Bonfire

Response Packet
SP-19-0104

Solicitation Number: SP-19-0104
Response Opening Date: 6/21/19
Prospective Contract: Bonfire | 121 Charles St. W. Kitchener, ON. N2G 1H6

RESPONSE SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION						
Company:	Bonfire Interactive Ltd. ("Bonfire")					
Address:	121 Charles St. W #C429					
City:	Kitchener		State:	Ontario	Zip Code:	N2G 1H6
Business Designation:	☐ Individual ☐ Partnership		☐ Sole Proprietorship ☑ Corporation		☐ Public Service Corp ☐ Nonprofit	
Minority and Women-Owned Designation*:	☐ Not Applicable ☐ African American	☐ American Indian ☐ Hispanic American	☐ Asian American ☐ Pacific Islander American		☐ Service Disabled Veteran ☐ Women-Owned	
	AR Certification #: _____		* See *Minority and Women-Owned Business Policy*			

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	Jason Witt	Title:	Account Executive
Phone:	519-591-6877	Alternate Phone:	1-800-354-8010
Email:	jwitt@gobonfire.com		

CONFIRMATION OF REDACTED COPY

☐ YES, a redacted copy of submission documents is enclosed.
☑ NO, a redacted copy of submission documents is **not** enclosed. I understand a full copy of non-redacted submission documents will be released if requested.

Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.

ILLEGAL IMMIGRANT CONFIRMATION

By signing and submitting a response to this *Bid Solicitation*, a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION

Bonfire

By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.

☑Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract shall sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* **will cause the Prospective Contractor's response to be rejected.**

Authorized Signature *[signature]*   **Title: VP, Finance**
Use Ink Only.

Printed/Typed Name: Kim Veenstra   **Date: June 18, 2019**

PROPOSED SUBCONTRACTORS FORM

- ***Do not** include additional information relating to subcontractors on this form or as an attachment to this form.*

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

☑ PROSPECTIVE CONTRACTOR DOES **NOT** PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.

Bonfire

E.O. 98-04 - Contract Grant and Disclosure Form

Enclosed in following page.

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR:	SUBCONTRACTOR NAME:
☐ Yes ☑ No	

TAXPAYER ID NAME:

IS THIS FOR:
☐ Goods?   ☐ Services? ☐ Both?

YOUR LAST NAME: FIRST NAME: M.I.:

ADDRESS:

CITY: STATE: ZIP CODE: COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse *is* a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

☑ **None of the above applies**

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

☑ **None of the above applies**

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a *state agency* I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

   Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _[signature]_   Title _VP, Finance_   Date _6/18/19_

Vendor Contact Person _Jason Witt_   Title _Account Executive_   Phone No. _519-591-6877_

Agency use only

Agency Number	Agency Name	Agency Contact Person	Contact Phone No.	Contract or Grant No.

Equal Opportunity Policy

Bonfire is a Canadian-based company and does not have one specific equal opportunity policy. Rather, it has a series of policies that, holistically, ensures equal opportunity through all business operations. Additionally, Bonfire includes the following paragraph on all job postings, to ensure future employees are aware of the Company's accessible and inclusive work environment (this is the closest equivalent to such a US policy for Canada):

> Bonfire Interactive Ltd. strives to create an accessible and inclusive work environment where everyone is treated with respect and dignity. Bonfire Interactive Ltd. aims to create a selection process that's inclusive and accessible. If you need accommodation during any stage of the process, please contact Talent@GoBonfire.com and we'll provide reasonable accommodation confidentially. Bonfire Interactive Ltd. is an equal opportunity employer and encourages applications from all qualified individuals. We thank all applicants for showing an interest; however, only candidates selected for an interview will be contacted.

Furthermore, as a Canadian-based company, Bonfire is bound to follow legislation as outlined by the Human Rights and the Ministry of Labour:
- http://www.sjto.gov.on.ca/hrto/
- https://www.ontario.ca/page/ministry-labour

To review other policies that instill equal opportunity, please review the appendix for Bonfire Corporate Policies.

Bonfire

Voluntary Product Accessibility Template (VPAT)

Enclosed in the following page(s).

Bonfire Interactive Ltd. Accessibility Conformance Report

VPAT® Version 2.0 – October 2017

Name of Product/Version: Bonfire

Product Description: Software as a Service (SaaS)

Date: May 28, 2018

Contact information: support@gobonfire.com

Notes:

Evaluation Methods Used: Internal Audit

Applicable Standards/Guidelines

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0, at _http://www.w3.org/TR/2008/REC-WCAG20-20081211/_	Level A (Yes) Level AA (No) Level AAA (No)
Section 508 as published in 2017, at _http://www.Section508.gov_	(No)
EN 301 549 Accessibility requirements suitable for public procurement of ICT products and services in Europe, at _http://mandate376.standards.eu/standard_	(No)

Terms

The terms used in the Conformance Level information are defined as follows:

- **Supports**: The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Supports with Exceptions**: Some functionality of the product does not meet the criterion.
- **Does Not Support**: The majority of product functionality does not meet the criterion.
- **Not Applicable**: The criterion is not relevant to the product.
- **Not Evaluated**: The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.0 Report

Tables 1 and 2 also document conformance with:

- EN 301 549: Chapter 9 - Web, Chapter 10 - Non-Web documents, Section 11.2.1- Non-Web Software (excluding closed functionality), and Section 11.2.2 - Non-Web Software (closed functionality).
- Revised Section 508: Chapter 5 – 501.1 Scope, 504.2 Content Creation or Editing, and Chapter 6 – 602.3 Electronic Support Documentation.

Note: When reporting on conformance with the WCAG 2.0 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the WCAG 2.0 Conformance Requirements.

Table 1: Success Criteria, Level A

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A) Also applies to: EN 301 549 Criteria • 9.2.1 (Web) • 10.2.1 (non-web document) • 11.2.1.1 (Software) • 11.2.2.1 (Closed Functionality Software) • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
1.2.1 Audio-only and Video-only (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria • 9.2.2 (Web) • 10.2.2 (non-web document) • 11.2.1.2 (Software) • 11.2.2.2.1 and 11.2.2.2.2 (Closed Software) • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
1.2.2 Captions (Prerecorded) (Level A) Also applies to:	Web: Supports	The 8onfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG

EN 301 549 Criteria	Electronic Docs:	2.0 Level A should go to support@gobonfire.com. We are committed
• 9.2.3 (Web) • 10.2.3 (non-web document) • 11.2.1.3 (Software) • 11.2.2.3 (Closed Software) -- Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A) Also applies to: EN 301 549 Criteria • 9.2.4 (Web) • 10.2.4 (non-web document) • 11.2.1.4 (Software) • 11.2.2.4 (Closed Software) • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
1.3.1 Info and Relationships (Level A) Also applies to: EN 301 549 Criteria • 9.2.7 (Web) • 10.2.7 (non-web document) • 11.2.1.7 (Software) • 11.2.2.7 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and

		Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.

• 12.1.2 (Product Docs)
• 12.2.4 (Support Docs)
2017 Section 508
   • 501 (Web)(Software)
   • 504.2 (Authoring Tool)
   • 602.3 (Support Docs)		

1.3.2 Meaningful Sequence (Level A)
Also applies to:
EN 301 549 Criteria
   • 9.2.8 (Web)
   • 10.2.8 (non-web document)
   • 11.2.1.8 (Software)
   • 11.2.2.8 (Closed Software) – Does not apply
   • 11.6.2 (Authoring Tool)
   • 12.1.2 (Product Docs)
   • 12.2.4 (Support Docs)
2017 Section 508
   • 501 (Web)(Software)
   • 504.2 (Authoring Tool)
   • 602.3 (Support Docs)
	Web: Supports
	Electronic Docs:
	Supports with Exception
	Software: N/A
	Closed: N/A
	Authoring Tool: N/A
		The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly.
		
		A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.

1.3.3 Sensory Characteristics (Level A)
Also applies to:
EN 301 549 Criteria
   • 9.2.9 (Web)
   • 10.2.9 (non-web document)
   • 11.2.1.9 (Software)
   • 11.2.2.9 (Closed Software) – Does not apply
   • 11.6.2 (Authoring Tool)
   • 12.1.2 (Product Docs)
   • 12.2.4 (Support Docs)
2017 Section 508
   • S01 (Web)(Software)
   • 504.2 (Authoring Tool)
   • 602.3 (Support Docs)
	Web: Supports
	Electronic Docs:
	Supports with Exception
	Software: N/A
	Closed: N/A
	Authoring Tool: N/A
		The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly.
		
		A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.

1.4.1 Use of Color (Level A) Also applies to: EN 301 549 Criteria • 9.2.10 (Web) • 10.2.10 (non-web document) • 11.2.1.10 (Software) • 11.2.2.10 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
1.4.2 Audio Control (Level A) Also applies to: EN 301 549 Criteria • 9.2.11 (Web) • 10.2.11 (non-web document) • 11.2.1.11 (Software) • 11.2.2.11 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
2.1.1 Keyboard (Level A) Also applies to: EN 301 549 Criteria • 9.2.15 (Web) • 10.2.15 (non-web document) • 11.2.1.15 (Software) • 11.2.2.15 (Closed Software)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly.

11.6.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) 2017 Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)		A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
2.1.2 No Keyboard Trap (Level A) Also applies to: EN 301 549 Criteria 9.2.16 (Web) 10.2.16 (non-web document) 11.2.1.16 (Software) 11.2.2.16 (Closed Software) – Does not apply 11.6.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) 2017 Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
2.2.1 Timing Adjustable (Level A) Also applies to: EN 301 549 Criteria 9.2.17 (Web) 10.2.17 (non-web document) 11.2.1.17 (Software) 11.2.2.17 (Closed Software) – Does not apply 11.6.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) 2017 Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.

2.2.2 Pause, Stop, Hide (Level A)
Also applies to:
EN 301 549 Criteria
   • 9.2.18 (Web)
   • 10.2.18 (non-web document)
   • 11.2.1.18 (Software)
   • 11.2.2.18 (Closed Software) – Does not apply
   • 11.6.2 (Authoring Tool)
   • 12.1.2 (Product Docs)
   • 12.2.4 (Support Docs)
2017 Section 508
   • 501 (Web)(Software)
   • 504.2 (Authoring Tool)
   • 602.3 (Support Docs)
	Web: Supports
	Electronic Docs:
	Supports with Exception
	Software: N/A
	Closed: N/A
	Authoring Tool: N/A
		The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly.
		
