

Overview & Highlights

Things to consider when Reopening a Project in Bonfire:

- Reopening a project occurs after you have received the initial vendor submissions and are looking to add additional Requested Information for their secondary submissions
- To Reopen a project, you must have already created the project, opened it, received your initial Vendor submissions and then closed the project
- Vendors will not be able to modify their initial submissions when the project is Reopened
- Reopening Projects is helpful during a best and final offer process, or complex projects where Vendors have to work towards multiple different deadlines to submit their documents
- This feature is currently unavailable on Multi-Category Decision Projects

Quick Resources

Bonfire Resources/Articles

For help with specific project reopening features and related processes, check out these Bonfire Support articles:

- [Reopening a Project](#)
- [How to Change Open/Close/Evaluation Dates](#)
- [How Vendors Upload More Documents to a Reopened Project](#)
- [Eliminating Vendors](#)
- [Reinstating Eliminated Submissions](#)

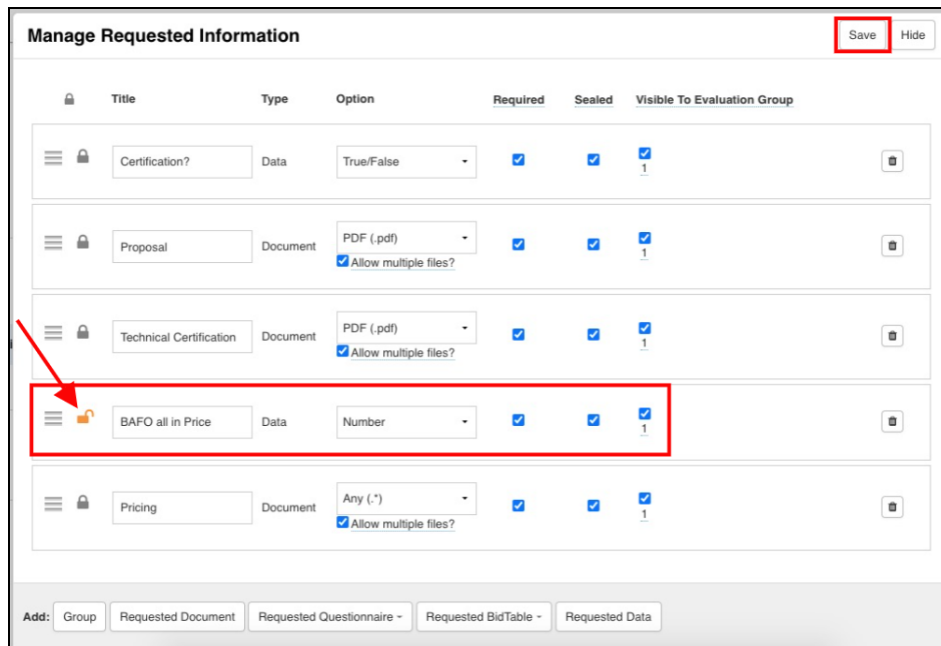
Reopening a Project Overview

Note: Reopening takes place after a project has already Opened, received initial submissions from Vendors, and Closed. To learn about opening a new project, check out our [Project Creation](#) and [Project Setup](#) articles.

Preparing to Reopen your Project

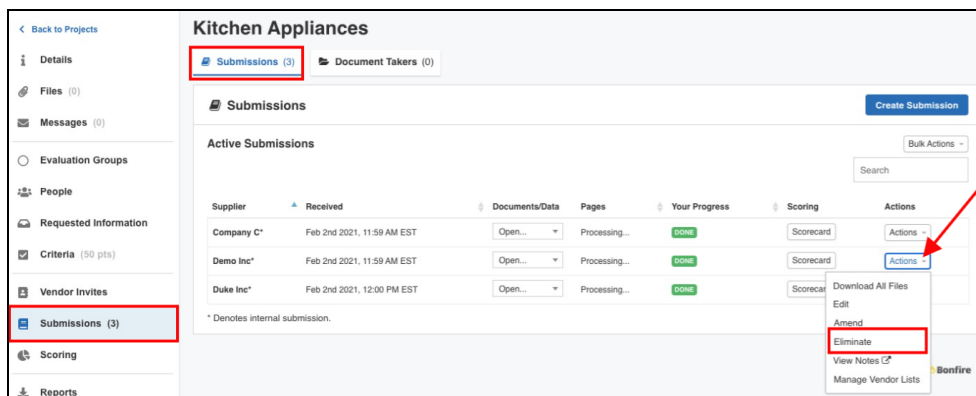
Requested Information

- ❑ Determine how many new slots to add to the project for vendors to upload their documents into.
- ❑ Click on **Manage** under the Requested Information section, and add your new slot(s).
- ❑ Vendors will not be able to add or delete any document in a locked slot; they can only upload files into unlocked slots, therefore, only unlock the new slots.



