

REQUEST FOR PROPOSAL

RFP #ECPA-2026-ESS

Event Seating Solutions and Related Services

Portable, Permanent & Specialty Seating • Installation • Maintenance & Related Services

Proposal Due Date:	May 28, 2026, 11:00 a.m. ET
Key Contact:	Kelly Taylor; ktaylor@ciesc.org
Submission Portal:	https://ciesc.cooppurchase.com

All questions and communications regarding this RFP must be submitted via the CIESC Procurement Portal or via email to Kelly Taylor. Direct phone contact will not be accepted as an official communication channel.

Lead Contracting Agency: Educational Cooperative Purchasing Alliance (ECPA)	Cooperative Partner: Edge Public
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CALENDAR OF PROCESS

Please note that all dates are subject to change.

ACTIVITY	DATE
Issue RFP	April 13, 2026
Notice of Intent to Bid (optional)	May 8, 2026
Pre-Proposal Conference (optional, virtual)	May 11, 2026, 12:00 p.m. ET
Deadline for Written Questions (email)	May 15, 2026, 4:00 p.m. ET
Target Response to Written Questions	May 20, 2026, 4:00 p.m. ET
Proposal Due Date	May 28, 2026, 11:00 a.m. ET
Evaluation Period	May 28 – June 5, 2026
Award	EST June 10, 2026

TO OFFERORS

1. Overview & Purpose

The Educational Cooperative Purchasing Alliance (ECPA), acting as the Lead Public Agency, is soliciting competitive proposals from qualified Suppliers to provide event seating solutions and related services to participating entities nationwide to support athletic events, graduations, assemblies, and community functions. ECPA issues this solicitation in collaboration with Edge Public, serving as the Cooperative Partner.

Proposals must be submitted electronically via the CIESC Procurement Portal at <https://ciesc.cooppurchase.com> by 11:00 a.m. ET on Thursday, May 28, 2026, when proposals will be publicly opened. Pursuant to Indiana law, the contents of competing proposals will not be made available at that time.

The following items must be delivered via regular mail:

- Original Notarized Non-Collusion Affidavit
- Original Bid Signature Page

Please send mailed documents in a clearly marked, sealed envelope to:

ECPA

Attention: Kelly Taylor; RFP for Event Seating Solutions and Related Services
3500 DePauw Blvd, Suite 2020
Indianapolis, IN 46268

2. Notice of Intent to Bid

Suppliers interested in submitting a proposal should provide written intent to bid via email to Kelly Taylor at ktaylor@ciesc.org by Friday, May 8, 2026. Please include the following:

- Vendor's legal name
- Name, title, email, and phone number of primary contact person

- Brief statement of intent to submit a proposal

3. Pre-Proposal Conference

A Zoom meeting will be held on Monday, May 11, 2026, at 12:00 p.m. ET. A meeting link will be sent one day prior to the pre-proposal conference to the primary contact of Suppliers that provide notice of intent to bid.

4. Questions

Questions regarding this solicitation must be submitted in writing via email or through the procurement software no later than the date and time specified in the Calendar of Process. Only answers issued by ECPA will be considered official and valid. All addenda issued by ECPA shall become part of the specifications and will be posted in the RFP files section of the online procurement program.

5. Communications with ECPA

From the issuance of this RFP until the selection of Supplier, Offerors shall restrict all contact with ECPA to Kelly Taylor. All communications, including questions, must be submitted via the CIESC Procurement Portal or email; direct phone contact with ECPA personnel regarding this RFP is prohibited.

Prohibited communications include:

- Contact between an Offeror, lobbyist, or consultant and any Board member
- Contact between a Board member and any selection/evaluation committee member
- Contact between a Board member and any administrator or employee

6. Proposal Format

Sealed responses are required to be submitted electronically via the CIESC Procurement Portal. Physical paper, faxed, or emailed responses will not be accepted. Proposals must include:

- Executive Summary / Company Overview
- Company Qualifications, Experience, and References
- Scope of Services & Technical Capabilities
- Pricing — Fee Schedule Submission
- Safety & Compliance Documentation
- Value-Added Services
- Required Forms

7. Disclosures

By signing the Offer and Contract Signature Form, Offeror affirms:

- No economic opportunity, gift, loan, gratuity, or favor has been or will be given to a public servant regarding this proposal.
- The proposal was developed independently, without collusion, favoritism, or unfair advantage.
- Offeror is not delinquent in applicable tax payments.
- The signer is authorized to bind the Offeror to the Contract.
- All products and services comply with applicable federal, state, and local laws and safety standards.
- Offeror holds all licenses, bonds, and insurance required to provide event seating services in the states where services will be provided.