		A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.

2.3.1 Three Flashes or Below Threshold (Level A)
Also applies to:
EN 301 549 Criteria
   • 9.2.19 (Web)
   • 10.2.19 (non-web document)
   • 11.2.1.19 (Software)
   • 11.2.2.19 (Closed Software) – Does not apply
   • 11.6.2 (Authoring Tool)
   • 12.1.2 (Product Docs)
   • 12.2.4 (Support Docs)
2017 Section 508
   • 501 (Web)(Software)
   • 504.2 (Authoring Tool)
   • 602.3 (Support Docs)
	Web: Supports
	Electronic Docs:
	Supports with Exception
	Software: N/A
	Closed: N/A
	Authoring Tool: N/A
		The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly.
		
		A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.

2.4.1 Bypass Blocks (Level A)
Also applies to:
EN 301 549 Criteria
   • 9.2.20 (Web)
   • 10.2.20 (non-web document) – Does not apply
   • 11.2.1.20 (Software) – Does not apply
	Web: Supports
	Electronic Docs:
	Software: N/A
	Authoring Tool: N/A
		Web:
		Electronic Docs:
		Software: N/A
		Authoring Tool: N/A

• 11.2.2.20 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs		
2.4.2 Page Titled (Level A) Also applies to: EN 301 549 Criteria • 9.2.21 (Web) • 10.2.21 (non-web document) • 11.2.1.21 (Software) - Does not apply • 11.2.2.21 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
2.4.3 Focus Order (Level A) Also applies to: EN 301 549 Criteria • 9.2.22 (Web) • 10.2.22 (non-web document) • 11.2.1.22 (Software) • 11.2.2.22 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.

2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)		
2.4.4 Link Purpose (In Context) (Level A) Also applies to: EN 301 549 Criteria • 9.2.23 (Web) • 10.2.23 (non-web document) • 11.2.1.23 (Software) • 11.2.2.23 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
3.1.1 Language of Page (Level A) Also applies to: EN 301 549 Criteria • 9.2.27 (Web) • 10.2.27 (non-web document) • 11.2.1.27 (Software) • 11.2.2.27 (Closed Software) • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
3.2.1 On Focus (Level A) Also applies to: EN 301 549 Criteria • 9.2.29 (Web)	Web: Supports Electronic Docs: Supports with Exception	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed

10.2.29 (non-web document) 11.2.1.29 (Software) 11.2.2.29 (Closed Software) – Does not apply 11.6.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) 2017 Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Software: N/A Authoring Tool: N/A	to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
3.2.2 On Input (Level A) Also applies to: EN 301 549 Criteria 9.2.30 (Web) 10.2.30 (non-web document) 11.2.1.30 (Software) 11.2.2.30 (Closed Software) – Does not apply 11.6.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) 2017 Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
3.3.1 Error Identification (Level A) Also applies to: EN 301 549 Criteria 9.2.33 (Web) 10.2.33 (non-web document) 11.2.1.33 (Software) 11.2.2.33 (Closed Software) 11.6.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) 2017 Section 508	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.

• 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)		
3.3.2 Labels or Instructions (Level A) Also applies to: EN 301 549 Criteria • 9.2.34 (Web) • 10.2.34 (non-web document) • 11.2.1.34 (Software) • 11.2.2.34 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
4.1.1 Parsing (Level A) Also applies to: EN 301 549 Criteria • 9.2.37 (Web) • 10.2.37 (non-web document) • 11.2.1.37 (Software) • 11.2.2.37 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Supports Electronic Docs: Supports with Exception Software: N/A Closed: N/A Authoring Tool: N/A	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.
4.1.2 Name, Role, Value (Level A) Also applies to: EN 301 549 Criteria • 9.2.38 (Web)	Web: Supports Electronic Docs: Supports with Exception	The Bonfire web application has been reviewed as part of an internal audit for WCAG 2.0 Level A compliance. Any non-compliance for WCAG 2.0 Level A should go to support@gobonfire.com. We are committed

10.2.38 (non-web document) 11.2.1.38 (Software) 11.2.2.38 (Closed Software) – Does not apply 11.6.2 (Authoring Tool) 12.1.2 (Product Docs) 12.2.4 (Support Docs) 2017 Section 508 501 (Web)(Software) 504.2 (Authoring Tool) 602.3 (Support Docs)	Software: Closed: N/A Authoring Tool: N/A	to supporting WCAG 2.0 Level A support in Bonfire. Any non-compliance or deviation will be addressed promptly. A cursory review has been completed for Electronic Documents. The content provided by Bonfire generally supports WCAG 2.0 Level A; however, our electronic documents are managed by Zendesk and Zendesk is working towards compliance in the second half of 2018 as such correction cannot necessarily be made at this time.

Statement Regarding Plans for WCAG Level 2.0 AA Compliance

At this time, Bonfire is compliant to WCAG 2.0 Level A. There are many areas where Bonfire is likely compliant for Level AA; however, at this time we have not been able to complete a full audit in order to attest to any WCAG 2.0 Level AA compliance. We will continue to pursue greater levels of accessibility and update the Bonfire VPAT assessment as these milestones are reached.

Additionally, we have commitments as a Canadian Corporation to meet Accessibility requirements under AODA. We achieved WCAG 2.0 Level A requirements for the January 1st, 2014 deadline and are working towards achieving WCAG 2.0 Level AA compliance by or before January 1st, 2021 in accordance with AODA requirements as set out by the Canadian government.

For any further questions please contact Support@GoBonfire.com and our team will connect with you Product and Engineering teams who are responsible for driving towards these compliance standards.

Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations	Assignee
1.2.4 Captions (Live) (Level AA) Also applies to: EN 301 549 Criteria • 9.2.5 (Web) • 10.2.5 (non-web document) • 11.2.1.5 (Software) • 11.2.2.5 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Electronic Docs: Software: Authoring Tool:	Web: Electronic Docs: Software: Authoring Tool:	
1.2.5 Audio Description (Prerecorded) (Level AA) Also applies to: EN 301 549 Criteria • 9.2.6 (Web) • 10.2.6 (non-web document) • 11.2.1.6 (Software) • 11.2.2.6 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Electronic Docs: Software: Authoring Tool:	Web: Electronic Docs: Software: Authoring Tool:	
1.4.3 Contrast (Minimum) (Level AA)	Web:	Web:	

Also applies to: EN 301 549 Criteria • 9.2.12 (Web) • 10.2.12 (non-web document) • 11.2.1.12 (Software) • 11.2.2.12 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Electronic Docs: Software: Authoring Tool:	Electronic Docs: Software: Authoring Tool:	
1.4.4 Resize text (Level AA) Also applies to: EN 301 549 Criteria • 9.2.13 (Web) • 10.2.13 (non-web document) • 11.2.1.13 (Software) • 11.2.2.13 (Closed Software) • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Electronic Docs: Software: Closed: Authoring Tool:	Web: Electronic Docs: Software: Closed: Authoring Tool:	
1.4.5 Images of Text (Level AA) Also applies to: EN 301 549 Criteria • 9.2.14 (Web) • 10.2.14 (non-web document) • 11.2.1.14 (Software) • 11.2.2.14 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool)	Web: Electronic Docs: Software: Closed: Authoring Tool:	Web: Electronic Docs: Software: Closed: Authoring Tool:	

• 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)			
2.4.5 Multiple Ways (Level AA) Also applies to: EN 301 549 Criteria • 9.2.24 (Web) • 10.2.24 (non-web document) – Does not apply • 11.2.1.24 (Software) – Does not apply • 11.2.2.24 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs	Web: Electronic Docs: Software: Authoring Tool:	Web: Electronic Docs: Software: Authoring Tool:	
2.4.6 Headings and Labels (Level AA) Also applies to: EN 301 549 Criteria • 9.2.25 (Web) • 10.2.25 (non-web document) • 11.2.1.25 (Software) • 11.2.2.25 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software)	Web: Electronic Docs: Software: Authoring Tool:	Web: Electronic Docs: Software: Authoring Tool:	

• 504.2 (Authoring Tool) • 602.3 (Support Docs)			

2.4.7 Focus Visible (Level AA)
Also applies to:
EN 301 549 Criteria
   • 9.2.26 (Web)
   • 10.2.26 (non-web document)
   • 11.2.1.26 (Software)
   • 11.2.2.26 (Closed Software) – Does not apply
   • 11.6.2 (Authoring Tool)
   • 12.1.2 (Product Docs)
   • 12.2.4 (Support Docs)
2017 Section 508
   • 501 (Web)(Software)
   • 504.2 (Authoring Tool)
   • 602.3 (Support Docs)
	Web:
	Electronic Docs:
	Software:
	Authoring Tool:
		Web:
		Electronic Docs:
		Software:
		Authoring Tool:	

3.1.2 Language of Parts (Level AA)
Also applies to:
EN 301 549 Criteria
   • 9.2.28 (Web)
   • 10.2.28 (non-web document)
   • 11.2.1.28 (Software) – Does not apply
   • 11.2.2.28 (Closed Software) ~ Does not apply
   • 11.6.2 (Authoring Tool)
   • 12.1.2 (Product Docs)
   • 12.2.4 (Support Docs)
2017 Section 508
   • 501 (Web)(Software)
   • 504.2 (Authoring Tool)
   • 602.3 (Support Docs)
	Web:
	Electronic Docs:
	Software:
	Authoring Tool:
		Web:
		Electronic Docs:
		Software:
		Authoring Tool:	

3.2.3 Consistent Navigation (Level AA) Also applies to: EN 301 549 Criteria • 9.2.31 (Web)	Web: Electronic Docs: Software: Authoring Tool:	Web: Electronic Docs: Software: Authoring Tool:	

