Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
Proposal	File Type: PDF (.pdf)	Multiple	Optional	
Attachment 2 - Submission Form (Q-48AN)	Questionnaire: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this Questionnaire. The Response Template can be downloaded from the project listing on the Bonfire portal.
Pricing Form (Attachment 3)	File Type: Excel (.xls, .xlsx)	1	Required	
Rated Criteria Evaluation Form (Attachment 4)	File Type: Excel (.xls, .xlsx)	1	Required	

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	432315	Business function specific software	Business transaction and personal business software covers business transactions,auditing ,forecasting and accounting .
UNSPSC	432323	Data management and query software	Software to retrieve and analyze data from information technology systems.
UNSPSC	43231507	Project management software	Project management software is a software tool for assisting in the process of planning, organising, staffing,directing and controlling the production of a system. An example of a project management software is PERT chart editor
UNSPSC	43232303	Customer relationship management CRM software	Software to manage customer interactions.
UNSPSC	43232401	Configuration management software	Configuration management software is a software tool used

Commodity Set	Commodity Code	Title	Description
			to apply tchnical and administrative controls to a)Identification and documentation of physical and functional characteristics of configuration items (Configuration item is a hardware or software, or an aggregate of both, which is designated by the project configuration manager for configuration management) b)Any changes to characteristics of those configuration items and)Recording and reporting of change processing and implementation of the system.
UNSPSC	43232408	Web platform development software	Software to develop web platform capabilities
UNSPSC	43231518	Process mapping and design software	Software which provides users ability to create process maps and designs. For example, Visio.

Commodity Set	Commodity Code	Title	Description
UNSPSC	80111512	Information technology (IT) expert services	A service that provides experts in each field related to IT consulting, IT project management, IT quality management, information protection, system construction and operation, website development, and IT technology training required for informatization business.

Requested Documents:

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

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

Requested Questionnaires:

The Questionnaire Response Templates can be obtained at
https://strathcona.bonfirehub.ca/opportunities/99099.

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

2. Upload your submission at:

https://strathcona.bonfirehub.ca/opportunities/99099

The Question period for this opportunity starts Oct 29, 2025 3:00 PM MDT. The Question period for this opportunity ends Nov 12, 2025 2:00 PM MST. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Nov 26, 2025 2:00 PM MST.** We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

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

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

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

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

Need Help?

Strathcona County uses a Euna Procurement portal for accepting and evaluating proposals digitally. Please contact Euna Procurement at support.bonfire@eunasolutions.com for technical questions related to your submission. You can also visit their help forum at https://customer.eunasolutions.com/public/s/knowledge-base/bonfire-hub/vendor-submission-support