



Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
Proposal	File Type: PDF (.pdf)	Multiple	Required	
Appendix A - Proposer Guarantees	File Type: PDF (.pdf)	Multiple	Required	
Appendix B - Proposer Warranties	File Type: PDF (.pdf)	Multiple	Required	
Appendix C - Conflict of Interest	File Type: PDF (.pdf)	Multiple	Required	
Appendix D - Affidavit of Non-Collusion	File Type: PDF (.pdf)	Multiple	Required	
Appendix E - Boycott of Israel Disclosure	File Type: PDF (.pdf)	Multiple	Required	
Appendix F- Boycott of Forced Labor of Ethnic Uyghurs	File Type: PDF (.pdf)	Multiple	Required	

Name	Type	# Files	Requirement	Instructions
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Appendix G - Information Technology Policy 2-08	File Type: PDF (.pdf)	Multiple	Required	
Accela Cloud Migration Project Manager (BT-67HQ)	BidTable: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	801015	Business and corporate management consultation services	
UNSPSC	801016	Project management	
UNSPSC	80101508	Business intelligence consulting services	This represents the services provided by independent business (company, market and industry info, competitive intelligence, etc.)

Commodity Set	Commodity Code	Title	Description
			information researchers and analysts. It is similar to market research, but broader in scope, encompassing all the myriad intelligence (information) needs that a company may have from time to time.
UNSPSC	81112001	Online data processing service	Service engaged in the creation, management, maintenance, or operation of online data processing systems or components
UNSPSC	81112010	Data conversion service	
UNSPSC	43233513	Cloud-based data access and sharing software	Software that provides a way of sharing and co-authoring computer files through the use of cloud computing, whereby documents are uploaded to a central "cloud" for storage,[1] where they can then be accessed by others. Cloud collaboration technologies allow users to upload, comment and collaborate on



Commodity Set	Commodity Code	Title	Description
			documents and even amend the document itself, evolving the document.

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested BidTables:

The BidTable Response Templates can be obtained at <https://prescottvalleyaz.bonfirehub.com/opportunities/240130>.

Please note that BidTables may take a significant amount of time to prepare.

2. Upload your submission at:

<https://prescottvalleyaz.bonfirehub.com/opportunities/240130>

The Question period for this opportunity starts Jun 21, 2026 6:30 AM MST. The Question period for this opportunity ends Jul 20, 2026 5:00 PM MST. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jul 27, 2026 3:30 PM MST**. We strongly recommend that you give yourself sufficient time and **at**



least ONE (1) day before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Prescott Valley, AZ uses a Euna Procurement portal for accepting and evaluating proposals digitally. Please contact Euna Procurement at support.procurement@eunasolutions.com for technical questions related to your submission. You can also visit their help forum at <https://procurement-help.eunasolutions.com/hc/en-us>