• 10.2.31 (non-web document) – Does not apply • 11.2.1.31 (Software) – Does not apply • 11.2.2.31 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs			
3.2.4 Consistent Identification (Level AA) Also applies to: EN 301 549 Criteria • 9.2.32 (Web) • 10.2.32 (non-web document) – Does not apply • 11.2.1.32 (Software) – Does not apply • 11.2.2.32 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) – Does not apply to non-web software • 504.2 (Authoring Tool) • 602.3 (Support Docs) – Does not apply to non-web docs	Web: Electronic Docs: Software: Authoring Tool:	Web: Electronic Docs: Software: Authoring Tool:	
3.3.3 Error Suggestion (Level AA) Also applies to: EN 301 549 Criteria • 9.2.35 (Web) • 10.2.35 (non-web document)	Web: Electronic Docs: Software: Authoring Tool:	Web: Electronic Docs: Software: Authoring Tool:	

Criteria	Conformance Level	Remarks and Explanations	Assignee
• 11.2.1.35 (Software) • 11.2.2.35 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)			
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA) Also applies to: EN 301 549 Criteria • 9.2.36 (Web) • 10.2.36 (non-web document) • 11.2.1.36 (Software) • 11.2.2.36 (Closed Software) – Does not apply • 11.6.2 (Authoring Tool) • 12.1.2 (Product Docs) • 12.2.4 (Support Docs) 2017 Section 508 • 501 (Web)(Software) • 504.2 (Authoring Tool) • 602.3 (Support Docs)	Web: Electronic Docs: Software: Authoring Tool:	Web: Electronic Docs: Software: Authoring Tool:	

Table 3: Success Criteria, Level AAA

Notes:

Criteria	Conformance Level	Remarks and Explanations	Assignee
1.2.6 Sign Language (Prerecorded) (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply	Web:	Web:	

2017 Section 508 – Does not apply			
1.2.7 Extended Audio Description (Prerecorded) (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
1.2.8 Media Alternative (Prerecorded) (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
1.2.9 Audio-only (Live) (Level AAA) Also applies to: EN 301 549 Criteria– Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
1.4.6 Contrast Enhanced (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
1.4.7 Low or No Background Audio (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
1.4.8 Visual Presentation (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
1.4.9 Images of Text (No Exception) Control (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
2.1.3 Keyboard (No Exception) (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
2.2.3 No Timing (Level AAA)	Web:	Web:	

Also applies to: EN 301 549 Criteria ~ Does not apply 2017 Section 508 – Does not apply			
2.2.4 Interruptions (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
2.2.5 Re-authenticating (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
2.3.2 Three Flashes (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
2.4.8 Location (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
2.4.9 Link Purpose (Link Only) (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
2.4.10 Section Headings (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
3.1.3 Unusual Words (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
3.1.4 Abbreviations (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
3.1.5 Reading Level (Level AAA)	Web:	Web:	

Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply			
3.1.6 Pronunciation (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
3.2.5 Change on Request (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
3.3.5 Help (Level AAA) Also applies to: EN 301 549 Criteria ~ Does not apply 2017 Section 508 – Does not apply	Web:	Web:	
3.3.6 Error Prevention (All) (Level AAA) Also applies to: EN 301 549 Criteria – Does not apply 2017 Section 508 – Does not apply	Web:	Web:	

2017 Section 508 Report

Notes:

Chapter 3: Functional Performance Criteria (FPC)

Notes:

Criteria	Conformance Level	Remarks and Explanations
302.1 Without Vision		
302.2 With Limited Vision		
302.3 Without Perception of Color		
302.4 Without Hearing		
302.5 With Limited Hearing		
302.6 Without Speech		
302.7 With Limited Manipulation		

302.8 With Limited Reach and Strength		
302.9 With Limited Language, Cognitive, and Learning Abilities		

Chapter 4: Hardware

Notes:

Criteria	Conformance Level	Remarks and Explanations
402 Closed Functionality	Heading cell – no response required	Heading cell – no response required
402.1 General	Heading cell – no response required	Heading cell – no response required
402.2 Speech-Output Enabled	Heading cell – no response required	Heading cell – no response required
402.2.1 Information Displayed On-Screen		
402.2.2 Transactional Outputs		
402.2.3 Speech Delivery Type and Coordination		
402.2.4 User Control		
402.2.5 Braille Instructions		
402.3 Volume	Heading cell – no response required	Heading cell – no response required
402.3.1 Private Listening		
402.3.2 Non-private Listening		
402.4 Characters on Display Screens		
402.5 Characters on Variable Message Signs		
403 Biometrics	Heading cell – no response required	Heading cell – no response required
403.1 General		
404 Preservation of Information Provided for Accessibility	Heading cell – no response required	Heading cell – no response required
404.1 General		
405 Privacy	Heading cell – no response required	Heading cell – no response required
405.1 General		
406 Standard Connections	Heading cell – no response required	Heading cell – no response required
406.1 General		
407 Operable Parts	Heading cell – no response required	Heading cell – no response required
407.2 Contrast		
407.3 Input Controls	Heading cell – no response required	Heading cell – no response required
407.3.1 Tactilely Discernible		
407.3.2 Alphabetic Keys		
407.3.3 Numeric Keys		

407.4 Key Repeat		
407.5 Timed Response		
407.6 Operation		
407.7 Tickets, Fare Cards, and Keycards		
407.8 Reach Height and Depth	Heading cell – no response required	Heading cell – no response required
407.8.1 Vertical Reference Plane		
407.8.1.1 Vertical Plane for Side Reach		
407.8.1.2 Vertical Plane for Forward Reach		
407.8.2 Side Reach		
407.8.2.1 Unobstructed Side Reach		
407.8.2.2 Obstructed Side Reach		
407.8.3 Forward Reach		
407.8.3.1 Unobstructed Forward Reach		
407.8.3.2 Obstructed Forward Reach		
407.8.3.2.1 Operable Part Height for ICT with Obstructed Forward Reach		
407.8.3.2.2 Knee and Toe Space under ICT with Obstructed Forward Reach		
408 Display Screens	Heading cell – no response required	Heading cell – no response required
408.2 Visibility		
408.3 Flashing		
409 Status Indicators	Heading cell – no response required	Heading cell – no response required
409.1 General		
410 Color Coding	Heading cell – no response required	Heading cell – no response required
410.1 General		
411 Audible Signals	Heading cell – no response required	Heading cell – no response required
411.1 General		
412 ICT with Two-Way Voice Communication	Heading cell – no response required	Heading cell – no response required
412.2 Volume Gain	Heading cell – no response required	Heading cell – no response required
412.2.1 Volume Gain for Wireline Telephones		
412.2.2 Volume Gain for Non-Wireline ICT		
412.3 Interference Reduction and Magnetic Coupling	Heading cell – no response required	Heading cell – no response required
412.3.1 Wireless Handsets		
412.3.2 Wireline Handsets		
412.4 Digital Encoding of Speech		
412.5 Real-Time Text Functionality	Reserved for future	Reserved for future

412.6 Caller ID		
412.7 Video Communication		
413 Closed Caption Processing Technologies	Heading cell – no response required	Heading cell – no response required
413.1.1 Decoding and Display of Closed Captions		
413.1.2 Pass-Through of Closed Caption Data		
414 Audio Description Processing Technologies	Heading cell – no response required	Heading cell – no response required
414.1.1 Digital Television Tuners		
414.1.2 Other ICT		
415 User Controls for Captions and Audio Descriptions	Heading cell – no response required	Heading cell – no response required
415.1.1 Caption Controls		
415.1.2 Audio Description Controls		

Chapter 5: Software

Notes:

Criteria	Conformance Level	Remarks and Explanations
501.1 Scope – Incorporation of WCAG 2.0 AA	See WCAG 2.0 section	See information in WCAG section
502 Interoperability with Assistive Technology	Heading cell – no response required	Heading cell – no response required
502.2.1 User Control of Accessibility Features		
502.2.2 No Disruption of Accessibility Features		
502.3 Accessibility Services	Heading cell – no response required	Heading cell – no response required
502.3.1 Object Information		
502.3.2 Modification of Object Information		
502.3.3 Row, Column, and Headers		
502.3.4 Values		
502.3.5 Modification of Values		
502.3.6 Label Relationships		
502.3.7 Hierarchical Relationships		
502.3.8 Text		
502.3.9 Modification of Text		
502.3.10 List of Actions		
502.3.11 Actions on Objects		
502.3.12 Focus Cursor		
502.3.13 Modification of Focus Cursor		
502.3.14 Event Notification		

502.4 Platform Accessibility Features		
503 Applications	Heading cell – no response required	Heading cell – no response required
503.2 User Preferences		
503.3 Alternative User Interfaces		
503.4 User Controls for Captions and Audio Description	Heading cell – no response required	Heading cell – no response required
503.4.1 Caption Controls		
503.4.2 Audio Description Controls		
504 Authoring Tools	Heading cell – no response required	Heading cell – no response required
504.2 Content Creation or Editing (if not authoring tool, enter "not applicable")	See WCAG 2.0 section	See information in WCAG section
504.2.1 Preservation of Information Provided for Accessibility in Format Conversion		
504.2.2 PDF Export		
504.3 Prompts		
504.4 Templates		

Chapter 6: Support Documentation and Services

Notes:

Criteria	Conformance Level	Remarks and Explanations
601.1 Scope	Heading cell – no response required	Heading cell – no response required
602 Support Documentation	Heading cell – no response required	Heading cell – no response required
602.2 Accessibility and Compatibility Features		
602.3 Electronic Support Documentation	See WCAG 2.0 section	See information in WCAG section
602.4 Alternate Formats for Non-Electronic Support Documentation		
603 Support Services	Heading cell – no response required	Heading cell – no response required
603.2 Information on Accessibility and Compatibility Features		
603.3 Accommodation of Communication Needs		

EN 301 549 Report

Notes:

Chapter 4: 4.2 Functional Performance Statements (FPS)

Notes:

Criteria	Conformance Level	Remarks and Explanations
4.2.1 Usage without vision		
4.2.2 Usage with limited vision		
4.2.3 Usage without perception of colour		
4.2.4 Usage without hearing		
4.2.5 Usage with limited hearing		
4.2.6 Usage without vocal capability		
4.2.7 Usage with limited manipulation or strength		
4.2.8 Usage with limited reach		
4.2.9 Minimize photosensitive seizure triggers		
4.2.10 Usage with limited cognition		
4.2.11 Privacy		

