



Request for Proposal: 26-713-11

EUNA PROJECT URL LINK

PLEASE UPLOAD YOUR SUBMISSION TO:

<https://mwrdbonfirehub.com/opportunities/private/8f07e752e88a5f852d1a519d0aad26c3>

Please copy and paste the above link into your browser to access this Project in the Euna Portal.

The above link is unique to **this contract**. **Please ensure all documents for this contract are uploaded only to the above link.** Bids will be deemed non-responsive if not submitted using the above Euna project-specific link for this contract.

HOW-TO VIDEO FOR PREPARING & UPLOADING SUBMISSIONS

<https://mwrdbonfirehub.com/doing-business/procurement-and-materials-management/how-video-submitting-responsive-bid-responseproposal-response>

IMPORTANT NOTES

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

Be sure to allow enough time to upload all documents and finalize your submission before the contract's Close Date. Uploading large documents can take significant time depending on file size and Internet connection speed.

TIPS FOR A SUCCESSFUL SUBMISSION

- Use the **CHECKLIST Section** in the RFP document to ensure **all required items** are being submitted.
- Completely fill out the **COST PROPOSAL SIGNATURE PAGE** is **signed** by an authorized person **on the signature line**.
- Completely fill out the **Cost Proposal Spreadsheet and upload in Microsoft Excel format**.
- Make sure the **NON-COLLUSION AFFIDAVIT (AF-1)** has been **signed** by an authorized person **AND notarized**.
- **Double-check** the entire bid submission before uploading it into the Euna portal.
- Be sure to **click "Submit & Finalize My Submission"** when done uploading all documents.
- *Do not wait until the last day to start uploading your proposal!*

NOTE: The same Euna account used to upload the initial response MUST be used throughout the RFP process to upload additional documents and the Best and Final Offer. The Euna platform will not allow alternate accounts to access the project submission, nor is Euna able to switch accounts.

QUESTIONS ABOUT THIS CONTRACT

Questions about this contract should be posted to **MWRD.ORG > DOING BUSINESS > PROCUREMENT & MATERIALS MANAGEMENT > CONTRACT ANNOUNCEMENTS > [LOCATE CONTRACT] > ASK A QUESTION**. The link for asking questions will be available until the week before proposals are due.

NEED HELP?

The Metropolitan Water Reclamation District of Greater Chicago uses a Euna Procurement portal for accepting and evaluating proposals digitally. **Please contact Euna 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>.