Eliminating Vendors (Optional)

- ❑ In the Submissions tab, click the Action button of the Vendor you wish to eliminate, and then select Eliminate.
- ❑ Eliminated Vendors will not be able to access the reopened project.



Reopening the Project

The Project Details Page

- ❑ Navigate to the Actions menu at the top right of the Project Details page and select "Reopen Project".

The screenshot shows the 'Kitchen Appliances' project details page. On the left is a navigation sidebar with 'Details' highlighted. The main content area includes a status bar (EVALUATING), project ID (HJU - 987), and a calendar view. On the right, an 'Actions' dropdown menu is open, with 'Reopen Project' highlighted in red. Other actions include Edit Project, Edit Schedule, Manage Events, Cost Management, Mark as Completed, Create Similar Project, Duplicate Project, Create Project Template from Project, Share, Delete Project, Cancel Project, Delete Project COI, Add Project NDA, and Add Opportunity NDA.

- ❑ Set the new dates, review which document slots are locked/unlocked, and which Vendors will have access to the reopened project. To reopen the project immediately, select Reopen Project Now.

The 'Reopen Project' dialog box is shown. It contains the following fields and sections:

- New Close Date:** 2021-02-16 12:00 PM (highlighted in red)
- New Question Due Date:** On 2021-02-16 12:00 PM, Never
- New Evaluate By Date:** 2021-03-15 12:00 PM
- Document Slots:** Unlocked Requested Information (highlighted in red) and Locked Requested Information
- Document Slot Table:**

Title	Option	Multiple Files	Required	Sealed
BAFO all in Price	Number	N/A	REQUIRED	Yes

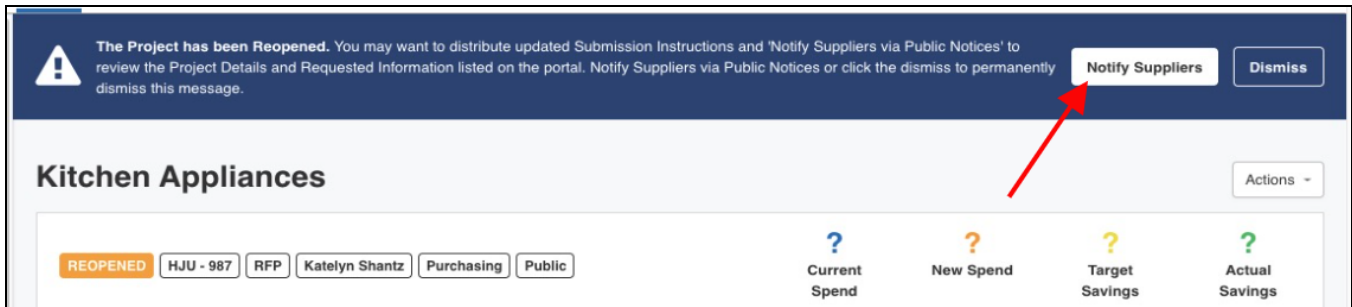
- Submissions Table:**

Supplier	Received	Internal
Company C	Feb 2nd 2021, 11:59 AM EST	Yes
Duke Inc	Feb 2nd 2021, 12:00 PM EST	Yes
Duke Inc	Feb 2nd 2021, 2:19 PM EST	No

At the bottom, there are two buttons: 'Reopen Project Now' (highlighted with a red arrow) and 'Cancel'. A footer link reads: 'Learn more about Reopening a Project at the Bonfire Help Center'.

Notify Suppliers

- ❑ Click Notify Suppliers in the banner to post a Public Notice of your project reopening. Please note that a Public Notice will notify all vendors, regardless of whether they were eliminated or not.



The Project has been Reopened. You may want to distribute updated Submission Instructions and 'Notify Suppliers via Public Notices' to review the Project Details and Requested Information listed on the portal. Notify Suppliers via Public Notices or click the dismiss to permanently dismiss this message.

Notify Suppliers **Dismiss**

Kitchen Appliances

REOPENED HJU - 987 RFP Katelyn Shantz Purchasing Public

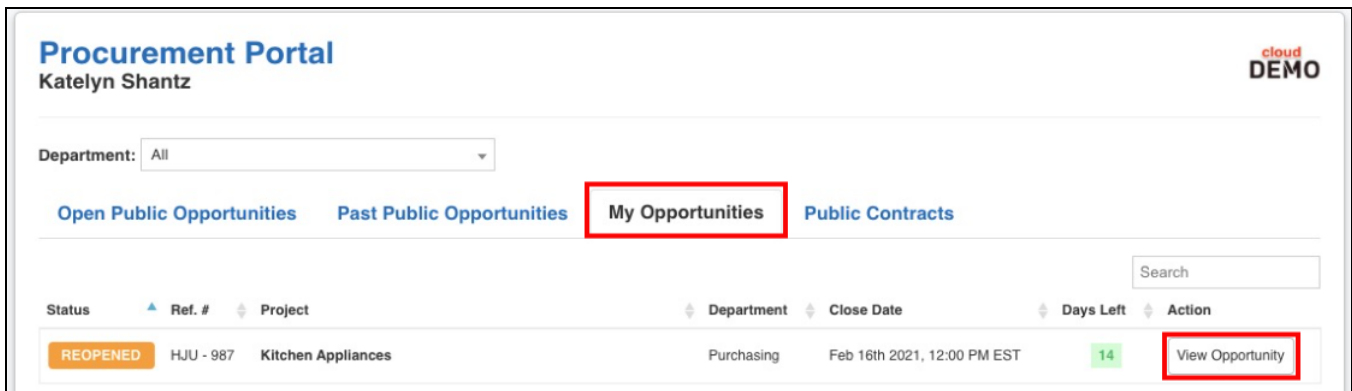
Current Spend New Spend Target Savings Actual Savings