Chapter 5: Generic Requirements

Notes:

Criteria	Conformance Level	Remarks and Explanations
5.1 Closed functionality	Heading cell – no response required	Heading cell – no response required
5.1.2 General	Heading cell – no response required	Heading cell – no response required
5.1.2.1 Closed functionality	See 5.2 through 13	See information in 5.2 through 13
5.1.2.2 Assistive technology	See 5.1.3 through 5.1.6	See information in 5.1.3 through 5.1.6
5.1.3 Non-visual access	Heading cell – no response required	Heading cell – no response required
5.1.3.1 General		
5.1.3.2 Auditory output delivery including speech		
5.1.3.3 Auditory output correlation		

5.1.3.4 Speech output user control		
5.1.3.5 Speech output automatic interruption		
5.1.3.6 Speech output for non-text content		
5.1.3.7 Speech output for video information		
5.1.3.8 Masked entry		
5.1.3.9 Private access to personal data		
5.1.3.10 Non-interfering audio output		
5.1.3.11 Private listening		
5.1.3.12 Speaker volume		
5.1.3.13 Volume reset		
5.1.3.14 Spoken languages		
5.1.3.15 Non-visual error identification		
5.1.3.16 Receipts, tickets, and transactional outputs		
5.1.4 Functionality closed to text enlargement		
5.1.5 Visual output for auditory information		
5.1.6 Operation without keyboard interface	Heading cell – no response required	Heading cell – no response required
5.1.6.1 Closed functionality	See 5.1.3.1 through 5.1.3.16	See information in **5.1.3.1 through 5.1.3.16**
5.1.6.2 Input focus		
5.2 Activation of accessibility features		
5.3 Biometrics		
5.4 Preservation of accessibility information during conversion		
5.5 Operable parts	Heading cell – no response required	Heading cell – no response required
5.5.1 Means of operation		
5.5.2 Operable parts discernibility		
5.6 Locking or toggle controls	Heading cell – no response required	Heading cell – no response required
5.6.1 Tactile or auditory status		
5.6.2 Visual status		
5.7 Key repeat		
5.8 Double-strike key acceptance		
5.9 Simultaneous user actions		

Chapter 6: ICT with Two-Way Voice Communication

Notes:

Criteria	Conformance Level	Remarks and Explanations
6.1 Audio bandwidth for speech (informative)	Heading cell – no response required	Heading cell – no response required
6.2 Real-time text (RTT) functionality	Heading cell – no response required	Heading cell – no response required
6.2.1.1 RTT communication		
6.2.1.2 Concurrent voice and text		
6.2.2.1 Visually distinguishable display		
6.2.2.2 Programmatically determinable send and receive direction		
6.2.3 Interoperability		
6.2.4 Real-time text responsiveness		
6.3 Caller ID		
6.4 Alternatives to voice-based services		
6.5 Video communication	Heading cell – no response required	Heading cell – no response required
6.5.1 General (informative)	Heading cell – no response required	Heading cell – no response required
6.5.2 Resolution		
6.5.3 Frame rate		
6.5.4 Synchronization between audio and video		
6.6 Alternatives to video-based services		

Chapter 7: ICT with Video Capabilities

Notes:

Criteria	Conformance Level	Remarks and Explanations
7.1 Caption processing technology	Heading cell – no response required	Heading cell – no response required
7.1.1 Captioning playback		
7.1.2 Captioning synchronization		
7.1.3 Preservation of captioning		
7.2.1 Audio description playback		
7.2.2 Audio description synchronization		
7.2.3 Preservation of audio description		
7.3 User controls for captions and audio description		

Chapter 8: Hardware

Notes:

Criteria	Conformance Level	Remarks and Explanations
8.1.1 Generic requirements	Heading cell – no response required	Heading cell – no response required
8.1.2 Standard connections		
8.1.3 Colour		
8.2 Hardware products with speech output	Heading cell – no response required	Heading cell – no response required
8.2.1.1 Speech volume range		
8.2.1.2 Incremental volume control		
8.2.2.1 Fixed-line devices		

8.2.2.2 Wireless communication devices		
8.3 Physical access to ICT	Heading cell – no response required	Heading cell – no response required
8.3.2.1 Change in level		
8.3.2.2 Clear floor or ground space		
8.3.2.3.1 General		
8.3.2.3.2 Forward approach		
8.3.2.3.3 Parallel approach		
8.3.2.4 Knee and toe clearance width		
8.3.2.5 Toe clearance		
8.3.2.6 Knee clearance		
8.3.3.1.1 Unobstructed high forward reach		
8.3.3.1.2 Unobstructed low forward reach		
8.3.3.1.3.1 Clear floor space		
8.3.3.1.3.2 Obstructed (< 510 mm) forward reach		
8.3.3.1.3.3 Obstructed (< 635 mm) forward reach		
8.3.3.2.1 Unobstructed high side reach		
8.3.3.2.2 Unobstructed low side reach		
8.3.3.2.3.1 Obstructed (≤255 mm) side reach		
8.3.3.2.3.2 Obstructed (≤610 mm) side reach		
8.3.4 Visibility		

8.3.5 Installation instructions		
8.4 Mechanically Operable parts	Heading cell – no response required	Heading cell – no response required
8.4.1 Numeric keys		
8.4.2.1 Means of Operation of mechanical parts		
8.4.2.2 Force of operation of mechanical parts		
8.4.3 Keys, tickets and fare cards		
8.5 Tactile indication of speech mode		

Chapter 9: Web *(see WCAG 2.0 section)*

Notes:

Chapter 10: Non-web Documents

Notes:

Criteria	Conformance Level	Remarks and Explanations
10.1 General	Heading cell – no response required	Heading cell – no response required
10.2 Document success criteria	Heading cell – no response required	Heading cell – no response required
10.2.1 through 10.2.38	See WCAG 2.0 section	See information in WCAG section
10.2.39 Caption positioning		
10.2.40 Audio description timing		

Chapter 11: Software

Notes:

Criteria	Conformance Level	Remarks and Explanations
11.2.1 Software success criteria (excluding closed functionality)	See WCAG 2.0 section	See information in WCAG section
11.2.2 Software success criteria (closed functionality)	See WCAG 2.0 section	See information in WCAG section
11.3 Interoperability with assistive technology	Heading cell – no response required	Heading cell – no response required

11.3.1 Closed functionality (informative)	Heading cell – no response required	Heading cell – no response required
11.3.2 Accessibility services	Heading cell – no response required	Heading cell – no response required
11.3.2.1 Platform accessibility service support for software that provides a user interface	See 11.3.2.5 through 11.3.2.17	See information in 11.3.2.5 through 11.3.2.17
11.3.2.2 Platform accessibility service support for assistive technologies	See 11.3.2.5 through 11.3.2.17	See information in 11.3.2.5 through 11.3.2.17
11.3.2.3 Use of accessibility services		
11.3.2.4 Assistive technology		
11.3.2.5 Object information		
11.3.2.6 Row, column, and headers		
11.3.2.7 Values		
11.3.2.8 Label relationships		
11.3.2.9 Parent-child relationships		
11.3.2.10 Text		
11.3.2.11 List of available actions		
11.3.2.12 Execution of available actions		
11.3.2.13 Tracking of focus and selection attributes		
11.3.2.14 Modification of focus and selection attributes		
11.3.2.15 Change notification		
11.3.2.16 Modifications of states and properties		
11.3.2.17 Modifications of values and text		
11.4 Documented accessibility usage	Heading cell – no response required	Heading cell – no response required
11.4.1 User control of accessibility features		
11.4.2 No disruption of accessibility features		
11.5 User preferences		
11.6 Authoring tools	Heading cell – no response required	Heading cell – no response required
11.6.1 Content technology	Heading cell – no response required	Heading cell – no response required
11.6.2 Accessible content creation (if not authoring tool, enter "not applicable")	See WCAG 2.0 section	See information in WCAG section
11.6.3 Preservation of accessibility information in transformations		
11.6.4 Repair assistance		
11.6.5 Templates		

Chapter 12: Documentation and Support Services

Notes:

Criteria	Conformance Level	Remarks and Explanations
12.1 Product documentation	Heading cell – no response required	Heading cell – no response required
12.1.1 Accessibility and compatibility features		
12.1.2 Accessible documentation	See WCAG 2.0 section	See information in WCAG section
12.2 Support Services	Heading cell – no response required	Heading cell – no response required
12.2.2 Information on accessibility and compatibility features		
12.2.3 Effective communication		
12.2.4 Accessible documentation	See WCAG 2.0 section	See information in WCAG section

Chapter 13: ICT Providing Relay or Emergency Service Access

Notes:

Criteria	Conformance Level	Remarks and Explanations
13.1 Relay services requirements	Heading cell – no response required	Heading cell – no response required
13.1.2 Text relay services		
13.1.3 Sign relay services		
13.1.4 Lip-reading relay services		
13.1.5 Captioned telephony services		
13.1.6 Speech to speech relay services		
13.2 Access to relay services		
13.3 Access to emergency services		

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Response to the Information for Evaluation

Enclosed in following page(s).

Bonfire

INFORMATION FOR EVALUATION

E.1 Experience (5 Points)

1. The Prospective Contractor should describe its corporate background to provide context of the organization that will be providing the services in this RFQ. The response should provide o brief overview of the firm's history, philosophy, and credentials in providing the services requested in the RFQ.

Bonfire Interactive Inc. ("Bonfire") is a subsidiary of GTY Technology Holdings Inc. (www.gtytechnology.com) and a leader in strategic sourcing and procurement software. Bonfire empowers organizations to find the right vendors and make the right purchasing decisions with ease and confidence. With tools to support the entire vendor lifecycle (sourcing, contract management, and vendor performance), Bonfire goes beyond traditional mechanics of standard procurement suites to make complex decision-making easy. The combination of flexible technology and world-class customer service makes Bonfire the solution of choice for both public and private sector organizations. Bonfire is an award-winning solution recognized by industry-leading outlets including Gartner, GovTech, Spend Matters, Best in SaaS, and the International Business Awards.

