and potential Members. Proposer agrees to actively market in cooperation with Region 10 ESC and the Equalis Group all available services to current and potential Members.

1. Detail how your organization plans to market and promote this contract upon award.

Bonfire will work in cooperation with Region 10 ESC and Equalis Group to develop an extensive marketing strategy to provide avenues to equally market and drive sales through the Contract and program. Bonfire has a highly experienced and large marketing team of 14. Bonfire agrees to actively market this Contract with Region 10 ESC and Equalis Group. Bonfire has experience marketing similar Contracts and has a variety of plans in place such as marketing campaigns, marketing literature and distribution, and direct contact with customers.

2. Provide the number of sales representatives which will work on this contract and where the sales representatives are located.

Bonfire has a rapidly growing sales team of 16 individuals who will all work to promote this contract with existing and potential customers. Most sales representatives are located in our head office in Kitchener with several employees located remotely. Sales representatives work all across North America with existing and potential customers.

3. Acknowledge that your organization agrees to provide its company logo(s) to Region 10 ESC and Equalis Group and agrees to provide permission for reproduction of such logo in marketing communications and promotions.

Yes, Bonfire acknowledges that Region 10 ESC and Equalis Group may reproduce our logo in marketing communications and promotions.

4. Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable

Please also list and include copies of any certificates you hold that would show value for your response not already included above.

N/A.

5. Please include any additional products and/or services not included in the scope of the solicitation that you think will enhance and/or add value to this contract participating agencies.

Please see above response to question 12 for a detailed listing of Bonfire functionality.

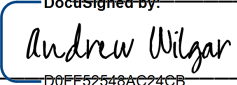
PROPOSAL FORM 7: CLEAN AIR WATER ACT

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

Potential Vendor: N/A - Bonfire is not required as a non-American entity

Title of Authorized Representative: Andrew Wilgar

Mailing Address: 121 Charles Street West, Suite C429, Kitchener, Ontario, Canada, N2G 1H6

Signature:  Andrew Wilgar
DocuSigned by: D0FF52548AC24CB...

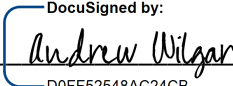
PROPOSAL FORM 8: DEBARMENT NOTICE

I, the Vendor, certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations.

Potential Vendor: Bonfire Interactive Ltd.

Title of Authorized Representative: Andrew Wilgar

Mailing Address: 121 Charles Street West, Suite C429, Kitchener, Ontario, Canada, N2G 1H6

Signature: 
D0FF52548AC24CB...

PROPOSAL FORM 9: LOBBYING CERTIFICATION

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

DocuSigned by:



D0FF52548AC24CB...

Signature of Respondent

6/28/2021

Date

Text

PROPOSAL FORM 10: CONTRACTOR CERTIFICATION REQUIREMENTS

Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The Respondent complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

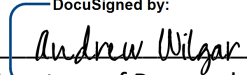
Contractor shall comply with governing board policy of the Region 10 ESC Participating entities in which work is being performed.

Fingerprint & Criminal Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The Respondent shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed.

DocuSigned by:


Signature of Respondent

6/28/2021

Date

PROPOSAL FORM 11: ANTITRUST CERTIFICATION STATEMENTS
(Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

- (1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
- (2) In connection with this proposal, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
- (3) In connection with this proposal, neither I nor any representative of the Company has violated any federal antitrust law; and
- (4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

VENDOR Bonfire Interactive Ltd.

ADDRESS 121 Charles Street West, Suite C429,
Kitchener, Ontario, Canada, N2G 1H6

PHONE 519-500-9208

FAX n/a

RESPONDANT

DocuSigned by:
Andrew Wilgar
Signature

Andrew Wilgar
Printed Name

VP Sales
Position with Company

AUTHORIZING OFFICIAL

DocuSigned by:
Andrew Wilgar
Signature

Andrew Wilgar
Printed Name

VP Sales
Position with Company

PROPOSAL FORM 12: IMPLEMENTATION OF HOUSE BILL 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016. https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

PROPOSAL FORM 13: BOYCOTT CERTIFICATION AND TERRORIST STATE CERTIFICATION

BOYCOTT CERTIFICATION

Respondents must certify that during the term of any Agreement, it does not boycott Israel and will not boycott Israel. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Does vendor agree? AW
Text

(Initials of Authorized Representative)

TERRORIST STATE CERTIFICATION

In accordance with Texas Government Code, Chapter 2252, Subchapter F, REGION 10 ESC is prohibited from entering into a contract with a company that is identified on a list prepared and maintained by the Texas Comptroller or the State Pension Review Board under Texas Government Code Sections 806.051, 807.051, or 2252.153. By execution of any agreement, the respondent certifies to REGION 10 ESC that it is not a listed company under any of those Texas Government Code provisions. Responders must voluntarily and knowingly acknowledge and agree that any agreement shall be null and void should facts arise leading the REGION 10 ESC to believe that the respondent was a listed company at the time of this procurement.

Does vendor agree? AW
DS

(Initials of Authorized Representative)

PROPOSAL FORM 14: RESIDENT CERTIFICATION

This Certification Section must be completed and submitted before a proposal can be awarded to your company. This information may be placed in an envelope labeled "Proprietary" and is not subject to public view. In order for a proposal to be considered, the following information must be provided. Failure to complete may result in rejection of the proposal:

As defined by Texas House Bill 602, a "nonresident Bidder" means a Bidder whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

Texas or Non-Texas Resident

- I certify that my company is a "**resident Bidder**"
- I certify that my company qualifies as a "**nonresident Bidder**"

If you qualify as a "nonresident Bidder," you must furnish the following information:

What is your resident state? (The state your principal place of business is located.)

Bonfire Interactive Ltd.	121 Charles Street West, Suite C429, Kitchener, Ontario, Canada, N2G 1H6	Compan
y Name	Address	
		City
State	Zip	

PROPOSAL FORM 15: FEDERAL FUNDS CERTIFICATION FORM

When a participating agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the “Uniform Guidance” or “EDGAR” requirements). All Vendors submitting proposals must complete this Federal Funds Certification Form regarding Vendor’s willingness and ability to comply with certain requirements which may be applicable to specific participating agency purchases using federal grant funds. This completed form will be made available to participating agencies for their use while considering their purchasing options when using federal grant funds. Participating agencies may also require Vendors to enter into ancillary agreements, in addition to the contract’s general terms and conditions, to address the member’s specific contractual needs, including contract requirements for a procurement using federal grants or contracts.