SCOPE OF WORK

Overview

The Educational Cooperative Purchasing Alliance (ECPA), as Lead Contracting Agency, is soliciting proposals from qualified Offerors to provide Event Seating Solutions and Related Services for member school districts and public agencies. ECPA issues this solicitation in collaboration with Edge Public, serving as the Cooperative Partner.

The resulting Master Agreement will establish a comprehensive, competitively awarded cooperative contract enabling the following agencies to efficiently procure and implement event seating solutions and services:

- K–12 School Districts (Public and Private)
- Higher Education Institutions
- State and Local Governments
- Nonprofit Entities

Products and Services

Suppliers shall provide turnkey event seating solutions, including equipment, labor, and services. The following categories are included within scope:

Portable / Temporary Seating

- Bleachers (standard, elevated, ADA-accessible)
- Tip and Roll or Mobile Bleachers
- Folding Chairs and Premium Seating
- Risers, Platforms, and Staging

Permanent Seating

- Telescopic gym bleachers
- Grandstands and stadium seating
- Auditorium / theater seating

Specialty Seating

- VIP / Box seating
- Press boxes or accessible viewing platforms
- Covered or shaded seating systems

Related Equipment & Accessories

- Guardrails, fencing, and barricades
- ADA-accessible seating and companion seating
- Aisles, ramps, and handrails
- Seat numbering, signage, and branding
- Weather protection (canopies / covers)
- Concession stands / ticket booths
- Media platforms

Services

- Site evaluation and layout design
- Engineering
- Delivery, setup, and teardown
- Installation, anchoring, and stabilization
- Safety inspection and testing

- Maintenance and repair services
- Refurbishment

Technical Requirements

It is expected that responding Suppliers have knowledge of all applicable industry standards, laws, and regulations and possess the ability to market and distribute the equipment, products, and services to participating entities. All equipment and services must comply with:

- International Building Code (IBC)
- ICC 300 Bleacher Safety Standards
- Americans with Disabilities Act (ADA)
- State of Indiana Fire and Safety Regulations

All equipment, products, supplies, and services must be covered by a warranty that meets or exceeds industry standard.

Vendor Qualifications

- Minimum 3–5 years of experience in the event seating industry
- Experience with K–12 schools, municipalities, or public agencies
- Proven ability to handle large-scale events (over 1,000 attendees)
- Licensed, bonded, and insured

ABOUT THE ORGANIZATIONS

ECPA — Lead Contracting Agency

The Educational Cooperative Purchasing Alliance (ECPA) is a collaborative alliance between eight Indiana education service centers dedicated to streamlining the purchasing process for 300-member school districts. Our procurement team, led by the Central Indiana Educational Service Center, actively works to remove barriers for schools by vetting top suppliers, simplifying the procurement process while ensuring full compliance with state and federal regulations.

Rooted in strong relationships with both districts and vendors, ECPA empowers schools to make informed, data-driven purchasing decisions, shifting from reactive to proactive procurement. By taking on the burden of RFPs and simplifying the purchasing process, ECPA saves districts valuable time and resources, all while supporting Indiana's education service centers and directly benefiting the state's public schools.

As the Lead Contracting Agency for this solicitation, ECPA will issue and administer the Master Agreement, conduct the competitive procurement process, and ensure the resulting cooperative contract meets applicable legal and regulatory requirements.

Edge Public — Cooperative Remarketing Partner

Edge Public is a group purchasing organization dedicated to enhancing value and resources for state and local governments, higher education institutions, K–12 educational organizations, and non-profit entities. Edge Public delivers shared services and supply chain optimization solutions that support procurement operations across public and private sectors.

Through leveraging corporate pricing structures and Supplier sales commitments, Edge Public extends marketing, sales, and administrative support to promote Supplier products and services to non-profit entities on

a national scale. This targeted engagement allows PPAs to access competitive pricing driven by collective spending power and the convenience of pre-competed, publicly advertised contracts.

