# Central Procurement Office Bonfire Guideline

2023

# Welcome

The guideline was prepared based on best practice as well as feedback from the trainings we have conducted. The purpose of this document is to address the most common issues users may face with using Bonfire. Items listed in <span style="color:red">red</span> are either regulatory requirements or CPO policies that are especially important to conducting a compliant procurement.

# Access to Bonfire

In order to gain access to Bonfire for the purpose of project creation, please have a representative from your Entity Procurement Committee (EPC) email the CPO at procurement@gov.ky with the emails of the individual(s) that require access.

# Getting Started (Pre-Bonfire)

Before you launch your project on Bonfire there are a few things you want to make sure you have completed.

- If your project is valued at KYD$100,000.00 or more, you will need a completed/approved business case.

- For all projects, you will need a completed/approved tender document that details the key dates, deliverables and evaluation criteria of your opportunity. This will be the blueprint for the project details you will enter in Bonfire.

Templates for these documents can be found here:
https://www.procure.gov.ky/templates.

# Step 1 – Initial Set-up

Once you have your business case (if required) and tender documents completed, the first step in Bonfire is clicking the "Add Project" button after logging in.

After this you will select either:

- "Start from a Template" if you have a template available that meets your needs or;

- "Blank Strategic Sourcing" project if you don't have a suitable template

If in doubt about the suitability of your templates, start with a "Blank Strategic Sourcing".

Once selected, click "Next Step". If you would like a template assigned to you, please contact the CPO. This document will detail a full set-up from a Blank Project.

**Do not select "Blank Price Only" as it will remove features that we are required to use in future steps.**

# Step 2 - Defining Your Project



This page includes the following aspects, some of which are mandatory (identified by a *) at this point and others can be added later:

1. Reference Number
   - Assigned by the project manager for projects under the value of KYD$100,000
   - Assigned by your EPC for projects between values of KYD$100,000 - $249,999.99
   - Assigned by the PPC for projects at or over the value of KYD$250,000
2. Project Title
   - Short and clear "one-liner"
3. Project Description
   - A brief paragraph from the tender document
4. Project Type
   - The project type doesn't change the features available in the system but is important information for the vendors.
5. Project Owner
6. Visibility
   - Must be "Public" for all project values at or above KYD$100,000
   - Private or Invite Only can be used for projects under KYD$100,000 or where a public pre-qualification has been conducted.

Additional Details such as Dates, Submission Types and Configurations can be added at this stage but are best added at Step 4.

Once you have entered the mandatory details, you can click "Create Project Draft".

## Step 3 – Project Detailing

### Files

**Public Files** are documents that are visible to everyone with access to your project. For projects with "Public" visibility, this is everyone. For projects with "Private" or "Invite Only" visibility, this is only the people that have been selected to participate. **Internal Files** are documents only visible to people within your department that have access and permissions on Bonfire.

<span style="color:red">The Business Case for your procurement should always be uploaded to the Internal Files Section. This is a CPO requirement as it assists us in our compliance process as well as general procurement oversight that can be useful for all parties involved.</span>

<span style="color:red">The tender documents and all supporting documentation that vendors need access to in order to complete their submissions would go in the Public Files section.</span>
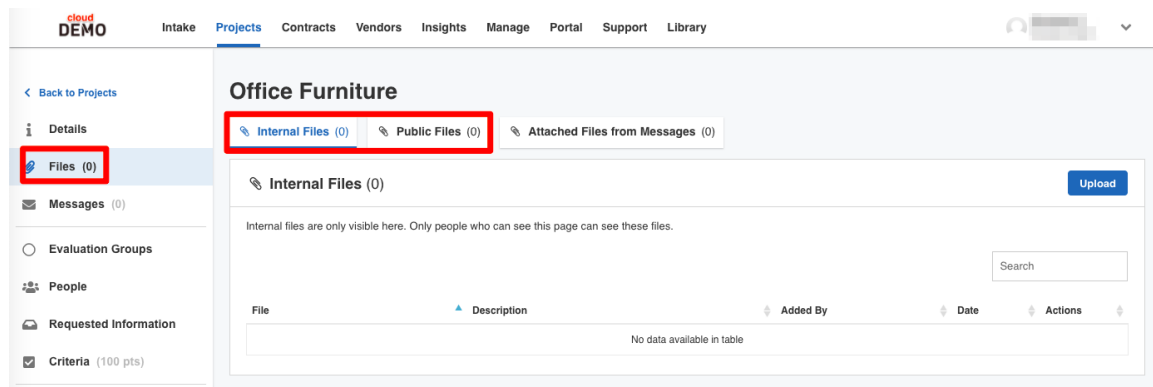