For each of the items below, Vendor should certify Vendor’s agreement and ability to comply, where applicable, by having Vendor’s authorized representative complete and initial the applicable lines after each section and sign the acknowledgment at the end of this form. If a vendor fails to complete any item in this form, Region 10 ESC will consider the Vendor’s response to be that they are unable or unwilling to comply. A negative response to any of the items may, if applicable, impact the ability of a participating agency to purchase from the Vendor using federal funds.

1. Vendor Violation or Breach of Contract Terms:

Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Any Contract award will be subject to Region 10 ESC General Terms and Conditions, as well as any additional terms and conditions in any Purchase Order, participating agency ancillary contract, or Member Construction Contract agreed upon by Vendor and the participating agency which must be consistent with and protect the participating agency at least to the same extent as the Region 10 ESC Terms and Conditions.

The remedies under the Contract are in addition to any other remedies that may be available under law or in equity. By submitting a Proposal, you agree to these Vendor violation and breach of contract terms.

Does vendor agree? AW

(Initials of Authorized Representative)

2. Termination for Cause or Convenience:

When a participating agency expends federal funds, the participating agency reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror in the event Offeror fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. participating agency also reserves the right to terminate the contract immediately, with written notice to offeror, for convenience, if participating agency believes, in its sole discretion that it is in the best

interest of participating agency to do so. Offeror will be compensated for work performed and accepted and goods accepted by participating agency as of the termination date if the contract is terminated for convenience of participating agency. Any award under this procurement process is not exclusive and participating agency reserves the right to purchase goods and services from other offerors when it is in participating agency's best interest.

Does vendor agree? ^{DS}
 AW
(Initials of Authorized Representative)

3. Equal Employment Opportunity:

Except as otherwise provided under 41 CFR Part 60, all participating agency purchases or contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. Vendor agrees that such provision applies to any participating agency purchase or contract that meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 and Vendor agrees that it shall comply with such provision.

Does vendor agree? ^{DS}
 AW
(Initials of Authorized Representative)

4. Davis-Bacon Act:

When required by Federal program legislation, Vendor agrees that, for all participating agency prime construction contracts/purchases in excess of \$2,000, Vendor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, Vendor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Vendor agrees that, for any purchase to which this requirement applies, the award of the purchase to the Vendor is conditioned upon Vendor's acceptance of the wage determination.

Vendor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

Does vendor agree?

^{DS}
AW

(Initials of Authorized Representative)

5. Contract Work Hours and Safety Standards Act:

Where applicable, for all participating agency contracts or purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Does vendor agree?

^{DS}
AW

(Initials of Authorized Representative)

6. Right to Inventions Made Under a Contract or Agreement:

If the participating agency's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Vendor agrees to comply with the above requirements when applicable.

Does vendor agree?

^{DS}
AW

(Initials of Authorized Representative)

7. Clean Air Act and Federal Water Pollution Control Act:

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended –Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

When required, Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

Does vendor agree?

^{DS}
AW

(Initials of Authorized Representative)

8. Debarment and Suspension:

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3CFR Part 1989 Comp. p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Vendor certifies that Vendor is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor further agrees to immediately notify the Cooperative and all participating agencies with pending purchases or seeking to purchase from Vendor if Vendor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Does vendor agree? AW

(Initials of Authorized Representative)

9. Byrd Anti-Lobbying Amendment:

Byrd Anti-Lobbying Amendment (31 USC 1352) -- Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Vendor agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

Does vendor agree? AW

(Initials of Authorized Representative)

10. Procurement of Recovered Materials:

For participating agency purchases utilizing Federal funds, Vendor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery,

and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Does vendor agree? AW
(Initials of Authorized Representative)

11. Profit as a Separate Element of Price:

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.323(b). When required by a participating agency, Vendor agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Vendor agrees that the total price, including profit, charged by Vendor to the participating agency shall not exceed the awarded pricing, including any applicable discount, under Vendor's Cooperative Contract.

Does vendor agree? AW
(Initials of Authorized Representative)

12. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Vendor agrees that recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system from companies described in Public Law 115-232, section 889. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country are also prohibited.

Does vendor agree? AW
(Initials of Authorized Representative)

13. General Compliance and Cooperation with Participating Agencies:

In addition to the foregoing specific requirements, Vendor agrees, in accepting any Purchase Order from a participating agency, it shall make a good faith effort to work with participating agencies to provide such information and to satisfy such requirements as may apply to a particular participating agency purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements.

Does vendor agree? AW
(Initials of Authorized Representative)

14. Applicability to Subcontractors

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does vendor agree? AW

(Initials of Authorized Representative)

By signature below, I certify that the information in this form is true, complete, and accurate and that I am authorized by my company to make this certification and all consents and agreements contained herein.

Bonfire Interactive Ltd.

Company Name

DocuSigned by:

Andrew Wilgar

D0FF52548AC24CB...

Signature of Authorized Company Official

Andrew Wilgar

Printed Name

VP Sales

Title

June 28, 2021

Date

PROPOSAL FORM 16: ADDITIONAL ARIZONA CONTRACTOR REQUIREMENTS

AZ Compliance with Federal and state requirements: Contractor agrees when working on any federally assisted projects with more than \$2,000.00 in labor costs, to comply with all federal and state requirements, as well as Equal Opportunity Employment requirements and all other federal and state laws, statutes, etc. Contractor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. Contractor must retain records for three years to allow the federal grantor agency access to these records, upon demand. Contractor also agrees to comply with the Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on contracts funded with Federal Grant monies, contractor additionally agrees to comply with the administrative requirements for grants, and cooperative agreements to state, local and federally recognized Indian Tribal Governments.

AZ Compliance with workforce requirements: Pursuant to ARS 41-4401, Contractor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS 23-214 subsection A, which states, ..."every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program" Region 10 ESC reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. Region 10 ESC and its members reserve the right to inspect the papers of any contractor or subcontract employee who works under this contract to ensure compliance with the warranty above.

AZ Contractor Employee Work Eligibility: By entering into this contract, contractor agrees and warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. Region 10 ESC and/or Region 10 ESC members may request verification of compliance from any contractor or sub contractor performing work under this contract. Region 10 ESC and Region 10 ESC members reserve the right to confirm compliance. In the event that Region 10 ESC or Region 10 ESC members suspect or find that any contractor or subcontractor is not in compliance, Region 10 ESC may pursue any and all remedies allowed by law, including but not limited to suspension of work, termination of contract, suspension and/or debarment of the contractor. All cost associated with any legal action will be the responsibility of the contractor.