Edge Public is a wholly owned subsidiary of Buyers Edge Platform (BEP), the largest and most experienced procurement and data organization in the private sector globally. Leveraging BEP's expansive economies of scale, Edge Public provides participants with access to competitively solicited and publicly awarded cooperative agreements grounded in the lead agency contracting model.

National Contract

ECPA, serving as the Lead Contracting Agency, has partnered with Edge Public to offer the resulting contract to K–12 school districts, higher education institutions, and public agencies nationwide through Edge Public's group purchasing organization program. While no minimum purchase volume is guaranteed, the estimated annual procurement volume for event seating solutions and services through this contract is expected to exceed \$100 million, driven by the national scope and the extensive network of participating schools and agencies.

CONTRACT TERMS AND CONDITIONS

Contract Objectives

ECPA's objective is to establish a comprehensive, competitively awarded cooperative contract for event seating solutions and services that enables participating agencies to efficiently procure and implement needed solutions. The contract is intended to:

- Reduce procurement lead times through a pre-competed, ready-to-use cooperative agreement
- Provide access to qualified manufacturers and distributors of event seating solutions and services
- Deliver cost-effective, transparent pricing through catalog-based discounts
- Ensure compliance with applicable safety codes, licensing requirements, and procurement laws
- Support agencies of all sizes — from small rural schools to large urban districts and universities

Contract Term

Awarded contract(s) will be for five (5) years with the option to renew for two (2) additional years. The initial contract term will commence upon execution of the contract. Contract renewal will occur with mutual agreement of the successful Supplier(s). The awarded contract will be effective upon execution, through July 31, 2031.

Exclusivity

ECPA anticipates considerable activity resulting from this RFP award(s); however, no commitment of any kind is made concerning actual quantities to be acquired. ECPA does not guarantee usage as usage depends on the actual needs of the participating agencies. Success is based on the marketing efforts of all parties.

Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the purchaser. The agencies reserve the right to obtain similar goods and services from another source.

Purchase and Distribution

Upon award of the contract, the products and services will be purchased and paid for by the participating entities of the award. Participating entities shall be responsible for making payments directly to the Supplier for all products ordered. All orders from participating entities will be sent directly to the Suppliers.

Product and Service Additions

New products and/or services that are within the scope of this RFP may be added to the awarded contract at any time during the contract term by written amendment.

Piggyback Procurement & Growth

ECPA authorizes all current and new member districts as well as all eligible national public sector including but not limited to K-12, local government entities, Higher Educational Institutions, and non-profit organizations, to buy under these same terms and prices set forth in this contract without additional competitive bidding.

List of Eligible Organizations – (not all inclusive)

Cities/Towns/County

www.edgepublic.com/citylist

K-12 ,Charter, and Private

www.edgepublic.com/k12list

Higher Education Institutions

www.edgepublic.com/higheredlist

Non-Profits

www.edgepublic.com/nonprofitlist

Proposal Guidelines

1. ECPA will consider proposals from organizations that meet the minimum qualifications as outlined in the RFP.
2. The organization signing and submitting the proposal must be authorized by and capable of binding the supplier(s) represented. The Suppliers shall be fully and ultimately responsible for the provision of all products and services per the requirements of the RFP.
3. The Suppliers shall be the sole point of contact for all questions, problems, and warranty issues that may result from this proposal. The failure of Suppliers to act in no way relieves the full responsibility of the respondent for all requirements under this RFP.
4. Proposals shall remain firm from the opening of this proposal through the completion of an awarded contract, unless otherwise specified.

Audit and Compliance

Suppliers must maintain accurate records of all purchases made by participating entities under the Master Agreement. Edge Public reserves the right to:

- Verify records by comparing participating entities' sales data with the supplier's contract sales reports for up to four (4) years after the contract award expiration date
- Conduct independent audits using a third-party auditor

If an audit reveals underreported contract sales and a corresponding underpayment of administrative fees, Edge Public will provide written notice to the Supplier. The Supplier must:

- Resolve discrepancies within 30 days of notification
- Pay any outstanding administrative fees, including any applicable interest and penalties
- Reimburse Edge Public for audit-related costs and expenses

MARKETING, SALES, AND ADMINISTRATIVE SUPPORT

Dedicated Support

Edge Public will assign a marketing professional as the Supplier's main point of contact, responsible for managing the relationship and developing a strategy to promote the Master Agreement. This director will facilitate connections with key Edge Public teams, including Sales, Marketing, Contracting, Training, and Operations & Support.