Most industries utilize digital SaaS-based tools, particularly in the private sector. However, a 2018 Gartner statistic revealed that only 5% of government processes are digitized. This could be because of strict compliance requirements, changing regulations, and user resistance/risk aversion. Bonfire was built from the ground-up to accommodate these elements. Bonfire has developed a niche product for a niche market, focused on public sector organizations; whereas many competitors are focused on private sector companies and attempt to sell to the public sector with a work-around solution. To provide a meaningful solution, Bonfire provides tools that ensure compliance, audit tracking, and exceptional service: key value-ads for public sector procurement.

Bonfire CEO and Co-Founder, Corry Flatt didn't set out to automate the Request for Proposal (RFP) process for government procurement teams because it would become a fast-growing business. He did it because it was a core problem he had experienced and wanted to solve it. Through various

![Bonfire logo]

experiences in his career, Flatt had witnessed the time, energy, and frustration that went into thousands of RFPs. "Every time I thought, there must be a better way. It turns out there wasn't" ...and in 2012, Bonfire was born. Now, he is just as passionate about delivering a solution for this problem, and has built an amazing team to help him do it. Today, Bonfire is powering over $22B of procurement activities and growing rapidly. The majority of Bonfire's 300+ customers are publicly-funded entities including municipalities, higher-education institutes, K-12 schools, hospitals, transportation authorities, utilities and special districts.

Furthermore, as Flatt learned more about the impacts of smarter spending of taxpayer dollars, he realized that public sector entities, in particular, have the power to create a better world for its citizens, students, patients, etc through a better procurement process. Bonfire is excited to bring this passion to public entities within the State of Arkansas and help procurement teams achieve transparency, cost savings, time savings, and the ability to manage resources more effectively—all while maintaining an online process and being 100% compliant.

The core differentiators of the Bonfire solution in the market are as follows:
- **Intra-suite workflow** - All sourcing and procurement workflow is captured in one end-to-end, centralized repository to enable seamless connection between modules and procurement processes.
- **Online Evaluation** - Complete evaluations 100% online with easy to use tools. Bonfire's proprietary functionality supports and automates the evaluation of qualitative and quantitative information with tools including questionnaires, bid tables, evaluation groups, and reverse auctions.
- **Flexibility and scalability** - Offering breadth and depth in the tool, Bonfire allows users to capture all types of projects for all sourcing workflows, from simple bids to complex RFx projects, so procurement teams can deliver powerful results more efficiently.
- **Happy customers** - Bonfire offers intuitive software with award winning support. The solution is easy to get up and running, easy to learn, and easy to use and the support for your team, stakeholders, and vendors is unparalleled due to accessibility, personal one-on-one support, and tools like proactive ticket deflection where Bonfire notifies you of potential issues.

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Bonfire is proud to have achieved milestones including its 98% customer retention rate, 71 NPS ranking by clients, and tremendous growth which tripled the size of the Bonfire team (to 100 employees) in just three years.

One of Bonfire's most significant milestones was its IPO and acquisition date to GTY Technology Holdings Inc. on February 19, 2019. GTY merged six leading software-as-a-service companies in the industry's largest merger for government technology spanning functions of budgeting, payments, grants management, permitting, and procurement. GTY Technology Holdings' mission is to achieve a new standard in public sector engagement and resource management. Bonfire is now a legal subsidiary of GTY and operates as an independent business unit, umbrellaed by the holding company. The GTY Technology Holdings team brings unparalleled experience and industry clout as the company was founded by Bill Green (former Chairman & CEO, Accenture), Joe Tucci (former CEO & Chairman, EMC), and Harry You (former EVP, EMC; former CFO, Accenture & Oracle). The current CEO, President, and Chairmen is Steven Rohleder who previously held the role of Group Chief Executive for North America at Accenture, where he was responsible for overseeing business in the United States, the company's largest market, and Canada. Collectively, GTY is transforming how the public sector does business and serves its constituents.

**2.	*The Prospective Contractor should provide a summary of their understanding of, and interest in furnishing the services requested in the RFQ.***

Bonfire is a leader in strategic sourcing and procurement software. With tools to support the entire vendor lifecycle (sourcing, contract management, and vendor performance), Bonfire goes beyond traditional mechanics of standard procurement suites to make complex decision-making easy. The combination of flexible technology and world-class customer service makes Bonfire the solution of choice for public sector organizations across North America. Bonfire was named a 2018 Gartner Cool Vendor and proudly reports a client retention of 98 percent.

Outlined specifically in the State of Arkansas RFQ is the need for e-sourcing tools that cover bids to award. Providing an online platform to centralize and automate the bid and RFP process is the core functionality of Bonfire. From there, we have developed further functionality to address procurement activities spanning contract management, vendor performance management, and automated evaluation tools. The Bonfire solution is defined as a modular, cloud-based solution that

focuses on a specific part of the procurement process: sourcing. As such, the Bonfire platform offers the depth and flexibility to work with your existing processes. Bonfire supports all functions of e-sourcing including bid solicitation and receipt, evaluation, award, contract management and vendor performance. From simple bids to complex RFx events, Bonfire can scale and adapt with the State of Arkansas' sourcing needs, with opportunity to be used by all public sector entities spanning state and local government, higher education, K-12, healthcare, transportation, or utilities.

3.   The Prospective Contractor should list all engagements that were completed/finished or were active in the last 5 years in the Public Sector similar to the services requested in the RFQ. Prospective Contractor may add additional rows to the Table below as needed.

In the last 5 years, Bonfire has taken on over 230 public sector clients with similar services requested in the State of Arkansas RFQ. Please see the attached appendix for the complete listing.

REF #	ENGAGEMENT NAME	CUSTOMER NAME	CUSTOMER CONTACT	PROJECT SUMMARY
1	City of Dallas	John Kohut	john.kohut@dallascityhall.com	Bonfire for Municipalities
2	City of Seattle	Pam Tokunaga	pam.tokunaga@seattle.gov	Bonfire for Municipalities
3	MORE EXAMPLES OUTLINED IN THE APPENDIX			

Note: Bonfire clients use the Bonfire sourcing solution in a variety of ways, which is identified in the 'Project Summary' of the chart. Below is a definition of the unique packages Bonfire has built for each vertical we serve. The State of Arkansas contract will have access to all of these packages:

- Bonfire for Municipalities is sourcing software built for cities and counties that offers a standardized process for RFPs that enables teams to achieve 100% compliance. Procurement teams can digitally solicit bids, automatically aggregate information, and distribute proposal documents to relevant evaluators to review and score in-browser. Remove the administrative headache, run more projects in less time, and deliver greater value to citizens with Bonfire for Municipalities.

- Bonfire for Higher Education is sourcing software that manages strategic, complex RFP and bid evaluations with ease - a process typically left to manual spreadsheets, emails and shared drives. Release proposal documents only to relevant evaluators to review and score in-browser. When larger amounts of qualitative information need to be collected and reviewed, built-in tools make it easy to compare responses side-by-side. Provide staff and

faculty with timely service, ensure smooth online collaboration with stakeholders, and add more value to campuses with Bonfire for Higher Education.

- Bonfire for K-12 is sourcing software built to help K-12 procurement teams run faster RFx projects that get better value for their students. Create a structured, end-to-end process for bids and RFPs to provide visibility and control in the sourcing workflow. Easily collaborate with stakeholders in different locations, optimize order lists, and quickly filter, calculate, and sort pricing data. Get all stakeholders on the same page, meet deadlines every time, and make student-first buying decisions with Bonfire for K-12.

- Bonfire for Special Districts is sourcing software built to support local government - from fire, to parks, to libraries, to housing. Designed to support the day-to-day workflow of procurement professionals, Bonfire is an intuitive, cloud-based platform that supports the entire sourcing process from posting, receiving, evaluating and awarding bids and RFPs. All activities automatically maintain audit trails to demonstrate compliance and air-tight auditability. Build a consistent, repeatable sourcing process, run faster bids and RFPs, and maximize available funds through best-value decisions with Bonfire for Special Districts.

- Bonfire for Transportation is sourcing software built for the unique needs of mass transit, airport authority, and port authority procurement teams. The bid and RFx workflow automatically maintains audit trails to easily demonstrate grants compliance, while procurement teams can rest assured knowing they have the tools necessary to complete projects in-house, rather than defaulting to cooperative contracts with suboptimal solutions. Simplify and accelerate the RFP process, unlock effortless compliance, and evaluate complex projects in less time with Bonfire for Transportation.

- Bonfire for Utilities is the only sourcing software built to fulfill the unique needs of water, gas, and energy utilities procurement teams. Remove the risk for errors, missed timelines, and misalignment with internal clients by moving your workflow into a cloud-based solution. Bonfire is easy to use, enables faster evaluations, and simplifies vendor management through out-of-the-box functionality. Gain speed and simplicity in the bid and RFP process and evaluate complex technical requirements faster with Bonfire for Utilities.

- Bonfire for Healthcare is sourcing software built for healthcare buyers. Solicit and receive detailed proposals. Then, collaborate with clinical staff, physicians, and other stakeholders to distribute proposals digitally along with Conflict of Interest declarations. From simple bid to complex evaluations, subject-matter-experts can score in-browser, anytime, anywhere. Questionnaires can be used to structure responses and compare them side-by-side - even for projects with hundreds of evaluation criteria. Drive better value for patients and eliminate administrative overhead with Bonfire for Healthcare.

E.2 Previous Projects (5 points)

1.   *The State has established mandatory qualifications that must be met in order to submit a response to this RFQ. To satisfy this requirement, include at least three (3) references (for the Prime Contractor) of projects that are of similar size, complexity and scope to this engagement that meets the qualifications listed in Section 2.2 of the RFQ. Prospective Contractor may copy and paste the reference table below if providing additional references.*

Reference 1

PROSPECTIVE CONTRACTOR INFORMATION	
Name: Bonfire Interactive Ltd.	Contact/Name: Nathan Tarr
Project Dates: March 2018 - June 2018	Contact Phone: 1-800-354-8010
CUSTOMER INFORMATION	
Customer Organization: Inland Empire Health Plan	Customer Contact Name: Shawn Cox, Purchasing Contract Specialist/Implementation Lead
	Customer Phone: 1-909-890-2774
Customer Address: 10801 Sixth Street, Suite #120, Rancho Cucamonga, CA 91730	Customer Email: bcox-s@iehp.org
	Customer Fax: N/A

PROJECT INFORMATION

Project Objectives: As the largest not-for-profit Medi-Cal and Medicare health plan in California, and one of the fastest-growing health plans in the nation, Inland Empire Health Plan (IEHP) looked to Bonfire to provide a powerful and flexible eSourcing solution. Implementation included training for 15 Buyers spread over a 4 week period. The team was able to get their first project live immediately after training.

