



**Reminder:
Action Required!**

**COUNTY OF VENTURA
HUMAN SERVICES AGENCY**

Reminder to HSA Vendors & Bidders: HSA is moving to the Bonfire Online Bid/Proposal Release and Submission Platform!

The County of Ventura Human Services Agency (HSA) has partnered with Bonfire Interactive to create a new procurement portal. The following will happen in the Bonfire Portal beginning August 1, 2019:

- Announcement & posting of business opportunities (RFPs, RFQs, Bid Requests, etc.)
- Bidder proposal response and electronic submission
- Question & Answers
- Notification of intent to award to applicants

HSA will be phasing out our e-mail-based distribution list and HSA website posting RFPs, RFQs, Bid Requests, etc. Therefore, it is important that you register on Bonfire to receive notices of future HSA bidding opportunities.

All potential bidders are requested to visit the County's Purchasing Department website <https://ventura.bonfirehub.com>, then follow the link to the Bonfire vendor registration page to register your company. Registration is easy and free. If you encounter any difficulties registering, there is a link to Bonfire Support on the registration page.

Please also be sure to select the 95243 Family & Social Services NIGP Commodity Code in your vendor profile. Our solicitations will be set up using a minimum of this code and bid announcements will be matched to vendors and contractors with the same codes listed in the bid opportunity. Please also select all other NIGP commodity codes associated with your type of business or organization to learn of all business opportunities available to you in your selected service region(s).

Tips for the Bonfire transition:

- Don't forget to register all relevant service areas and commodity codes.
- HSA RFPs going forward will use a minimum of the 95243 Family & Social Services NIGP Commodity Code
- Going forward bid announcements will be matched to vendors and contractors with the same codes listed in the bid opportunity. **The HSA Email RFP distribution list will be discontinued in fall 2019.**
- You may set up multiple registered users in Bonfire if you want redundancy in the system to account for staff turnover.
- Email notifications will come from Bonfire, so don't forget to add them to your safe senders list.
- Questions regarding the RFP are to be submitted in the Bonfire system.
- Bonfire offers technical assistance if you have issues registering or uploading proposal documents.