Marketing Initiatives

Edge Public's marketing team will collaborate with the Supplier to promote the Master Agreement through (not all inclusive):

- Marketing materials (print, electronic, email, presentations)
- Online ordering portal promotions and digital presence
- Trade shows, conferences, and public sector meetings
- Advertising campaigns targeting public procurement professionals
- Social media outreach to K–12 and government networks
- Direct outreach to school facilities directors and purchasing staff

Administrative Fee

The "Administrative Fee" is payment owed by the Supplier to Edge Public, calculated as one and one-half percent (1.5%) of the total purchase amount paid to the Supplier, excluding refunds and returns. This fee applies to all sales of products and/or services made to participating entities under the Master Agreement (including any amendments or renewals). Suppliers cannot charge participating agencies more than the contracted price to offset the administrative fee.

Contract Sales Reports

In addition to any reporting required by Edge Public, a quarterly report of the total gross dollar volume of all products and services purchased by the ECPA contract participants as it applies to this RFP will be provided and separated by school or entity, with the combined report being sent to ECPA and Edge Public. Other sales reports may be requested throughout the duration of the contract. Monthly price reports will be required to indicate price fluctuations for items not being held for the duration of the contract.

RFP PROCESS

Review and Award Process

ECPA requires that any response to this solicitation be valid and irrevocable for sixty (60) days after the official opening date. ECPA may choose to use any available resource to review and evaluate proposals, including reference checks, review of industry data, site visits, product demonstrations, and supplier presentations.

ECPA reserves the right to:

- Ask for presentations or product demonstrations from any Supplier regarding its proposal
- Discuss, clarify, or update any proposal with any Supplier reasonably susceptible of award
- Shortlist proposals under consideration at any time
- Award this contract without discussion with any responding Supplier
- Accept any or all proposals in whole or in part, and waive irregularities

- Reject the proposal of any respondent who has previously failed to perform similar contracts satisfactorily

Public Opening

Proposals will be publicly opened via Zoom at 11:00 a.m. ET on Thursday, May 28, 2026. Pursuant to Indiana law, the contents of competing proposals will not be made available at that time. The name of proposing organizations will be read.

Anticipated Award

To cover the different product categories used by regions that will be participating in this award, it is anticipated that ECPA may make multiple awards to different Suppliers. All awards are subject to the approval of The Governing Board. The successful Supplier(s) will be notified of award via a Letter of Award.

Acceptance of RFP Terms

A proposal submitted in response to the RFP shall constitute a binding offer. Acknowledgement of this condition shall be indicated by the autographic signature of the organization legally authorized to execute contractual obligations. It is assumed by the organization's response that it acknowledges all terms and conditions of this invitation for an offer. Organizations shall clearly identify any variations between its proposal and the ECPA RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

Withdrawal of Proposal

Withdrawal prior to opening is permitted via written notification. After opening, Suppliers may withdraw proposals due to clerical errors if they provide written notice and supporting documents within three business days of acceptance notification or clarification request. Contracts executed before withdrawal must be honored.

Unresponsive Suppliers

Proposals from unresponsive Suppliers will not be accepted. Suppliers who have a history of inconsistent service and unreliability will not be considered by ECPA to be a responsible proposer.

Modifications

Modifications, additions, or changes to the terms and conditions of this RFP may be a cause for rejection of a proposal.

Open and Free Competition

All ECPA procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with Title 7, Code of Federal Regulations (7 CFR) sections 3016 and 3019.

Conditions of Submitting Proposal

Submission confers no award or contract rights. ECPA reserves the right to reject any or all proposals, accept partial proposals, or select the most advantageous option. This RFP does not obligate ECPA to award, negotiate, or execute a contract. Amendments, extensions, or withdrawals may occur at ECPA's convenience.

Use of Submitted Documents

All proposals and the basis for the selection of a successful respondent will be made available as part of the public record upon award (approval by the Governing Board). You must agree that your proposal becomes property of ECPA and will be made part of the permanent, public record.

Protest Procedures

Offerors whose proposal has been timely filed and who are aggrieved by the award of a contract to another offeror may appeal the decision by filing a written notice of appeal within ten (10) business days of the date of contract award, exclusive of Saturdays, Sundays, and legal state holidays. The notice of appeal must clearly and fully identify all issues being contested by reference to the page and section of the solicitation document and/or award of contract.

