



EXHIBIT B

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
Financial Workbook (BT-01GJ)	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.
Proposal	File Type: PDF (.pdf)	Multiple	Required	

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	50	Food Beverage and Tobacco Products	This segment includes human food and beverages as well as condiments, colorings, flavorings and preservatives used in the preparation of food or beverages. This segment also includes plant extracts, mineral supplements and vitamins for human consumption.
UNSPSC	7313	Food and beverage industries	



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://marshall.bonfirehub.com/opportunities/13036>.

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

2. Upload your submission at:

<https://marshall.bonfirehub.com/opportunities/13036>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **March 19, 2019 3:00 PM EDT**. 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: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Marshall University uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

Cost Bid Table Sample

						Numeric	Text
Status	Bid/No Bid Decision	#	Item	Quantity Required	Proposed Price	Rates / Increases Value (%)	Total Cost
IMG							
Not Bidding	No Bid	#1-1	Minimum Sponsorship	1	-	-	-
Marshall Athletics Schedule							
Not Bidding	No Bid	#2-1	Sky Suite Lease	1	-	-	-
Not Bidding	No Bid	#2-2	Sky Suite Additional Tickets (10)	1	-	-	-
Not Bidding	No Bid	#2-3	Big Green Dinner Sponsorship	1	-	-	-
Not Bidding	No Bid	#2-4	Big Green Donation	1	-	-	-
Not Bidding	No Bid	#2-5	Big Green Booster Contributions	1	-	-	-
Not Bidding	No Bid	#2-6	Capital Campaign Contribution- 10 years	1	-	-	-
Not Bidding	No Bid	#2-7	Football Season Ticket Purchase (80)	1	-	-	-
Not Bidding	No Bid	#2-8	Football Chairbacks Purchase	1	-	-	-
Not Bidding	No Bid	#2-9	Men's Basketball Season Ticket Purchase (10)	1	-	-	-
Not Bidding	No Bid	#2-10	Big Green Golf Tournament Sponsorship (Men's Golf)	1	-	-	-
Not Bidding	No Bid	#2-11	Isotonic Beverage Equipment + Coolers for Sports Medicine	1	-	-	-
Not Bidding	No Bid	#2-12	Soft Drink/Water Donation- cases (2000)	1	-	-	-
Not Bidding	No Bid	#2-13	Refrigerators - Coaches' Offices + Other Locations	1	-	-	-
Not Bidding	No Bid	#2-14	Camp Program/Product- staff funding and product, powder, bars, chews	1	-	-	-
Not Bidding	No Bid	#2-15	Concessions Equipment as listed in separate schedule	1	-	-	-
Not Bidding	No Bid	#2-16	Other- tbd by mutual agreement	1	-	-	-
Vending-Student Center Operating							
Not Bidding	No Bid	#3-1	Annual Commission Guarantee	1	-	-	-
Not Bidding	No Bid	#3-2	Annual Minimum Sponsorship	1	-	-	-
Not Bidding	No Bid	#3-3	Annual Marketing Sponsorship	1	-	-	-
Not Bidding	No Bid	#3-4	Product Donation (minimum)	1	-	-	-
Not Bidding	No Bid	#3-5	ID Office System Maintenance Fee	1	-	-	-
Not Bidding	No Bid	#3-6	Vending Commissions above annual guarantee per year paid on net collections	1	-	-	-