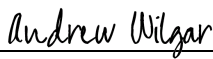
AZ Non-Compliance: All federally assisted contracts to members that exceed \$10,000.00 may be terminated by the federal grantee for noncompliance by contractor. In projects that are not federally funded, Respondent must agree to meet any federal, state or local requirements as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

Registered Sex Offender Restrictions (Arizona): For work to be performed at an Arizona school, contractor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are present, or reasonably expected to be present. Contractor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Region 10 ESC member's discretion. Contractor must identify any additional costs associated with compliance to this term. If no costs are specified, compliance with this term will be provided at no additional charge.

Offshore Performance of Work Prohibited: Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States.

Terrorism Country Divestments: In accordance with A.R.S. 35-392, Region 10 ESC and Region 10 ESC members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, contractor warrants compliance with the Export Administration Act.

The undersigned hereby accepts and agrees to comply with all statutory compliance and notice requirements listed in this document.

DocuSigned by: 	6/28/2021
Signature of Respondent	Date

PROPOSAL FORM 17: OWNERSHIP DISCLOSURE FORM (N.J.S. 52:25-24.2)

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the Respondent shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

Company Name: Bonfire Interactive Ltd.

Street: 121 Charles Street West, Suite C429

City, State, Zip Code: Kitchener, Ontario, Canada, N2G 1H6

Complete as appropriate:

I _____, certify that I am the sole owner of _____, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

OR:

I _____, a partner in _____, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.

OR:

I Andrew Wilgar, an authorized representative of Bonfire Interactive Ltd., a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)

Name	Address	Interest
none		

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

DocuSigned by:
Andrew Wilgar
Authorized Signature and Title

6/28/2021
Date

PROPOSAL FORM 18: NON-COLLUSION AFFIDAVIT

Company Name:

Street:

City, State, Zip Code:

State of New Jersey

County of _____ n/a _____

I, _____ of the _____
Name City

in the County of _____, State of _____ of full
age, being duly sworn according to law on my oath depose and say that:

I am the _____ of the firm of _____
Title Company Name

the Respondent making the Proposal for the goods, services or public work specified under the Harrison Township Board of Education attached proposal, and that I executed the said proposal with full authority to do so; that said Respondent has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the Harrison Township Board of Education relies upon the truth of the statements contained in said bid proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Company Name

Authorized Signature & Title

Subscribed and sworn before me

this _____ day of _____, 20____

Notary Public of New Jersey
My commission expires _____, 20____

SEAL

PROPOSAL FORM 19: AFFIRMATIVE ACTION AFFIDAVIT (P.L. 1975, C.127)

Company Name: _____
Street: _____
City, State, Zip Code: _____

Bid Proposal Certification:

Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.

Required Affirmative Action Evidence:

Procurement, Professional & Service Contracts (Exhibit A)

Vendors must submit with proposal:

- 1. A photo copy of their Federal Letter of Affirmative Action Plan Approval _____
OR
- 2. A photo copy of their Certificate of Employee Information Report _____
OR
- 3. A complete Affirmative Action Employee Information Report (AA302) _____

Public Work – Over \$50,000 Total Project Cost:

- A. No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form _____
AA201-A upon receipt from the Harrison Township Board of Education
- B. Approved Federal or New Jersey Plan – certificate enclosed _____

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

Authorized Signature and Title

Date

P.L. 1995, c. 127 (N.J.A.C. 17:27)

MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color,

national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

n/a

Signature of Procurement Agent

PROPOSAL FORM 20: C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.**

What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information is available in Local Finance Notice 2006-1 (https://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
 - a) The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at https://www.state.nj.us/dca/divisions/dlgs/programs/pay_2_play.html They will be updated from time-to-time as necessary.
 - b) A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
 - c) Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
 - d) The form may be used “as-is”, subject to edits as described herein.
 - e) The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
 - f) The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

1. any State, county, or municipal committee of a political party
2. any legislative leadership committee*
3. any continuing political committee (a.k.a., political action committee)
4. any candidate committee of a candidate for, or holder of, an elective office:
 1. of the public entity awarding the contract
 2. of that county in which that public entity is located
 3. of another public entity within that county
 4. or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

5. individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
6. all principals, partners, officers, or directors of the business entity or their spouses
7. any subsidiaries directly or indirectly controlled by the business entity
8. IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

NOTE: This section does not apply to Board of Education contracts.

* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker

of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name:			
Address:			
City:		State:	Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Check here if the information is continued on subsequent page(s)

List of Agencies with Elected Officials Required for Political Contribution Disclosure

N.J.S.A. 19:44A-20.26

County Name:

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

{County Executive}

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM WWW.NJ.GOV/DCA/LGS/P2P A COUNTY-BASED, CUSTOMIZABLE FORM.

PROPOSAL FORM 21: STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership

Sole Proprietorship

Limited Liability

Limited Partnership

Partnership

Corporation

Limited Liability

Subchapter S

Corporation

Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Name:	Name:
Home Address:	Home Address:
Subscribed and sworn before me this ____ day of _____, 2__.	_____ (Affiant)
(Notary Public)	_____ (Print name & title of affiant)
My Commission expires:	(Corporate Seal)

PROPOSAL FORM 22: GENERAL TERMS AND CONDITIONS ACCEPTANCE FORM

Signature on the Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the General Terms and Conditions:

We take no exceptions/deviations to the general terms and conditions

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additions terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 10 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)

PROPOSAL FORM 23: EQUALIS GROUP ADMINISTRATION AGREEMENT

Requirements for Master Agreement To be administered by Equalis Group

Attachment A, Equalis Group Administrative Agreement is used in administering Master Agreements with Region 10 and is preferred by Equalis Group. Redlined copies of this agreement should not be submitted with the response. Should a respondent be recommended for award, this agreement will be negotiated and executed between Equalis Group and the respondent. **Respondents must select one of the following options for submitting their response.**

- Respondent agrees to all terms and conditions outlined in each of the Administration Agreement.
- Respondent wishes to negotiate directly with Equalis Group on terms and conditions outlined in the Administration Agreement. Negotiations will commence after sealed Proposals are opened and Region 10 has determined the respondent met all requirements in their response and may be eligible for award.