An appeal will be heard by the designated ECPA members unless the petitioner is not an aggrieved party, or a prior request by the same petitioner relating to the same contract award has been granted, or the request is capricious, frivolous, or without merit. The burden of proof lies with the petitioner. Evidence presented must specifically address one or more of the following:

5. Violation of State or Federal law.
6. Irregularities creating fundamental unfairness; or
7. Arbitrary or capricious award.

ECPA will provide a written response within ten (10) business days after hearing the appeal, which shall be the final decision on the matter.

Incurring Costs

ECPA is not liable for any costs incurred in responding to the RFP, oral presentations, preparing and submitting proposals, or contract negotiations. Offerors bear all such costs without reimbursement.

Negotiations

ECPA may conduct exclusive or concurrent negotiations with Offerors deemed reasonably susceptible for award. Proposal details, including pricing, will remain confidential. Negotiations do not constitute a contract award or confer property rights. If negotiations do not progress, ECPA may terminate discussions and negotiate with the next most qualified Offeror(s). ECPA may conduct interviews as part of the evaluation process but is not required to do so. Interview costs will not be reimbursed.

EVALUATION

ECPA will review and evaluate all proposals and make a recommendation to the Board of Directors for award of contracts. Proposals will be evaluated based upon the following selection criteria:

CRITERIA	EVALUATION WEIGHT
Agreement to Meet Minimum Requirements	Pass/Fail
Proposal Forms (Completed and Clear)	Pass/Fail
Cost / Pricing Structure	35
Technical Capability	20
Experience / Past Performance	15
Service & Implementation Approach	15
Safety & Compliance	10

Value-Added Options	5
TOTAL	100

EVALUATION QUESTIONS

Please complete your responses to the following questions in the online procurement software.

Cost / Pricing Structure

1. Describe your overall pricing model for event seating solutions and services.
2. Provide a detailed explanation of what is included in your base pricing (labor, transport, setup, teardown, etc.).
3. Identify any additional fees that may apply (e.g., freight, fuel surcharges, minimum charges, after-hours rates).
4. Describe any discounts available for:
 - a. Volume usage
 - b. Multi-district or cooperative participation
5. Outline your price escalation methodology, including any caps or indices used.
6. Confirm that pricing will remain firm for the initial contract term and specify any exceptions.
7. Explain whether your proposed pricing under this contract is equal to or better than pricing you offer to individual public entities or other cooperatives with comparable or lower volume, and describe how you will ensure most-favored customer pricing is maintained.
8. Describe how new or expanded service offerings introduced during the term will be priced and incorporated into the contract.
9. Describe your warranty terms and pricing. Please include any usage restrictions or limitations that adversely affect coverage.
10. Describe your payment terms and accepted payment methods, including financing options if applicable.
11. Explain how the administrative fee is accounted for in your pricing and how you will ensure that net pricing to agencies remains competitive.

Technical Capabilities

1. Describe the full range of seating solutions you offer (portable, fixed, specialty seating).
2. Provide specifications for your seating equipment, including materials, design, and capacity limits.
3. Explain how your seating systems can be configured for different event types and venues (indoor vs. outdoor).
4. Describe your ability to scale from small events to large events (include maximum capacity handled).
5. Provide details on the condition, maintenance schedule, and lifecycle management of your equipment.
6. Describe your ability to integrate with or provide "punch-out" or single sign-on experiences from purchasing systems, portals, or intranets. Include your typical implementation timeline for these integrations.

Experience & Past Performance

1. Provide an overview of your company, including years in business, corporate headquarters' location, and core services offered.

2. How is your company best described: manufacturer, dealer, reseller, service provider? Please provide as much information as possible regarding the role your organization plays as part of this contract.
3. Describe your experience working with K–12 school districts or public sector clients.
4. Describe your company's presence in Indiana and identify any partnerships with Indiana-based subcontractors or suppliers.
5. Provide at least three (3) references including: organization name, contact person, and project description.
6. Identify any contracts currently in place with school districts or cooperative purchasing organizations and how your organization will differentiate this new contract.
7. Describe your experience with cooperative or multi-agency contracts, including any relevant examples where you supported a program that scaled across many agencies.
8. Describe your capacity to provide the full scope of products and services described in this RFP to agencies throughout the United States. Please identify if there are any areas your organization cannot provide services.