Project Description: IEHP uses Bonfire for vendor registration and management, digital bid and RFx submissions, evaluation (including (including Bid Tables, Questionnaires, and Multi-Category Decisions), and KPI reporting.

PROJECT MEASUREMENTS

Estimated Start & Completion Dates	From:	March 2018	To:	April 2018

Actual Start & Completion Dates	From:	March 2018	To:	April 2018
Reason(s) for Difference Between Estimated and Actual Dates: N/A as project was completed and implemented on time.				

Reference 2

PROSPECTIVE CONTRACTOR INFORMATION	
Name: Bonfire Interactive Ltd.	Contact/Name: Nathan Tarr
Project Dates: March 2016 - April 2016	Contact Phone: 1-800-354-8010
CUSTOMER INFORMATION	
Customer Organization: Metropolitan Transportation Commission	Customer Contact Name: Michael Brinton, Supervising Contracts Specialist
	Customer Phone:(415) 778-6727
Customer Address:Bay Area Metro Center, 375 Beale Street, Suite 800, San Francisco CA 94105-2066	Customer Email: mbrinton@mtc.ca.gov
	Customer Fax: N/A
PROJECT INFORMATION	
Project Objectives: The Metropolitan Transportation Commission, or MTC, is the transportation planning, financing and coordinating agency for the nine-county San Francisco Bay Area serving a population of approx. 10 million people. MTC looked to Bonfire to provide a powerful and flexible eSourcing solution to support their growing transportation and population needs.	
Project Description: MTC uses Bonfire for vendor registration and management, digital bid and RFx submissions, evaluation (including (including BidTables,Questionnaires, and Multi-Category Decisions), and KPI reporting.	

PROJECT MEASUREMENTS				
Estimated Start & Completion Dates	From:	March 2016	To:	April 2016
Actual Start & Completion Dates	From:	March 2016	To:	April 2016
Reason(s) for Difference Between Estimated and Actual Dates: N/A as project was completed and implemented on time.				

Reference 3

PROSPECTIVE CONTRACTOR INFORMATION	
Name: Bonfire Interactive Ltd.	Contact/Name: Nathan Tarr
Project Dates: August 2018 - May 2019	Contact Phone: 1-800-354-8010
CUSTOMER INFORMATION	
Customer Organization: City of Dallas	Customer Contact Name: John Kohut
	Customer Phone: (214) 670-1878
Customer Address: City Hall 1500 Marilla St. Room 3F North Dallas, Texas 75201	Customer Email: john.kohut@dallascityhall.com
	Customer Fax: N/A

PROJECT INFORMATION	

Project Objectives:

The City of Dallas wanted to centralize all of their sourcing activities in a web platform. The ERP that they were utilizing advertised that it had a procurement module. However, based on further investigation, they learned that the module available would not provide the functionality that they required. They needed a solution that would complete simple quotes up to multi-million dollar RFPs. Their objective was to find an online sourcing tool that would modernize their process, enable their team to complete evaluations online, host all projects in one central location, and communicate updates and awards through one tool.

Project Description: Bonfire built an implementation plan to move the City of Dallas from their manual legacy solution to the Bonfire web-based sourcing solution. We held kick off calls with the team to understand the specifications they required, then built a training program to ramp them up and roll out the solution. The implementation was multi-stage, working with sub-departments within the procurement team. Now they are able to host all of their projects in Bonfire, in one central place, where they can list receive, evaluate, communicate and post awards through Bonfire. Also, they are able to source vendors through Bonfire's matching algorithm to improve competition on their solicitations.

PROJECT MEASUREMENTS					
Estimated Start & Completion Dates	From:	August 2018	To:	September 2018	
Actual Start & Completion Dates	From:	January 2019	To:	May 2019	

Reason(s) for Difference Between Estimated and Actual Dates:

Delayed to go live based on leadership change within City of Dallas and contract obligations with their legacy system. (they didn't want to use two software in tandem)

E.3 Litigation (Not Scored)

1. *Provide details of any pending litigation or contracts Terminated for Cause or Convenience and associated reasons in which the Prospective Contractor has been a party within the lost five (5) years. This should be limited to litigation or contract termination for the implementotion and/or maintenance and operations of an electronic bidding solution.*

Bonfire is currently not in any pending litigations nor does it have any contracts terminated for Cause or Convenience within the last five (5) years.

E.4 Understanding and Approach to Requirements (5 Points)

1. *Prospective Contractor should provide detoiled response regarding how their proposed solution meets each requirement listed in Section 2.4 of the RFQ. Responses may include screen shots or other descriptive information.*

a) Bid Creation

Users in Bonfire may create, publish, and manage all solicitation types in Bonfire including Invitation to Bid (ITB), Request for Proposal (RFP), Request for Qualification (RFQ), Competitive Bid (CB), and many more. Bonfire prides itself on providing flexibility to run any procurement event no matter how simple or complex.

Creating a project is very simple and quick in Bonfire and can be done from scratch, from a template, or through a collaborative draft. Users may create templates and include multiple boilerplate/standard documents to quickly create new projects with proper documentation and language needed. Users may attach any file type of any size into Bonfire.

Users can create complex projects varying from RFQ's with hundreds or thousands of line-items to hundreds or thousands of questions.

All solicitations can be advertised publicly on the Procurement Portal to be advertised to potential bidders. All solicitations may have a unique or automatically generated solicitation bid number. Any and all solicitations may also be edited or deleted prior to release to the public.

Agency users are also able to download and/or print all solicitation documents as needed.
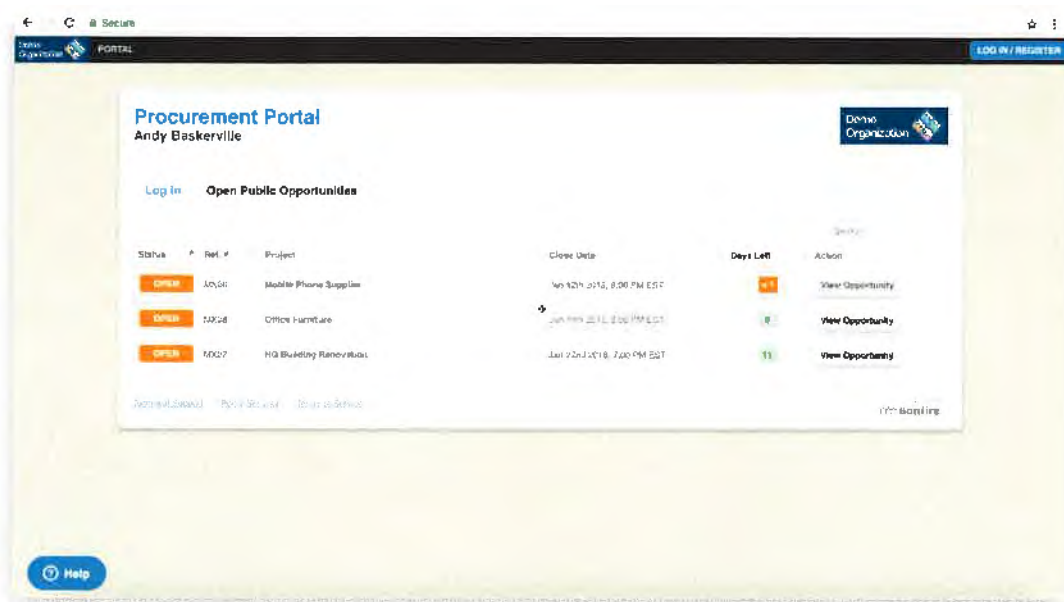
Figure 1. A view of the Bonfire Procurement Portal, with open solicitations posted.

Bonfire

📁 **Project Templates** (4)　　　　　　　　　　　　　　　　　　　　　　　　　　　 Hide

Active

Status	Ref #	Project Template	Department	Type	Owner
TEMPLATE	MNGL Template 1	Faculty & Staff Retreat Venue - Template 1	Procurement	RFP	Robert Roy
TEMPLATE	MNGL Template 1	General Contractors for Building ABC - Template 1	Procurement	RFPQ	Robert Roy
TEMPLATE	MNGL - Duplicate 1 - Template 1	HVAC Maintenance Services - Duplicate 1 - Templ	Procurement	RFP	Robert Roy
TEMPLATE	MNGL Template 1	Document Management Suite - Template 1	Procurement	RFP	Robert Roy

Showing 1 to 4 of 4 entries

Figure 2. A view of Bonfire's Project Templates section.

b) Bid Management

Bonfire enables users to manage the bidding process completely online, from end to end. Bonfire automatically tracks all activity and interaction within a bid/solicitation to provide a full audit trail of all bid solicitation activity.

Bonfire facilitates all communication whether internally or with vendors. Bonfire facilitates all question and response management for each solicitation as well as all public notices, automatically notifying included vendors of any updates or solicitation addenda. Users are also able to facilitate all internal communication through Bonfire's internal discussion tool and track internal notes not available to vendors.

Bonfire easily displays all required and optional information requested of vendors. Bonfire provides a structured upload process to ensure vendors are easily able to distinguish required information and ensure they are uploading compliant proposals. If bidders wish to make any changes or edits to their solicitation response, they may do so up until the closing date/time of the project.

