Bonfire

Bonfire Pricing Sheet and BidTables

Overview & Highlights

Things to consider when using a BidTable or Pricing Sheet:

- A project can have either a Pricing Sheet OR BidTable(s), **not both**
- A BidTable **cannot** be edited once there are submissions against it
- If there are already vendor submissions associated with a Pricing Sheet, the project owner will **not** be able to delete vendor columns that have already been setup

Quick Resources

Bonfire Resources/Articles:

For help with specific BidTable or Pricing Sheet features and processes, check out these Bonfire Support articles:

- Pricing Sheet
- Creating a BidTable
- How do Vendors fill out a BidTable (Excel)
- How do Vendors fill out a BidTable (In Browser)
- Evaluating a Project with a BidTable

Pricing Sheet and BidTables Checklist

Pricing Sheet Setup

Setup - Define Your Project Draft Page

- ❏ Check off "Pricing Sheet" during Project Creation, or use the Actions drop-down on the Project Details page → Edit Project to add one to an existing project.

Pricing Sheet Access

- ❏ You can access the Pricing Sheet from the Requested Information section. This is where you can add your line items and additional Buyer or Vendor columns as required.

Request the Pricing Sheet from Vendors

- ❏ Map the Pricing Sheet to Requested Information.

BidTable Setup

Setup - Project Creation Wizard

- ❏ If you have BidTables enabled on your portal, every project will include a BidTable tab within Requested Information by default. This is where you can view, edit and add BidTables to your project.

BidTable Creation

- ❏ Once you create a BidTable, you can edit the name, add a custom description and instructions, and set up additional columns as needed.

- ❏ You can add each line item manually, or utilize Bonfire's Bulk Import functionality to speed up the process for bids with multiple line items.
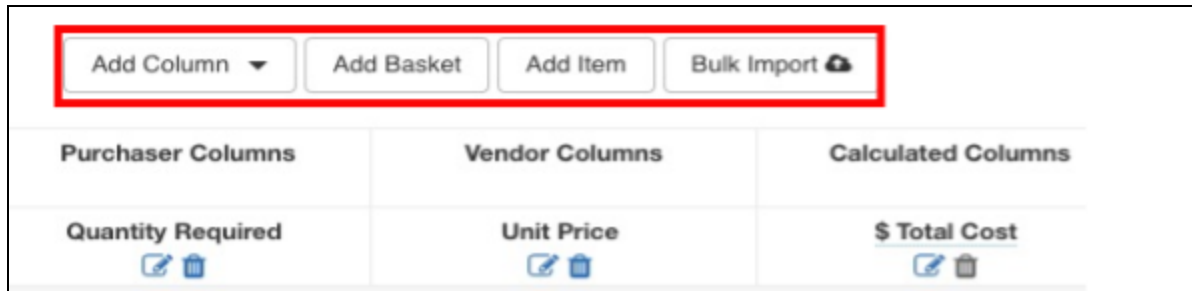
Requesting the BidTable from Vendors

- ❏ Map the BidTable to Requested information to ensure that vendors upload a completed template as part of their submission. Be sure to make the BidTable visible to the relevant Evaluation Group and set up any Criteria as needed.
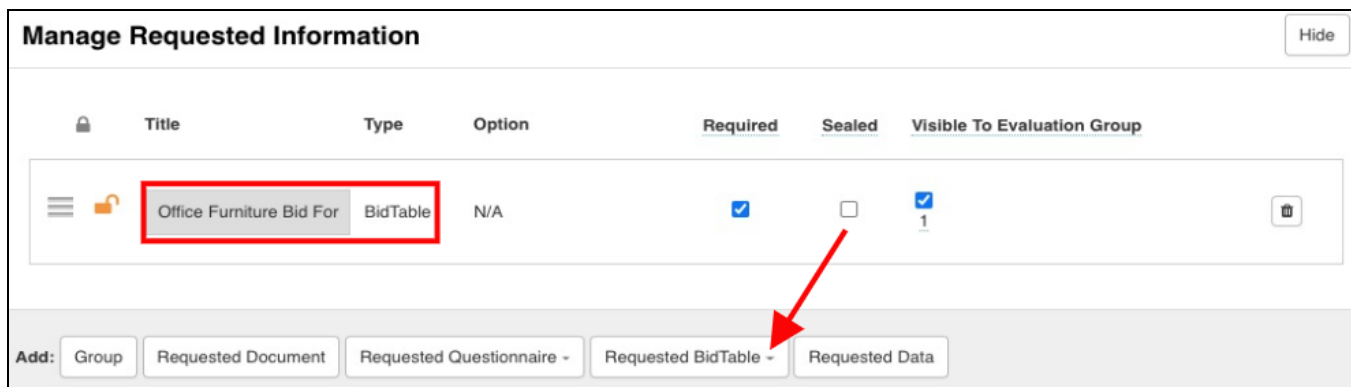
Preview the BidTable (Vendor Response Template)