PROPOSAL FORM 24: OPEN RECORDS POLICY ACKNOWLEDGEMENT AND ACCEPTANCE
OPEN RECORDS POLICY ACKNOWLEDGMENT AND ACCEPTANCE

Be advised that all information and documents submitted will be subject to the Public Information Act requirements governed by Chapter 552 of the Texas Government Code.

Because contracts are awarded by a Texas governmental entity, all responses submitted are subject to release as public information after contracts are executed. If a Respondent believes that its response, or parts of its response, may be exempted from disclosure to the public, the Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempted from disclosure. In addition, the Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Respondent must provide this information on the "Acknowledgement and Acceptance to Region 10 ESC's Public Information Act Policy" form found on the next page of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 10 ESC must provide the OAG with the information requested in order for the OAG to render an opinion. In such circumstances, Respondent will be notified in writing that the material has been requested and delivered to the OAG. Respondent will have an opportunity to make arguments to the OAG in writing regarding the exception(s) to the TPIA that permit the information to be withheld from public disclosure. Respondents are advised that such arguments to the OAG must be specific and well-reasoned--vague and general claims to confidentiality by the Respondent are generally not acceptable to the OAG. Once the OAG opinion is received by Region 10 ESC, Region 10 ESC must comply with the opinions of the OAG. Region 10 ESC assumes no responsibility for asserting legal arguments on behalf of any Respondent. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

After completion of award, these documents will be available for public inspection.

Signature below certifies complete acceptance of Region 10 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary). Check one of the following responses to the Acknowledgment and Acceptance of Region 10 ESC's Open Records Policy below:

We acknowledge Region 10 ESC's Public Information Act policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act.

(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)

We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act.

(Note: Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).)

6/28/2021

Date

DocuSigned by:

Andrew Wilgar

Authorized Signature & Title

PROPOSAL FORM 25: VENDOR CONTRACT AND SIGNATURE FORM

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

VENDORS MUST SUBMIT THIS FORM COMPLETED AND SIGNED WITH THEIR RESPONSE TO BE CONSIDERED

Company name Bonfire Interactive Ltd.

Address 121 Charles Street West, Suite C429

City/State/Zip Kitchener, Ontario, Canada, N2G 1H6

Telephone No. 800-354-8010

Fax No. n/a

Email address awilgar@gobonfire.com

Printed name Andrew Wilgar

Position with company VP Sales

Authorized signature DocuSigned by:
Andrew Wilgar
D0FF52548AC24CB...

Term of contract July 1, 2021 **to** June 30, 2024

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional four (4) years if agreed to by Region 10 ESC. Vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.

Region 10 ESC Authorized Agent

Date

Print Name

Equalis Group Contract Number _____

BONFIRE SECURITY OVERVIEW

Confidential | A Summary of Bonfire’s Security & Stability Practices

Our Commitment

Bonfire has been trusted with \$10’s of billions purchasing decisions to date by a range of public and private organizations in Canada, the USA, and internationally. Our top priority has been ensuring a safe, private, and performant cloud / SaaS product. This priority remains unchanged while we expand our client base and product functionality now and in the future.

We recognize the sensitive and mission-critical nature inherent in our clients’ use of Bonfire, and have implemented specific policies and practices that govern our infrastructure and activities. A summary of our security and stability practices can be found in the section below.

Our Practices

The table below is a summarization of the major security and stability practices at Bonfire. Also refer to the attached Policies.

Commitment	Practices
We protect your data	<p><i>Encrypted data transmission and storage</i> Data transmission only occurs over 256-bit SSL encrypted connections; Bonfire servers are configured to switch any unencrypted requests over to an encrypted connection. The data is stored in an encrypted state upon arriving on the servers.</p> <p><i>Multiple redundancies</i> All data entered into Bonfire is regularly backed-up to physically external backup systems with multiple redundancies. Documents are backed-up instantly upon upload; database data is backed-up hourly.</p> <p><i>Robust session management</i> Bonfire manages user sessions and utilizes a role-based permission system to enforce security.</p> <p><i>Network-based security and monitoring</i> Traffic to Bonfire’s server first pass through a network security layer that inspects the traffic for common attacks, blocking suspected attackers and providing notifications to our technical team.</p> <p><i>User permission checks</i></p>

	<p>Each page view and action in Bonfire checks a user's permissions in order to make sure they are allowed to view / act in the manner attempted.</p> <p><i>User passwords hashed</i> User passwords in Bonfire are hashed and stored using Bcrypt, an algorithm highly resistant to high-speed brute force attacks. At no time are any passwords stored in plain text in the application.</p> <p><i>Physical security practices</i> Our datacenters are chosen to adhere to our requirements (see below). No servers are located in Bonfire offices.</p> <p><i>Strict Network Security</i> Our production networks use security best practices including network isolation, private subnets and least privilege firewalls.</p>
We regularly update our infrastructure	We regularly monitor our technology stack for issued patches/updates, and update our systems accordingly. Minor updates and security patches are applied automatically.
We have fail-over systems in place and tested	In the unlikely but possible event that our systems become unavailable users shown a page with instructions to contact Support by Email or Phone. Clients are contacted in accordance with our Support & Incident Management Policy.
We provide guaranteed exports of data	Bonfire does not own the data input into the tool; the organization remains full legal owner of the data, as stipulated in the Order Form Terms and Conditions. In that light, Bonfire provides numerous ways an organization can export their data including (1) mechanisms to download the supplier files, scoring summaries, and other project data at any time from within the tool, and (2) the guarantee that we will provide a mass data export (to DVD or hard drive) in the event that an organization ceases using Bonfire (upon request).
We continually monitor system for errors and performance	We continually monitor our application and infrastructure load and performance. In the event of an application error, our technical team is notified automatically (both for server-generated errors and client-generated errors [e.g. JavaScript errors]). Logs are processed using a centralized log management system.

Bonfire Security Policies

Bonfire has a number of security policies to provide additional details in specific areas. Please refer to the table below.

Policy	Version	Commitment
Backup	0.0.1	We commit to a robust set of back up practices.
Communication Standards	0.0.4	We adhere to strict standards on communication response times.
Data Centre Supplier Requirements	0.0.2	We only choose compliant datacenters. Note that the storage of your data occurs at a site appropriate to your location: Canadian organizations' data is stored in Canada, USA organizations' data stored in USA, European/Asian organizations' data stored in the EU. This is specified on your Order Form.
Data Destruction	0.0.6	We abide by a defined Data Destruction Policy.
Data Encryption	0.0.1	We Encrypt your data in transit and at rest.
Email	0.0.2	Our commitment to the security of your data extends to the use of email.
EU GDPR Policy	0.0.1	We comply with the European General Data Protection Regulation.
Internal Data Access	0.0.2	We enforce specific Internal Data Access Policies.
Physical Security	0.0.2	We treat physical security seriously and abide by a Physical Security Policy.
Redundancy and Fault Tolerance	0.0.1	We implement multiple strategies to ensure our services and your data is available.
Risk Management	0.0.1	We actively manage risk.
Security Overview	3.1.9	(This policy)
Support & Incident Management	0.0.4	We abide by a defined Support & Incident Policy.

