Bonfire

Reopening a Project in Bonfire

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](#)
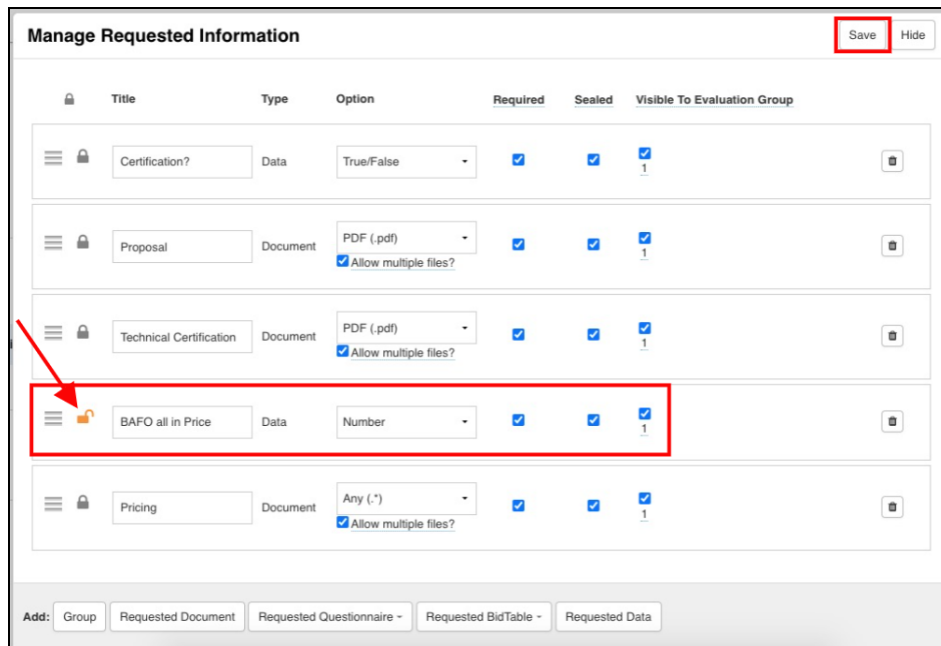- [Reinstating Eliminated Submissions](#)

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.

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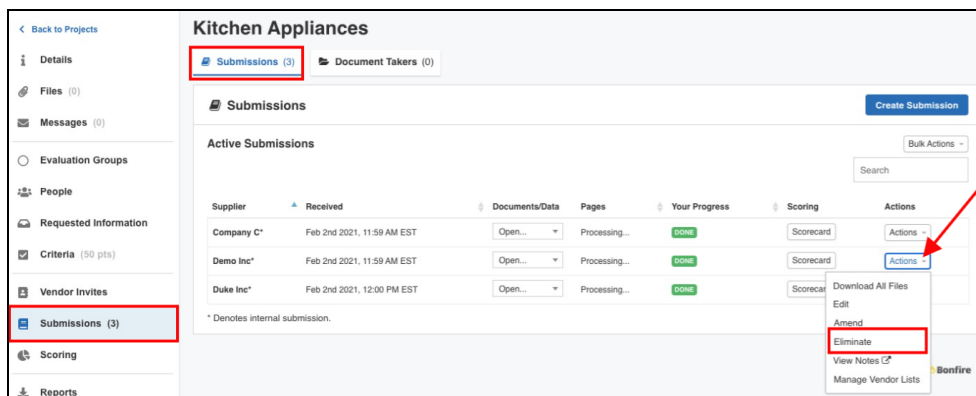
Reopening the Project

The Project Details Page

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

❏ 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.

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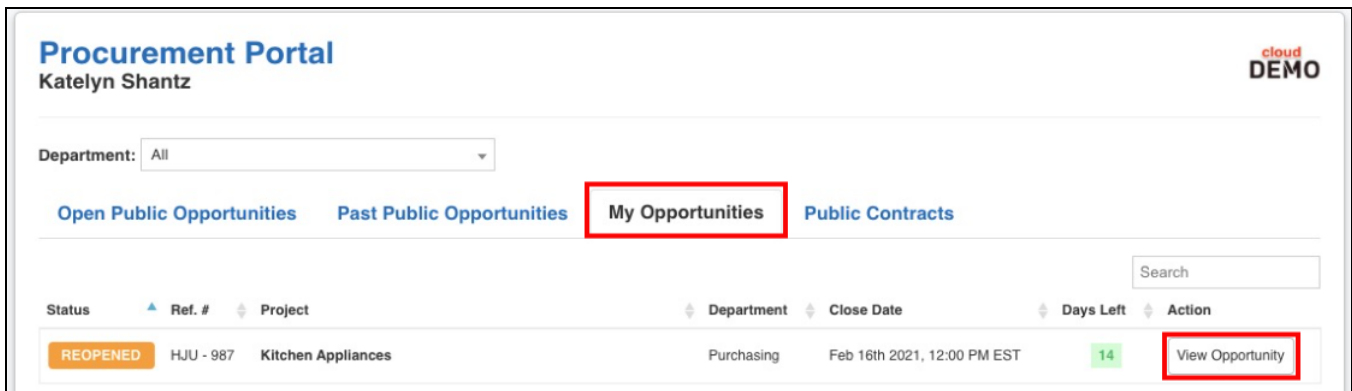
❏ To notify only certain vendors, dismiss the Public Notice prompt and email the vendors directly.

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.

❏ Click Modify Submission at the bottom of the page.
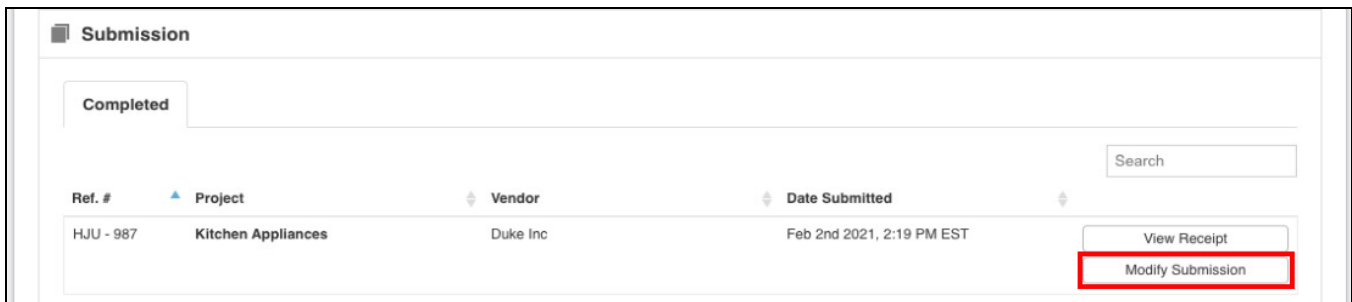
Completing the Submission

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

❏ 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](#).