- ❏ If you set up your project with the Classic Submission Type, you can preview the BidTable Response Template once it is mapped to Requested Information. This is great practice to ensure that your BidTable is set up correctly before the project opens. You can download the template by going to the BidTables tab within Requested Information and clicking on the Actions drop-down and selecting "Download Vendor Template."
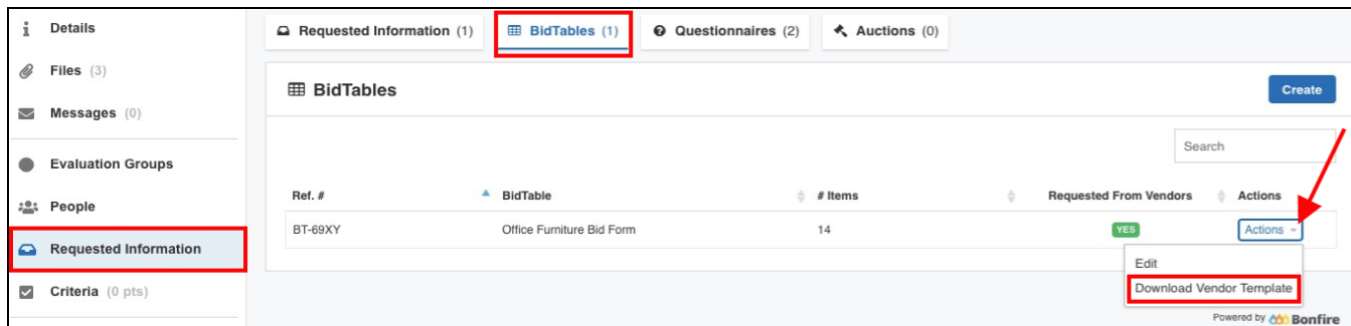
Vendor Submission Options

Excel Submission Type

❏ Vendors will be asked to download a template, fill it out in Microsoft Excel and upload it into Bonfire as a Requested Information file. This type is great for BidTables or Pricing Sheets with more than 20 items.

Browser Submission Type

❏ Vendors will be asked to fill in an online pricing table. This type is great for BidTables or Pricing Sheets with less than 20 items.

Vendor's Perspective

Excel Submission Type

❏ Vendors can download the template under the Requested Information section on the project's opportunity page, fill it out and save it so that it can be uploaded into Bonfire alongside their other submission documents.

Browser Submission Type

❏ Vendors will need to click the "Prepare Your Submission" button from the opportunity page before having access to the pricing table. They will need to fill out the pricing table on the same page as they upload their other submission documents. This means that vendors should not wait until the last minute to start their submission.

Evaluator's Perspective

Order List

- ❏ Once the Evaluation Group is released by the Project owner, the Reviewer can access the Order List from the Submission section and select View Bid Tabulation, or clicking on any vendor's Scorecard and selecting "Score Order List." Please note that Reviewers may have to sign an NDA first if the feature is enabled for the organization.

Frequently Asked Questions

Pricing Sheet

Is there a cost to the Pricing Sheet feature?

The Pricing Sheet feature is included in your package at no cost and the feature should be enabled for your portal and ready to be used.

Can you create a Pricing Sheet when creating a project from a Project Template/Draft?

Yes, you're able to add a Pricing Sheet to your Project Template or Draft, either at the time of project creation or via the Actions drop-down → Edit Project functionality to add a Pricing Sheet to an existing project.

Is the Quantity Required column in the Pricing Sheet numeric only? Is there a way to input a range rather than a specific value?

The Quantity Required column is numeric only. However, if you want to capture that data you could create a new vendor column to collect the information from your vendors.

Can you edit or remove the default columns in a Pricing Sheet?

The default Pricing Sheet columns cannot be edited or deleted. These columns are Item Name, Quantity Required, Unit Price and Total Cost.

Can you set up multiple baskets?

The Pricing Sheet feature does not include baskets. If you are running a project with many line items from different categories, you might prefer to use the BidTable feature so you can organize your line items into multiple baskets as needed.

BidTable

Is it possible to set up Baskets as optional?

There is currently no option to "Allow No Bids" for one Basket and not for another. You may want to set up a secondary BidTable if this is something that you require.

Can you add a BidTable to a project or template that has already been created?

Yes, you can still add a BidTable to your project or template after you initially create it. However, you can only have a Pricing Sheet **OR** Bidtables within a single project, not both.

Can you set up fields for vendors to offer discounts for things like early payments?

You could capture this information by setting up new vendor columns and linking it to an additional calculated column or in some cases you could utilize a vendor value column. If you would like to set up these kinds of columns, feel free to reach out to your Bonfire contact for further support or view our support articles listed above.

Evaluation

Can Bonfire automatically score a bid based on the lowest price?

If you want to set up auto scoring, you could set up a Requested Information data field that asks vendors to input their total/all-in price. After setting that up, you could create a Pricing Criteria Type and link it to the corresponding Requested Data Field. Bonfire would automatically score, relative to the values inputted by all vendors and the lowest total would receive full points. Please keep in mind that BidTables and Pricing Sheets are not assigned a score, but you can certainly set up any additional Criteria for price as needed.

How can I view the Order List?

If you are assigned as a Reviewer to the relevant Evaluation Group that the BidTable or Pricing Sheet is mapped to, you will have the option to "Score Order List" from any vendor's scorecard. Clicking this button will redirect you to the Order List and you will be able to make your selections. If you are the Project Owner but not a Reviewer, you can view your Reviewer's Order List's and selections from the Scoring section under the BidTable Summary tab.