If you'd like more detailed information about our security and stability practices, please either submit a Support Request from within Bonfire or contact us at Support@GoBonfire.com with your question or comment.

BONFIRE BACKUP POLICY

Confidential | A Summary of Bonfire's Data Backup Practices

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Introduction

This document provides an overview on Bonfire's policies and processes regarding the back up of data.

Data Types

Database

Databases are backed up via two mechanisms; the first is real time replication to a secondary database (under a master-slave configuration) in a geographically distinct location, the second is a periodic dump of the database.

Documents and Files

Upon upload, all documents and files are immediately placed in multiple redundancy storage.

Backup Frequency

The frequency of data backup depends on the data type.

Data Type	Frequency	Retention
Database – replication	Continuous	Permanent
Database – dump	Hourly, Daily, Weekly, Monthly	Rolling – keep last dump for each frequency
Documents and Files	Continuous	Permanent

Redundancy

All backup data is stored in a separate location from its source. Backup data is stored in a geographically redundant nature, meaning that multiple copies of the backup data are stored in distinct locations to safeguard against storage failure including facility wide failure.

Communication Standards Policy

Confidential | Standards for communication with customers

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Purpose of Document

The purpose of this document is to define communication standards which Bonfire will commit to. These standards are referred to in other policy documents, which describe which standards will be met under different scenarios.

Definitions

Core Business Hours

Core business hours are 8:00 a.m. to 8:00 p.m. EST/EDT (UTC-5, UTC-4 during daylight savings), Monday through Friday. All durations in this document are in business hours/days.

Holidays

Public holidays are not considered a part of core business hours. Such holidays are not included in any durations in this document.

Incident Response Standards

The following standards apply to the response to and handling of incidents impacting customers.

Level		Incident A	Incident B	Incident C
Response Within	Initial Response	1 hour	1 hour	1 hour
	Start Work	2 hours	4 hours	1 day
	Resolution	2 days	3 days	4 days
Compliance Target		100%	100%	100%
Communication Methods		Email to the primary contact notifying of the incident and process to resolve. Phone available for follow up communication.		
		Email and phone to primary contact for Organizations with opportunities closing within 3 days. Organizations will be contacted in order of project close date (most immediate close date first).		

Event Notification

The following standards apply to notification of events that have happened or will happen.

Level	Planned A	Planned B	Planned C	Unplanned A
Response	1 week prior	3 days prior	1 day prior	3 days after
Compliance Target	100%	100%	100%	100%

Communication Methods	Email to the primary contact notifying of the event. Phone available for follow up communication.
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Data Centre Supplier Requirements Policy

Confidential | Policy and Guidelines for Data Centers

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Introduction

This document details Bonfire’s minimum requirements for use of third-party data centers in the delivery of its software and services. The document serves as (1) an internal guide for Bonfire staff in choosing appropriate data center suppliers, and (2) an assurance to Bonfire’s customers and partners that appropriate data center suppliers are utilized in the delivery of its software.

Minimum Requirements

The following requirements are the Minimum Performance Levels (MPLs) acceptable for a data center to be approved for use in Bonfire’s product delivery:

Connectivity Requirements	MPL
Connectivity – Bandwidth Provider	‘Tier 1’ bandwidth provider connection (also known as ‘transit-free network’ connection)
Connectivity – Server Incoming Bandwidth	100 Mbps incoming connection
Connectivity – Server Outgoing Bandwidth	100 Mbps outgoing connection
Connectivity – Availability	99.9% up-time guarantee
Connectivity – Scheduled Maintenance Notice	48 hours notice

Security & Data Integrity Requirements	MPL
Security – Security Monitor	Network-based, OS integrity checks, intrusion detection.
Security – Physical Access to Servers	Restricted to authorized personnel only. Physical security system in place to prevent unauthorized physical access.
Data Integrity – Access By Data Centre Staff	Prohibited except with explicit permission
Data Integrity – Data Access Logs	Log all data center staff access to server
Data Integrity – Information Sharing	Information sharing with third parties strictly prohibited.

Hardware Requirements	MPL
Hardware – Power Supply	2x redundant power supply to server. Backup power system capable of providing five (5) days uninterrupted power to server.
Hardware – Parts Replacement	Faulty or defective parts of server replaced within defined service windows or pre-emptively as part of scheduled maintenance.

Support Requirements	MPL
Support – Active Monitoring	24 / 7 monitoring by on-site technicians year- round
Support – Phone & Email Availability	24 / 7 phone support, year-round 24 / 7 email support, year-round
Support – Minimum Response Time (Level 1 Issue*)	1 hour or less
Support – Minimum Response Time (non-Level 1 Issue*)	12 hours or less

* Level 1 in this context refers to total server unavailability or faulty components.

Additional Requirements

In addition to the above, Bonfire’s choice of data center suppliers may also be subject to the following conditions / restrictions:

Additional Requirements	MPL
Location of Data Centre	Data center must be located in specific country or region (e.g. Canada, USA, Europe, etc.). This requirement is specified on a Customer’s Order Form.
Server Specifications	Data center must offer servers with suitable technical specifications for a particular deployment (e.g. RAM, CPU speed, etc.).

Data Destruction Policy

Confidential | Destruction of Client Data

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Introduction

This document details Bonfire's data destruction policy for securely permanently deleting / removing sensitive customer documents and data. This document serves as (1) an internal guide for Bonfire staff in managing these activities, and (2) a clear and understandable service level commitment for customers.

Types of Sensitive Data

Electronic Documents

Includes all client files uploaded into Bonfire, and their derivatives (e.g. our intermediate document format). Includes all exported reports and summary files that remain on Bonfire systems.

Physical Documents

Includes all physical artifacts [Electronic Documents](#) that Bonfire has exported to a physical medium (i.e. paper) for internal purposes.

Electronic Data

Includes all client data stored in Bonfire's database(s) for the customer.