Upon completion of the solicitation, Public Agencies may generate an award notice directly in Bonfire. Regret letters may be published as a public notice to ensure all non-awarded vendors are notified.
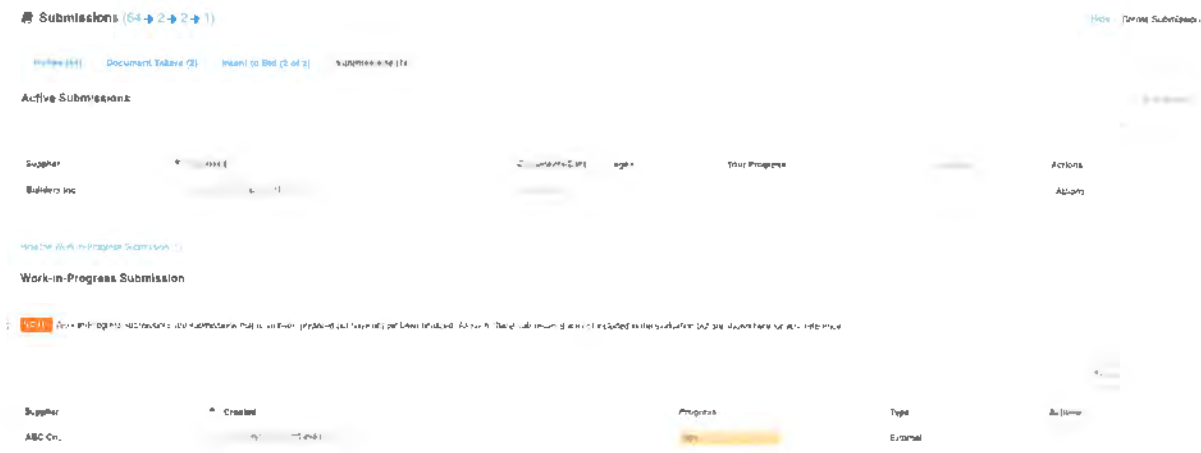
Figure 3. A buyer's view of an open solicitation. Buyers can track vendor submissions as they come in.

c) Bid Submission and Collection

Creating a paperless procurement process is a key outcome of Bonfire's solution. Bonfire brings this process online as once vendor's have accessed the information through the "Solicit" side of Bonfire they are able to easily submit their proposal online in a structured yet simple way.

Bonfire's vendor experience is second to none. Bonfire easily allows vendors to register, view project details and documents, and submit their proposal—all at no cost to the vendor. Our vendor portal makes the online submission process clear to vendors, including the project details, timelines and the documents or data required as part of their proposal.

Requested Information:
Listed below are the documents and information needed to complete your submission

Forms

Name	Type	# Files	Requirement
Proposal	File Type: PDF (pdf)	1	REQUIRED
Qualifications & Experience	File Type: PDF (pdf)	1	REQUIRED
Addenda	File Type: PDF (pdf)	Multiple	REQUIRED
Additional Information	File Type: PDF (pdf)	Multiple	OPTIONAL

Hourly Rate

Name	Type	# Files	Requirement
Hourly Rate for Staff	Data Type: Number	N/A	REQUIRED

Figure 4. The vendor's view of the submission process, with each required document clearly indicated.

In addition, Bonfire has a visual cue for vendors during the submission process. When the vendor has successfully uploaded a file, the drop box will go from red to green and notify the file has been successfully uploaded.

Figure 5. The vendor submission process visually indicates the progress of the submission with "green" and "red" lights on the dropbox.

When a vendor clicks "Submit & Finalize Submission" after uploading/entering all the requested information, a submission receipt will be issued immediately through Bonfire. Also, the submission receipt will be sent to the email address they used during initial registration. Outlined in the receipt will be all the confirmation details in regard to the specific submission, submission date and time, and a unique confirmation code. All of this is completed through a secure digital dropbox that is fully encrypted and date/time stamped.

Vendors are able to upload and attach documents in any format, including PDF (.pdf), Word (.doc, .docx), Excel (.xls, .xlsx), Image (.jpg, .gif, .png), or CAD (.dwg, .dxf). Bidders may download/print documents for a wet signature or use a 3rd party tool (ex. Docusign) to facilitate an electronic signature.

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Submission Receipt
Andy Baskerville

🔍 **Project Details**

SUBMISSION COMPLETE!

Your submission has been finalized. Please see below for your confirmation details.

Confirmation Details

Project:	HQ Building Renovation
Ref. #:	MX07
Submission Time:	Jan 12, 2018 11:51 AM EST

Figure 6. An example of a Submission Receipt, issued to vendors automatically upon submission.

Bonfire ensures that the bids remained sealed and secure until the date and time of the bid closing or a further date and time (ex: a public bid opening). Bonfire can also facilitate a 'multi-envelope' process wherein technical submissions and pricing submissions are sealed separately and can be released at separate times. Only specified users may track bids prior to bid opening and open the bid submissions upon closing.
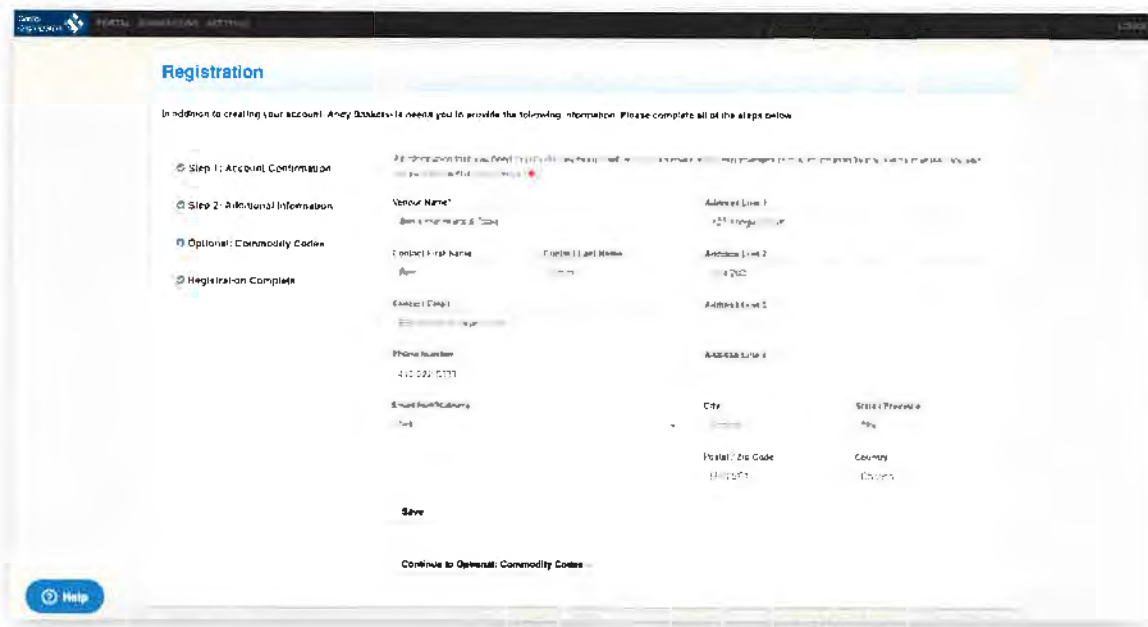
Ω **Requested Information**

	Group	Title	Type	Requirement	Multiple Files	Sealed	Seal status		Actions
	Mandatory Forms	Company Profile Form	PDF (.pdf)	REQUIRED	No	Ye	Unseal		Actions
	Mandatory Forms	Proposal	PDF (.pdf)	REQUIRED	No	Ye	Unseal		Actions
	Mandatory Forms	Warranty of Bike	PDF (.pdf)	REQUIRED	No	No	Unseal		Actions
	Mandatory Forms	All Addenda Signed	PDF (.pdf)	OPTIONAL	No	No	n/a		Actions
	Pricing Elements	Cost Per Bike	Number	REQUIRED	No	Yes			Actions
	Additional Documents	brochures Catalogs Etc	PDF (.pdf)	OPTIONAL	No	Yes			Actions

Figure 7. Buyer's view of a vendor submission, with sealed documents indicated.

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d) Vendor Management

The vendor registration process is extremely simple and easy for vendors. Typically, a new vendor can register within five minutes, access opportunities and submit immediately, often without any specific training. Bonfire allows each vendor to initiate and maintain its own vendor profile account free of charge.

Figure 8. A view of the vendor registration pane.

Vendors can either be directed to the online portal via web URL or by embedding the portal on the organizations website. Organizations have the option of requesting customized registration fields or documents from the vendor before uploading a submission. Registration fields can be used to track demographic information (i.e. minority business).
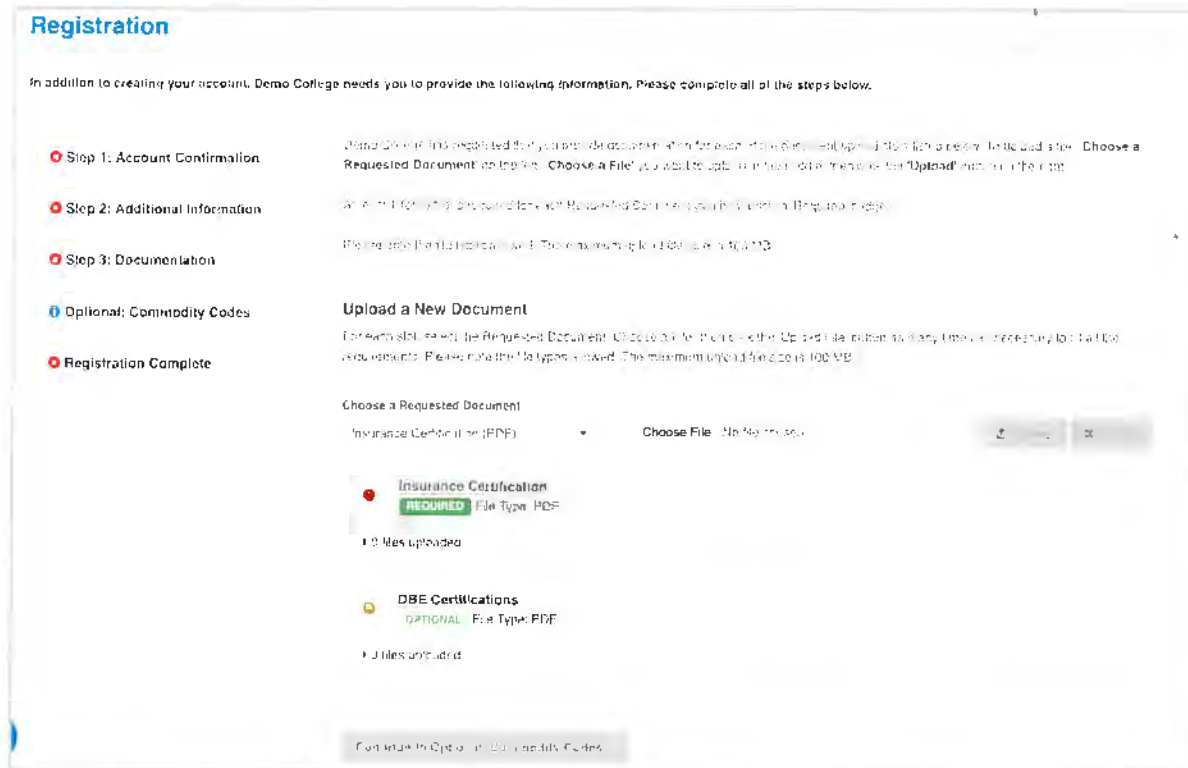
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![Bonfire logo]

Figure 9. The next step in the vendor registration process, in which the buyer has requested additional documentation including DBE certifications and Insurance Certification.