### Evaluation Groups

Evaluation groups can be thought of as "envelopes" i.e. a way to separate documents for different stages of evaluation/review and control access to them. Each group will contain **Reviewers, Criteria, and Requested Information**.

The Reviewers that are a part of a given group can only access the Documents and score Criteria within that group.

Each project must have a minimum of 2 evaluation groups, one of which must be specifically for "Pricing" so that it evaluated separately and only after all other documents have been reviewed and evaluated.

Click on "Manage" to create your required evaluation groups. Standard groups are typically:

- Pass/Fail Evaluation (Identified in your tender documents as "mandatory")
- Rated Evaluation
- Pricing

**Requested Information**

Requested Information allows you to set up how you want your vendors to structure their submission. The most common type of Requested Information is "Requested Documents". You can specify which documents are required, which file type you want those documents in, and other properties. Other types of requested information include:

- Adding **Requested Data** to a project allows the vendor to enter specific information directly into onto the Bonfire page as part of their submission that is not within a separate document. This includes Yes/No, True/False, Numbers or Text.

- Adding a **Requested Questionnaire** allows for a structured way to receive vendor responses for a large number of criteria. Using a questionnaire, we can set questions that must be answered as a part of a submission and can ensure that all vendors answer the same questions for a more direct and "side-by-side" comparison of responses.

- Adding a **Requested BidTable** allows you to quickly solicit and evaluate projects with multiple bid items. This is also known as a "Pricing Form" and is useful in ensuring that vendors price all aspects of a submission.

Requested information will be found in your tender document and a slot should be created for each one. This will reduce the risk that a vendor submits an incomplete submission.



All requested information must be sealed. You can do this by ticking the sealed box seen in the image above.

**Criteria**

In this step, you create the Criteria that will be used to evaluate the submissions that have come in from your vendors. This criteria is listed in your tender document. When adding to this section, please ensure that you are clicking on options from the "Add Criteria" section and not "Add Criteria Group".

The Pass/Fail criteria will be identified in your tender document under the sections that say "Mandatory".

When adding "Rated" Criteria, always select the option under "Input" and add the appropriate maximum number of points.

"Pricing" will be used to score the cost of the project and is done on a pre-set formula.

## People

There are 3 different types of People that can be configured via the **Manage** button for this section but the only one that is required is "Reviewers".

Reviewers can be added via the dropdown list OR you can type an email and then press Enter to invite a new User. From here you can also assign the Reviewer to the appropriate Evaluation group.

When you click Add Reviewer, they will receive an invitation email outlining the name of the project and providing them with a link to our 3-minute training video for Reviewers.