Electronic Back-ups

Includes all back-ups of [Electronic Documents](#) and [Electronic Data](#). Bonfire preserves multiple physically disparate concurrent back-up systems.

Methods of Destruction

Electronic Destruction

All digital assets are securely destroyed with Unix **srm** utility with a minimum of 35 passes. This is consistent with DoD 5220.22-M clearing process. Note that due to the multi-tenant nature of the application, destruction of customer data does not imply clearing of the entire physical storage device.

Physical Destruction

All physical assets destroyed with cross-shredding and using a secure disposal service (NAID certified) for protected removal of the paper.

Authorized Destruction

Data will only be destroyed only in the following authorized cases. All data destruction activities are logged and audited by Bonfire.

Purging Local Systems

From time to time, sensitive customer data is mirrored onto local systems for troubleshooting or maintenance purposes. All sensitive data is destroyed locally immediately upon task completion.



Upon Customer Request

When explicitly requested by the customer's Primary Contact, in writing, Bonfire will destroy the specified data as requested.

After System Migration

If Bonfire is migrating the customer data to a new system / server, all the data on the old system / server are destroyed and the hard drives reformatted as defined by [Electronic Destruction](#).

Existence of Meta-Data

After deletion of customer data, meta-data relating to customer data may persist. Any such data is anonymized, aggregated and non-identifiable. Bonfire may use such information to improve performance of the application.

Under no circumstances will such meta-data include personally identifiable information, specific financial information or sensitive data.

Hardware Decommissioning

When production hardware containing customer data is decommissioned, data on the hardware is destroyed. This does not imply that all instances of such data is destroyed, only that the instances of data on the hardware is destroyed prior to its disposal.

Bonfire uses data centers that commit to best practices for data destruction in this scenario – following standards outlined in DoD 5220.22-M, NIST 800-88 or similar for sanitization of data.

Data Encryption Policy

Confidential | Data Encryption Policy

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1 Purpose of Document

This document provides an overview of Bonfire's commitments and procedures relating to the handling of application data at rest and in transit.

2 Data at Rest

2.1 Database

Data in the underlying storage for Bonfire's database and its automated backups are encrypted using industry standard AES-256 encryption algorithm.

2.2 Documents and Files

Documents and files stored by Bonfire are encrypted using industry standard AES-256 encryption algorithm.

3 Data in Transit

External data transmission only occurs over 256-bit SSL encrypted connections; Bonfire servers are configured to switch any unencrypted requests over to an encrypted connection.

Bonfire Email Policy

Confidential | Company Email Usage Policy and Guidelines

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Introduction

Email is a ubiquitous and valuable communication tool, but care must be taken to ensure that is used in an appropriate and secure manner. Bonfire strives to ensure that email is used in a way that protects client data.

Data Not Suitable for Email Communication

Not all data is suitable to be included in emails. Care must be taken to avoid sending any such data. Such data types are explained below, including circumstances under which they may or may not be included in email.

Authentication Data

Authentication data is not to be sent via email under any circumstances. Authentication data includes; passwords, ssh keys, api keys, security question responses or any other information that may be used to authenticate against internal or external systems.

Confidential Client Data

Confidential client data may not be included in email communication with third parties without the permission of the client. When communicating with employees of the client company, information may only be disclosed via email that the employee has access to via their bonfire credentials, or that is appropriate to their position, unless permission is granted by the client.

Email Access

Networks

Bonfire Employees shall take care when using email over untrusted networks (e.g. public Wi-Fi). Sensitive communication should be conducted over trusted networks only.

Web Based Email Clients

When accessing email over web based email clients, an ssl connection with a valid certificate must be used at all times.

Personal Email

Bonfire employees shall not use Bonfire email accounts to send or receive personal emails. Bonfire employees shall not use personal email accounts to send email on behalf of Bonfire or relating to Bonfire business.

Appropriate Use

Bonfire employees will only send emails relating to their role / function. Clients are not to be contacted via email unless appropriate to the employee's role.

Sharing/Forwarding Email

Care should be taken to share or forward emails only as necessary. The same rules that apply to sending email apply to forwarding with regard to client permission and appropriate use.



Phishing/Impersonation

Phishing is the attempt to obtain sensitive information by masquerading as a trustworthy entity via electronic communication. Bonfire employees will take care to avoid phishing attempts, in particular, email addresses in client communication will be verified against official records.

EU GDPR Policy

Confidential | EU General Data Privacy Regulation Policy

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1 Purpose of Document

The European Union General Data Privacy Regulation provides data protection and privacy for individuals in the European Union. Bonfire is committed to complying with the GDPR.

This document provides an overview of Bonfire's commitments and procedures relating to the GDPR. The complete details of Bonfire's handling of GDPR and privacy in general may be found in our Privacy Policy.

2 Collection of Personal Data

2.1 What We Collect

Bonfire collects a limited set of personal data, as necessary to carry out the application's functions. The personal data collected is minimal and is generally used for the purpose of identifying and/or communicating with users within our system. Personal data may include:

- Name
- Email address
- Phone number
- Profile picture (optional)

Additionally, information that may identify a person, such as IP addresses and user IDs, may be collected.

Our Privacy Policy gives additional details of the personal data we collect and how it may be processed.

2.2 Data Processor and Data Controller

Bonfire operates both as a data controller and a data processor. In the case where data is collected on behalf of a client organization, Bonfire assumes the role of data processor, and requests to exercise data rights should be directed to that organization.

3 Protection of Personal Data

Bonfire takes the security of all data, including personal data, very seriously. A number of approaches are taken to ensure data is appropriately protected.

3.1 Data Protection by Design

Protection of data is an important consideration and included in the design of all Bonfire systems. Data protection and security is an important part of the entire software development lifecycle.

3.2 Data Protection by Default

Bonfire treats data as private, and consequently implements the appropriate protections, by default. Data is made accessible only with careful consideration.

3.3 Testing of Data Protection

Bonfire regularly tests the integrity of data protection mechanisms, such testing includes code review, testing of new features and bug fixes, as well as general regression and integration testing.

Security policies, including those which may impact the protection of personal data, are reviewed on a regular basis.

4 Personal Data Management

The GDPR offers several rights to data subjects regarding their personal data. Bonfire will honor these rights.

The following sections provide detail on some of these rights and how they may be exercised.

4.1 Right of Data Access

Data subjects have the right to know if Bonfire processes any personal data concerning them, where it was collected from and for what purpose, and to whom it may have been disclosed. Upon request, Bonfire will disclose to a user this information.