Service & Implementation

1. Describe your process for project planning and coordination with school districts.
2. Explain your approach to site evaluation and seating layout design.
3. Describe the levels of service your company is offering as part of this proposal.
4. If installation is included in your proposal, please describe how a participating agency will select an installer.
5. Does your proposal include rental equipment pertaining to seating solutions?
6. Provide a typical timeline from order placement to delivery and installation.
7. Describe your staffing model, including roles and responsibilities.
8. Explain how you ensure timely delivery, setup, and teardown.
9. Describe your process for handling last-minute changes or urgent requests.
10. Outline your communication protocols with district staff regarding orders and next steps.

Safety & Compliance

1. Describe how your seating solutions comply with: (a) International Building Code (IBC), (b) ICC 300 Bleacher Safety Standards, and (c) ADA requirements.
2. Provide details on your safety program, including policies and procedures.
3. Describe employee safety training programs and certifications.
4. Provide your company's safety record.
5. Explain your inspection and quality assurance process before and after installation.
6. Describe how ADA accessibility is incorporated into your seating layouts.

Value-Added Features

1. Describe any additional features, benefits, or services your company is willing to offer as part of this contract that will provide extra value to ECPA and participating agencies.
2. Provide a brief summary identifying your company's key strengths and differentiators that make your company best suited for award of this contract.

GENERAL TERMS AND CONDITIONS

Compliance with Laws

The Supplier shall comply with all applicable federal, state, and local laws, regulations, and ordinances, including but not limited to: ADA, IBC, ICC 300, OSHA, applicable state safety and licensing laws, and any state or local regulations governing event seating installation and safety practices.

Non-Discrimination

Supplier shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, or any other protected characteristic.

Small and Diverse Business Participation

ECPA encourages and values the participation of small businesses, minority-owned businesses, woman-owned businesses, veteran-owned businesses, and service-disabled veteran-owned businesses in this program.

Public Records

All proposals and the basis for the selection of a successful respondent will be made available as part of the public record upon award. Proposals become property of ECPA and will be made part of the permanent, public record.

Termination

ECPA reserves the right to terminate the Master Agreement for convenience upon thirty (30) days written notice, or immediately for cause, including material breach, failure to maintain required insurance or licenses, or failure to perform in accordance with contract requirements.

Governing Law

This agreement shall be governed by the laws of the state of the participating agency issuing each individual purchase order.

INSURANCE REQUIREMENTS

Offerors must maintain the following minimum insurance coverage throughout the term of the contract. Certificates of insurance must be provided prior to contract execution.

INSURANCE TYPE	MINIMUM LIMITS
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate
Automobile Liability	\$1,000,000 combined single limit
Workers' Compensation	Statutory limits per applicable state law
Employers' Liability	\$500,000 per accident
Professional Liability / Errors & Omissions	\$1,000,000 per claim
Umbrella / Excess Liability	\$2,000,000 per occurrence / aggregate

INSTRUCTIONS FOR RESPONDING

Electronic Procurement Software Instructions

The link to the secure bidding site is <https://ciesc.cooppurchase.com>. You will need to request a username and password by registering at the site if you do not already have one.

- All responses must be completed in the software program by the scheduled opening, as the program will close at the scheduled opening time.
- Only the Original Signed Proposal Signature Page and Original Signed Non-Collusion Affidavit must be sent to ECPA by mail; the rest of the information will be captured and stored in the software.
- Under Documentation, you will find the "RFP Document" that includes the details of the RFP, downloadable as a PDF.
- All forms that need to be completed are located there to download as Word Documents.
- By clicking the blue "Response" button, you will be taken to where you make your response and upload your information.
- Under "Response," the bidder answers questions pertaining to the bid and uploads any required forms as PDFs. This box is required for the bid.
- The "Additional Documents" box is for uploading any additional documents you may want to bring to our attention. It is not required but do submit it as an empty box if you have no additional comments, in order to enable your final submission.

Completing Your Submission

- As you complete the tasks in the "Response" area, the boxes will change from yellow to green to indicate that area is ready for submission.
- You can still make changes in an area up until you make the final submission.
- Click the blue "Make Changes" button if you want to change anything in each category.
- Once the first three boxes are green, you are ready to "Finalize Submission."
- Click the blue "Download Submission" and a zip file with your complete bid will be downloaded for you to keep as your record.
- You can still make changes up to the bid opening by clicking the blue "Make Changes" button. If you do, please resubmit your bid and redownload your submission.