The other types of "People" are optional to add to your project. It is important to note that people added to your project will have access to submissions so please ensure that only people that need access for legitimate purposes are added to these sections in order to maintain confidentially and avoid conflicts of interest.
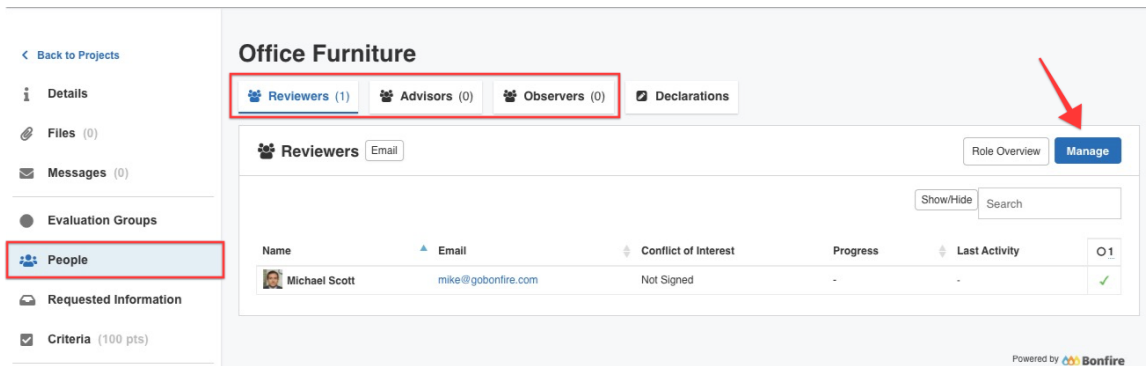
Each project must have at least 3 reviewers. It is best to add them when the project is created to ensure each reviewer is prepared to evaluate the project in adherence with the deadline for evaluations.

# Step 4 - Publishing Your Project

You will see this option as a banner, as indicated below:
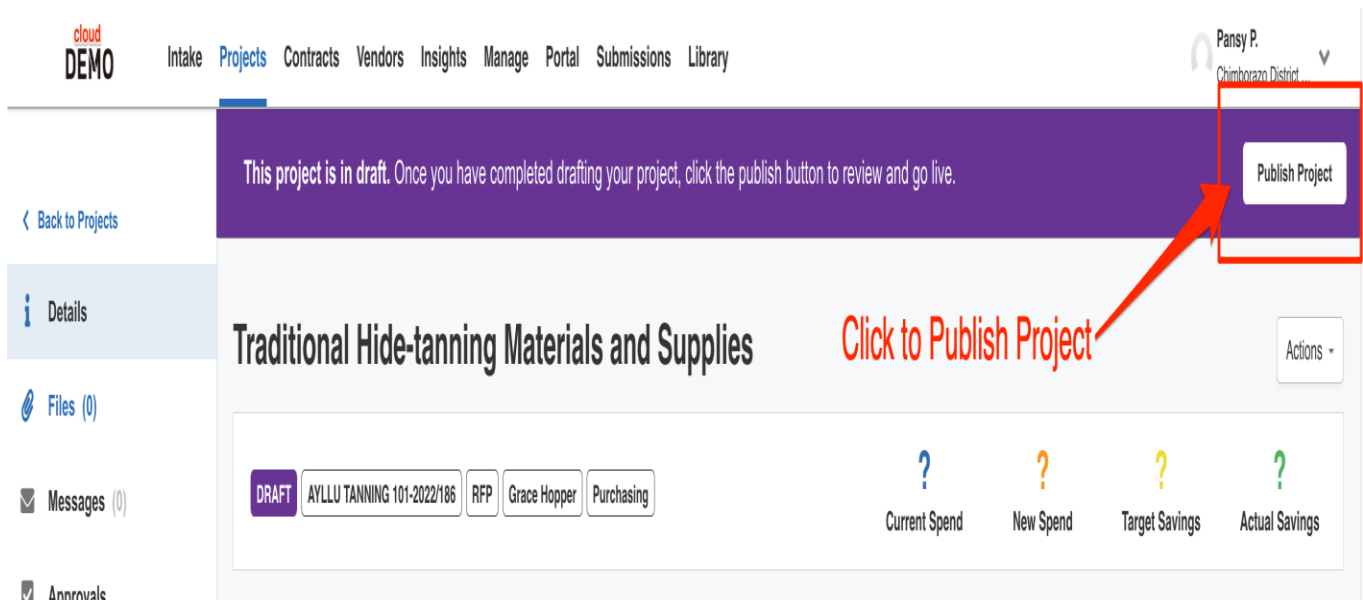


At this point, you'll see an overview of your project noting all pertinent details, allowing you to double check before completing publication and requiring you to add the final required details such as:

- Project's scheduled dates
  - Procurement Regulation 6 requires that the minimum advertising period for projects KYD$100,000 or greater is 15 working days. This does not include weekends or Cayman Islands public holidays so please account for

- It is recommended that the "deadline for questions" in the project be set to roughly the midway point between the project open and project close dates. This gives vendors enough time to review our documents and formulate questions as well as enough time to digest the answers and adjust their submissions accordingly.