Additionally, a data subject may request a copy of this data. Bonfire will provide this on request

4.2 Right of Rectification

Data subjects have the right to the correction of inaccurate personal data concerning them. Bonfire will provide this rectification without undue delay upon request.

4.3 Right to be Forgotten

Data subjects have the right to have their personal data erased where there is no legal obligation for Bonfire to retain it. Bonfire will honor these requests.

4.4 Exercising Rights

Requests to exercise rights under the GDPR may be directed to support@gobonfire.com. Please note that Bonfire is required by the GDPR to gain proof of identity from the data subject before giving effect to these rights. Bonfire will comply with requests within 30 days.

5 Personal Data Breach Notification

In the event of a personal data breach, Bonfire will disclose details of the breach to those affected in a manner that is appropriate to the nature of the breach. Please refer to our Support and Incident Management Policy and Data Processing Agreement for details.

Internal Data Access Policy

Confidential | Policy and Guidelines for Internal/Employee Data Access

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Purpose of Document

This document details Bonfire's internal data access policy for managing employee access to confidential customer information. The document serves as an internal guide for Bonfire staff in managing access to sensitive customer data.

Governing Staff Access

The following items comprise the policies and processes that govern Bonfire employees' access to confidential customer data.

Employee Access Rules

Employees of Bonfire have specific user accounts for the production systems (i.e. databases and file systems on servers) that comprise the software service. These user accounts have associated permissions that govern the user's access to confidential customer data. Employees are prohibited from sharing account credentials with others.

By default, employees have no access to confidential data; only employees directly related to the activities detailed below ('Acceptable Access') are granted access rights. Such access is granted on a least privilege/need to know basis. In the event of an employee ceasing employment with Bonfire, his or her user accounts are immediately suspended.

Improper use of an employee user account is grounds for immediate termination of employment and may result in additional legal action (subject to the employment agreement and non-disclosure agreement).

Employee Access Logging

All employee access to confidential data is logged in the system being accessed. These logs are reviewed regularly.

Access Keys and Passwords

All access keys and passwords are securely stored in a password management system. Only senior technical staff possess 'root' access to production systems.

Acceptable Access of Customer Account / Data

All employee access to confidential data is limited to the following activities:

- Helping a customer resolve an issue (e.g. answering a support question, troubleshooting a potential bug, checking something by request, etc.);
- Updating a record at a customer's request (e.g. changing a user's email address for them, correcting an incorrectly inputted project parameter, etc.);
- Performing system maintenance (e.g. migrating the database to a new schema during a major update, regular data back-ups, etc.);
- Performing system monitoring and usage analysis (routine monitoring of key system components, monitoring of submission flow during a project close, analysis of usage patterns for possible feature improvements, etc.);

- Periodic data aggregation for reports (e.g. providing usage statistics and reports to customer);
- Anonymized usage information gathering for product development purposes (e.g. analyzing how users on aggregate use a particular feature);
- Other types of access when explicitly requested by customer.

Employees in roles that don't include the above activities do not have access to any systems containing confidential customer data.

[Exportation of Data](#)

Employees are restricted from exporting the data from the production systems or backup systems, except in the following cases:

- If a local copy of the customer's dataset is required for debugging purposes. This exportation must be approved by a senior technical executive in advance, and the local data securely deleted immediately upon task completion;
- Anonymized data to be used in testing and/or development. Prior to use, the data must be purged of all identifying information (user accounts, supplier names, documents, etc.) and is subject to prior review and approval by a senior technical executive.

During server migrations or system backups. The local data must be securely deleted immediately upon task completion.

[Employee Non-Disclosure Agreement \(NDA\)](#)

All Bonfire employees are bound by an NDA upon hire. Bonfire's NDA stipulates that customer data is confidential and to be treated with the same regard as Bonfire's own confidential data. No employee is authorized to access any of Bonfire's systems until (1) the NDA is signed and filed, and (2) after the employee's specified start date.

[Deviations from this Policy](#)

All deviations from these policies must be immediately reported (within 1 hour) to the affected customer upon discovery by Bonfire. Within 3 days, a complete report must be made to the customer containing (1) a detailed description of the deviation, (2) a comprehensive identification of the compromised data if any, and (3) corrective actions to be taken.

[Governing Contractor Access](#)

Any contractor or consultant employed by Bonfire is subject to the same policies and restrictions detailed for staff members.

Physical Security Policy

Confidential | Physical security of Bonfire office and assets

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Office Access

The Bonfire office is protected by security card access and offers no street level visibility into the office. Only approved visitors are granted access to the Bonfire office and are supervised at all times.

Server Access

All Bonfire servers are hosted in off-site data centers that meet strict security requirements (see the Data Centre Supplier Requirements Policy).

Physical Computer Security

While all servers are located off-site, the physical security of employee computers remains an important consideration.

Locking of Computers

Bonfire employees are not to leave computers unlocked for any length of time. Unless directly attended, computers must be locked requiring a password to unlock.

Visibility of Confidential Information

Bonfire employees will take care that computers are not used in a location that may allow viewing of confidential data by unauthorized parties.

Redundancy and Fault Tolerance Policy

Confidential | Redundancy and Fault Tolerance within the Bonfire Application

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6 Purpose of Document

The purpose of this document is to Bonfire's approach to ensuring the availability and integrity of its systems. This is achieved both through fault tolerance (the ability of the system to continue to operate in the presence of various issues) and redundancy (having duplication of critical components).

7 Load Balancing

Bonfire application servers run through a load balancer, this means that requests made to the application are sent to a service that distributes the requests between multiple redundant servers. The load balancing service continuously runs health checks against these servers and will stop directing requests to any server that is deemed unhealthy. In the event of server failure, requests are simply routed to the remaining health servers.

The load balancing service itself is robust, automatically scaling and highly fault tolerant.

8 Database Redundancy and Fault Tolerance

8.1 Database Fail-Over

Bonfire utilizes a relational database service that provides a seamless failover feature. The database exists in two geographically separate locations with one of these instances actively serving application data requests. If the active instance is in a failure state or is unavailable, the service will automatically fail-over to the second instance.

8.2 Database Replication

In addition to the fail-over capability, Bonfire maintains a separate read-replica of the database. If data should somehow be corrupted, or if both primary instances are unavailable, the read-replica is available for manual switch over to master status.

8.3 Database Backups

Please refer to the Backup Policy for details of how Bonfire ensures additional redundancy via database backups.