- ❑ To notify only certain vendors, dismiss the Public Notice prompt and email the vendors directly.

The Vendor's Perspective

Accessing the Opportunity

- ❑ After logging in, they can click on the View Opportunity button in the My Opportunities tab to view the Project Page.



Procurement Portal
Katelyn Shantz

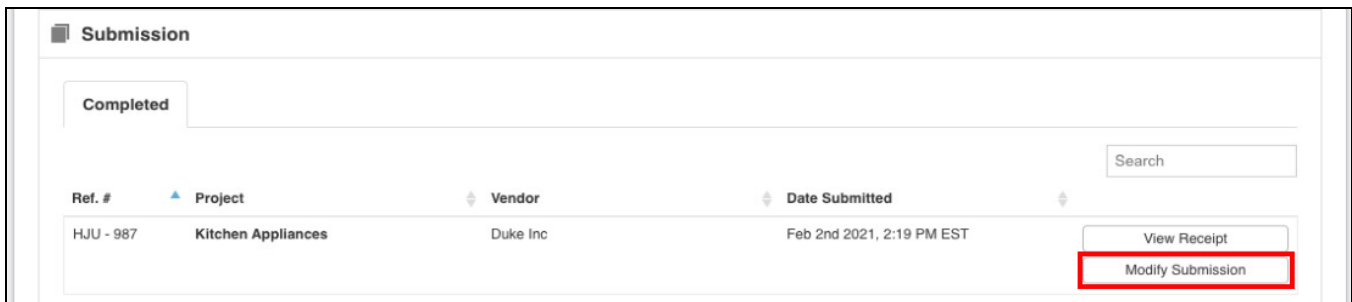
Department: All

Open Public Opportunities Past Public Opportunities **My Opportunities** Public Contracts

Search

Status	Ref. #	Project	Department	Close Date	Days Left	Action
REOPENED	HJU - 987	Kitchen Appliances	Purchasing	Feb 16th 2021, 12:00 PM EST	14	View Opportunity

- ❑ Click Modify Submission at the bottom of the page.



Submission

Completed

Search







Ref. #	Project	Vendor	Date Submitted	Action
HJU - 987	Kitchen Appliances	Duke Inc	Feb 2nd 2021, 2:19 PM EST	View Receipt Modify Submission

Completing the Submission

- Upload new documents to any unlocked slots as shown below.

Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.
Click Edit to enter a data or text answer.

Proposal REQUIRED File Type: PDF (.pdf) # Files: Multiple	Locked
✓ Certification.pdf	 
Certification? REQUIRED Data Type : True/False	Locked
✓ True	
Technical Certification REQUIRED File Type: PDF (.pdf) # Files: Multiple	Locked
✓ MainRFP.pdf	 
Pricing REQUIRED File Type: Any (*) # Files: Multiple	Locked
✓ Proposal.docx	 
BAFO all in Price REQUIRED Data Type : Number	Save Cancel

- Vendors can then complete their submissions which will then appear in your Documents/Data drop-down menu in the Submissions tab.

Frequently Asked Questions

How many times can I Reopen a Project?

Unlimited! Bonfire allows you to Close and Reopen your project as many times as you might need in order to complete your project.

What's the difference between extending the Project Schedule and Reopening the project?

Extending your project schedule will allow Vendors who have already submitted to change their submission and will also allow Vendors who have not yet submitted, to submit a proposal. **Reopening** a project will only allow Vendors who have *already* submitted to interact with your project.

Why did all my reviewers' scores disappear after I Reopened my project?

The Reopened stage is similar to when a Project is in the normal Open stage, meaning that the **Scoring** section does not appear. Your original scoring will reappear once the project goes back to the **Evaluation** stage.

If I delete a Vendor Invitation on an Invite-Only Project and then Reopen the project, will that Vendor still have access to the Reopened project?

Deleting an invite after a participant has already submitted will not exclude them from a project reopen. If you do not wish for a Vendor to be able to submit on a Project Reopen, you will need to eliminate the Vendor prior to Reopening the project. To learn more about eliminating Vendors, check out this article: [Eliminating Vendors](#).