- The submission type
  - This is set to "Excel Submissions" by default and only matters if "BidTables" have been used in your project. It is unlikely that a change will be needed here but guidance in the Bonfire system will help you determine if a change is needed.

- Project configurations
  - As a minimum, please select "Consensus Scoring".
  - If your project can result in multiple contracts, please use "Multi-Category Decision" as well. If you need help with setting this up, please contact the CPO.
  - "Max Alternate Options" can be used where vendors will be allowed to provide more than one (1) submission for consideration. Otherwise, leave this as zero (set by default).

When ready, click **Publish Project**. Congratulations! You have successfully created a Project!

Now that your project has been created, it will appear on the Projects Dashboard under the **Active Projects** section. You can then click your project to view and edit any aspect of it (including everything you just set up).

## Step 5 – Inviting Vendors
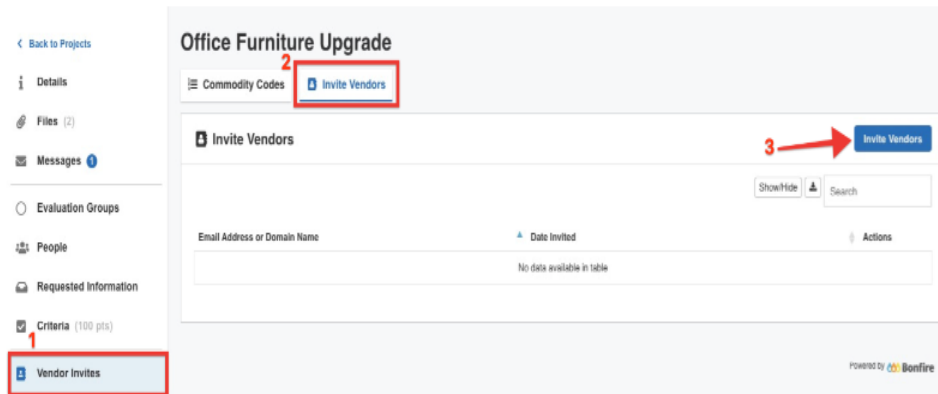


Vendors should be invited to your opportunity as soon as possible to ensure they are able to use the full advertising time available to build their submissions. Invites can be sent through the system to specific emails of any interested vendors, vendors we are aware may be interested, vendors that have bid for similar projects in the past or any other source of legitimate vendor information that will attract competition to the project.

## Step 6 – Managing your Open Project

1.  You can monitor the level of competition on your procurement under the "Submissions" section via the "Document Takers" sub-section. This module shows you which vendors have downloaded your documents. It is recommended that you monitor this section for the first few days of your project being open to ensure that the appropriate vendors have found your opportunity. If not, you may need to re-send invitations.

2.  All questions must be answered and the answers must be publically posted after "deadline for questions" date has passed. It is recommend that all questions are answered as soon as possible. Questions answered through the "Vendor Discussions" section are only visible to the vendor that asked the question. In order to publicly post answers as required, the questions can be downloaded from the "Reports" section of Bonfire, all vendor identifying information removed and posted via a Public Notice. It is recommend that all vendors asking questions outside of Bonfire (e.g. via email or possibly phone call) be directed to send their questions through the Bonfire system. Any questions received, regardless of how they are received, need to be added to the final published list.

3.  Any changes made to your project while it is open (change in key dates/deliverables, etc.) should be communicated via "Public Notice" under the "Messages" module. If changes are significant and near the deadline, the deadline should be extended.