9 Document Storage

Bonfire uses a document storage service that is both redundant and fault tolerant, including geographically distinct storage. Data integrity is regularly checked and any corrupt data is repaired using redundant data.

Risk Management Policy

Confidential | Approach to Risk Management

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Overview

In an environment of significant change, it is essential that Bonfire recognizes importance of assuming a reasonable level of risk if it is to fulfill its vision, mission, and strategic priorities. In order to grow and continue to be a best-in-class product, Bonfire needs to push forward which often involves taking risks. Not all risk can be transferred to third parties through insurance policies, contracts or waivers, as such the management of residual risk at all levels of the organization is imperative.

Purpose

Bonfire is committed to building increased awareness and a shared responsibility for risk management at all levels of the organization. This policy is intended to assist in decision making processes support the acceptance of risk, improve the management of existing uncertainty and the approach to new opportunities.

Definition of Risk

Bonfire defines risk as the possibility that an uncertain event, action or set of circumstances which, if to occur, would have a material adverse effect.

Risk Appetite

Bonfire is entrusted with sensitive business information from our clients, as well to run and maintain an application for a time sensitive business process. As such, Bonfire has a low appetite for risk.

Our internal motto on this is; *“Never break anything and figure out how to move as fast as possible.”*

We recognize by taking a lower appetite for risk can sometimes be – and is seen as – a trade-off for the ability move quickly. Given the increase of high profile data breaches within the industry in recent years, now more than ever it is important to take a stance of having a low appetite for risk.

Responsibilities for Risk Management

Every staff member of the Bonfire is responsible for the effective management of risk including the identification of potential risks. Managers and Executives are responsible for the development of risk mitigation plans and the implementation of risk reduction strategies. Risk management processes should be integrated with planning processes and management activities.

Support and Incident Management Policy

Confidential | Support and Incident Management Process and Policy

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Purpose of Document

This document details Bonfire's support and incident management policy and processes for dealing with customer support, privacy and security, maintenance, and disaster recovery. The document serves as (1) an internal guide for Bonfire staff in managing these activities, and (2) a clear and understandable service level commitment for customers.

Key Definitions

Downtime

Complete unavailability of web channel to the user as measured at the Bonfire platform's internet access point. Network unavailability from user to the web server is not included. Downtime may be planned (as in the case of maintenance) or unplanned (as in the case of disaster). An outage must persist for more than 15 minutes to be considered downtime.

Solution Maintenance

Includes major maintenance activities, improvements, and/or upgrades to core platform and/or features. May require downtime. May cause changes in how customer operates business processes / workflows in Bonfire.

Solution Patches

Includes minor maintenance activities, improvements, and/or upgrades to core platform and/or features. Does not require downtime. Does not cause changes in how customer operates business processes / workflows in Bonfire.

Communication Standards

This document references communication standards which are defined in the Communication Standards Policy document.

Support Performance

Tier 1 Incidents

Tier 1 incidents have a major impact on customer ability to operate entire business processes. No work-around or manual process is available.

Communication Standard: Incident Response Level A

Tier 2 Incidents

Tier 2 incidents include minor system or component failure or malfunction causing impact on customer ability to operate significant business processes. No work-around or manual process is available.

Communication Standard: Incident Response Level B

Tier 3 Incidents

Tier 3 incidents include component failure or malfunction not causing impact on customer ability to operate significant business processes. Work-around or manual processes are available.

Communication Standard: Incident Response Level C

Support Requests

Customer support requests not relating to an incident will be responded to promptly. Start work and resolution times are dependent on the nature of the request.

Communication Standard: Incident Response Level C (for initial response only)

Maintenance Windows and Service Notifications

Bonfire will provide notification of planned maintenance and service depending on the impact to the customer and the duration of impact.

Maintenance Type	Communication Standard
Planned emergency outage.	Event Notification - Planned C
Planned emergency maintenance including but not limited to urgent patches.	Event Notification - Planned C
Regular maintenance (requiring downtime) including but not limited to defect fixes, software patches and hardware maintenance. Downtime of 4 hours or less.	Event Notification - Planned B
Regular maintenance (requiring downtime) including but not limited to defect fixes, software patches and hardware maintenance. Downtime of more than 4 hours.	Event Notification - Planned A

All solution maintenance shall be performed outside of core business hours and be no longer than 8 hours in duration.

All solution patches may be performed during core business hours, without advance notice to customer.

Unplanned Event Notification

Bonfire may need to communicate events to customers that were not planned. Such events may include, but are not limited to, the following:

- Emergency maintenance
- Internet/network outages beyond Bonfire’s control affecting the Bonfire application
- Unplanned service degradation
- Natural Disasters affecting the Bonfire application

Communication Standard: Unplanned A

Security and Privacy Breach Notification

In the event of a security or privacy breach, Bonfire will notify the affected parties. In the case of a breach involving organizational data, organization contacts or affected organizations will be notified. In the case of a personal data breach, the affected individuals will be contacted.

Communication of any such event will describe the nature of the event, the information affected, likely consequences, measures that Bonfire will take, and any recommended actions the affected parties should take.

Communication Standard: Unplanned A (from time of detection)

Privacy and Security

Mitigation

In the event of a privacy or security breach Bonfire will ensure that any compromised user account(s) are disabled immediately after a breach is discovered.

Documentation

Bonfire will provide documentation explaining the breach, its' impact, and steps that were taken in response to the breach.

Disaster Recovery and System Recover

Disaster Recovery

Requirement	Expected Service Level Value
Bonfire will ensure the mean time to recovery from an unplanned outage will be within the following period:	Four (4) hours
Bonfire will ensure that the solutions recovery time objective (RTO) allowing the solution users return to operations will be as follows:	The recovery time objective will be 1 day. Critical business functions will be resumed within 24 hours of disaster. Necessary business functions will be resumed immediately following the resumption of critical functions but no longer than 7 elapsed days. Desirable functions shall be resumed immediately following the resumption of necessary function, but no longer than 30 elapsed days following a disaster.
Bonfire will ensure that the recovery point objective (RPO) will be as follows:	The recovery point objective will be two (2) hours. The recovery point is defined at the time between the disaster event and the historical point to which data will be restored.

Solution Recovery

Requirement	Expected Service Level Value
Bonfire will ensure that after any service disruption, security breach, or other event that may impact the integrity of customer data, the solution recovery period to restore/clean/restart compromised system and data to last point of integrity will be as follows:	8 hours for tier 3 incidents, 24 hours for tier 2 incidents and 48 hours for tier 1 incidents.