



Bonfire (E-Procurement System) Access Request

Please complete the form to request access to the Bonfire. Please note that this form does not need to be completed in order to be added as a Reviewer/Evaluator, Advisor or Observer on a specific project that is already in the system. Access for those purposes is granted by the Project's Owner.

First and Last Name of New User		
User Position/Job Title		
User Email		
User's Employer (CIG Department, SAGC)		
Access Level (Place an "X" next to One Option) – If none appear suitable, please contact the CPO.	<input type="checkbox"/>	Standard – Contract Module, Project Creation & Read-Only Access to other Employer projects
	<input type="checkbox"/>	Advanced – Contract Module, Project Creation & Edit Ability on other Employer projects
	<input type="checkbox"/>	Third Party – Control of and Access to a specific project that a third party (Non-Government Body) has been contracted to support
	<input type="checkbox"/>	Observer - Contract Module & Read-Only Access to all Employer projects
Name of Approver		
Approver Email		
Position of Approver	(Must Select One) Chief Officer / Head of SAGC / EPC Member	
¹Approver Signature:		Date:

This form requires a physical or digital Approver signature and should be sent to procurement@gov.ky

Access Level Guidance

Standard – Best for Project/Procurement Personnel that will manage projects from start to finish.

- **Contracts – Department Contract Manager** role allows user to view all contracts within the department but can only edit contracts they own or are assigned to.

Advanced – Best for Senior Project/Procurement Managers of the Employer that have compliance responsibilities – not recommended to be granted to more than one user.

- **Contracts – Department Manager** role allows user to create, view & edit contracts within their department.

Third Party – Only for Non-Government Entities under contract to provide procurement support.

Observer – Best for Financial Teams/Auditors that need oversight abilities only.

- **Contracts – Department Observer** role allows user to view contracts within their Department.

¹ The entity approver must review their user list annually to update and remove users' who are no longer employed.