Vendors can register, access, and edit their profiles at any time (24/7). They can also associate commodity/service codes established by the agency to receive notification via their listed codes. Applicable certifications can be requested and tracked by the organization and vendors will be prompted to upload these documents during the registration process. Our notifications to vendors are tracked in the system, not specifically by demographic. If looking to increase local or minority vendor participation for example, these vendors may be added to a list and invited to track their demographic participation. Bonfire will also flag undeliverable emails and work with the vendor to update.

Beyond their own vendors, a Public Agency may invite vendors that are not currently identified in the vendor database pool and invite externally or from Bonfire's overall vendor database.

Through our simple and easy-to-use vendor platform, Bonfire will be able onboard all of your vendors quickly and in a compliant manner, ensuring that the proper fields and documents are being tracked and recorded. With a self-service vendor profile, vendors will be able to keep their information up to date allowing the team to focus on the reporting of this information rather than the accuracy as vendors will now control this aspect themselves. All vendor certifications will be held and tracked within their vendor profile.

e) Public Agency Users

Bonfire enables all Public Agency users access to a secure environment and ensures users authenticate their account login and password prior to access into the system. Users must also maintain a unique username and password within Bonfire. Bonfire also supports Single Sign-On (SSO) if Agencies wish to use their current login credentials/settings. User accounts can be set up to support multiple access levels such as read-only and read/write. These user roles can be maintained and assigned by the Public Agency.

Public Agencies can utilize evaluation groups in Bonfire to define workflow rules and approvals in the system where selected stakeholders can pass or fail a solicitation prior to moving to the next stage.

f) Technical

Bonfire strives to provide a technologically innovative solution. Bonfire is accessible via any of the major commercially-available web browsers on any basic configuration. Bonfire supports all browsers as long as they are supported by their developers (for security purposes). Bonfire provides additional security for all attachments uploaded into the system to scan for potential security hazards such as malware or viruses.

All data stored in Bonfire will remain in the country of origin (continental United States) and allow for the Public Agency to access all records for that agency at any time. Bonfire maintains a full audit trail

of all transactions (date/time stamped) within the system to provide a sound audit trail. Bonfire will maintain all information pertaining to a bid for a minimum of five (5) years or however long is requested by the Agency.

Bonfire does not require any modification or installation of desktop components and can easily link to Arkansas bid postings. A link can also be posted on the website of the Public Agency to redirect them to the Bonfire solution.

Bonfire provides a robust exporting and reporting feature out of the box. Bonfire provides data export functionality in Microsoft Word, Microsoft Excel, and CSV (Comma Delimited). Excel and CSV can easily be converted to tab delimited and XML once exported.

Auto-Generated reports include:
Project Details, Signature Page, Vendor Q&A, Public Notices, Internal Discussions, Submission Receipts, Criteria, Scoring Summary, Submission Scores, and Submission Score Comments.
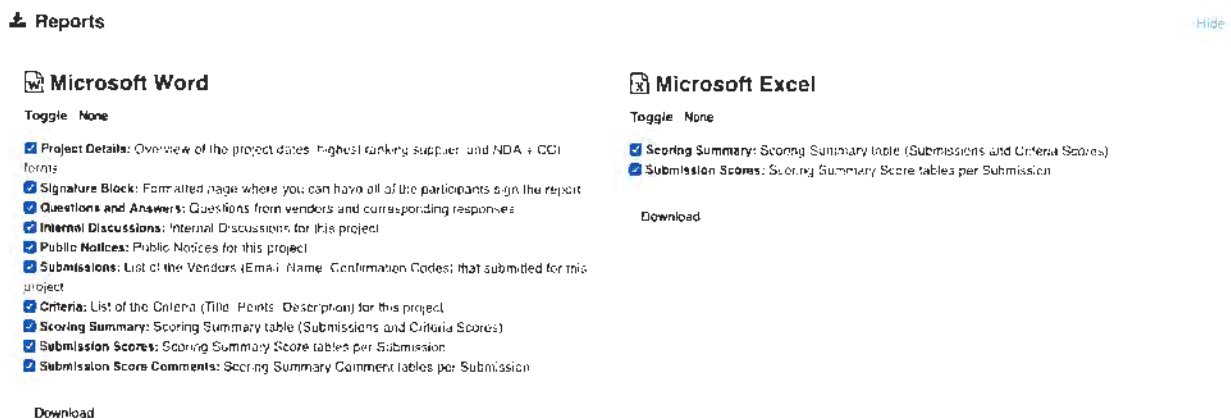
⬇ Reports   Hide

◰ Microsoft Word

Toggle None

☑ **Project Details:** Overview of the project dates, highest ranking supplier, and NDA + CCI forms
☑ **Signature Block:** Formatted page where you can have all of the participants sign the report
☑ **Questions and Answers:** Questions from vendors and corresponding responses
☑ **Internal Discussions:** Internal Discussions for this project
☑ **Public Notices:** Public Notices for this project
☑ **Submissions:** List of the Vendors (Email, Name, Confirmation Codes) that submitted for this project
☑ **Criteria:** List of the Criteria (Title, Points, Description) for this project
☑ **Scoring Summary:** Scoring Summary table (Submissions and Criteria Scores)
☑ **Submission Scores:** Scoring Summary Score tables per Submission
☑ **Submission Score Comments:** Scoring Summary Comment tables per Submission

Download

◱ Microsoft Excel

Toggle None

☑ **Scoring Summary:** Scoring Summary table (Submissions and Criteria Scores)
☑ **Submission Scores:** Scoring Summary Score tables per Submission

Download

Figure 10. From the reports section pictured here, users can easily customize and download reports.

Bonfire's Insights tool offers even more ways to analyze your data, such as average time in each project stage, average number of users per project, and many more.
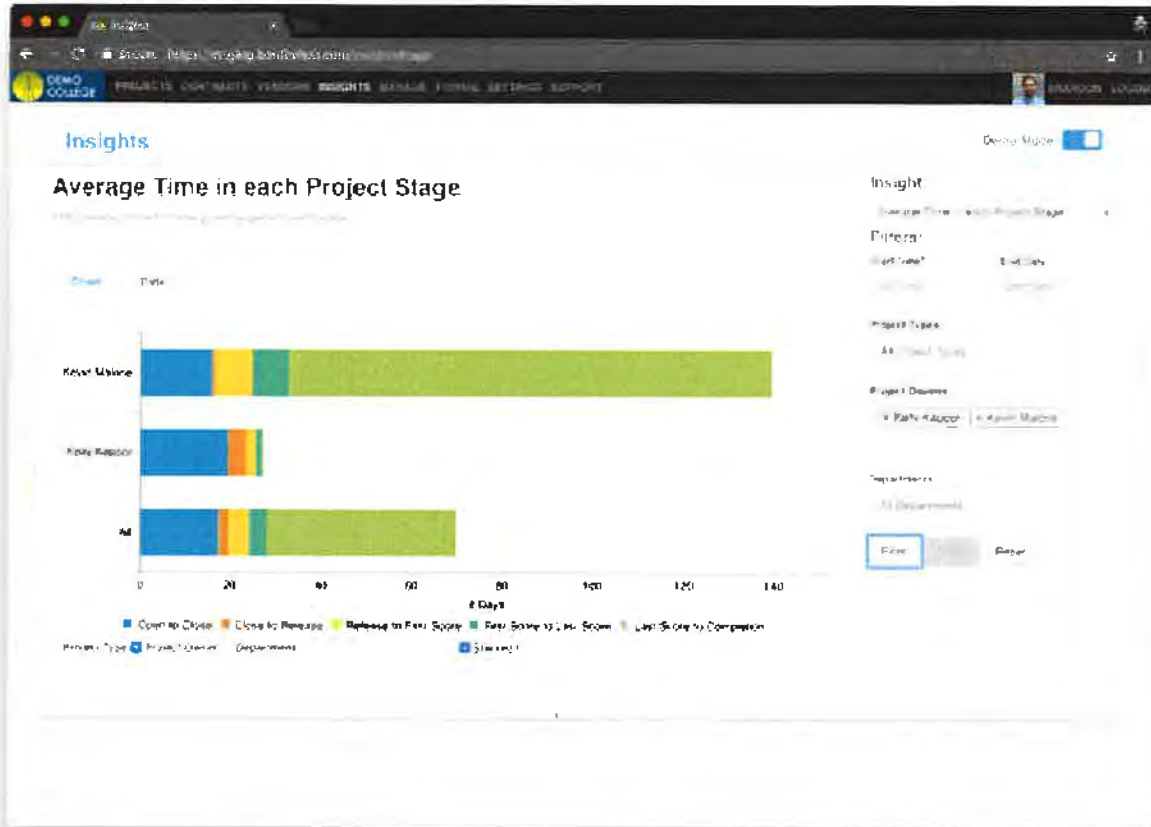
Figure 11. Bonfire's Insights pane, showing the average time in each project stage by project owner.

g) Implementation

Bonfire provides complete implementation of any contracted Public Agencies instance of the solution. Bonfire will work with Public Agency to develop a custom implementation plan that is agreed upon within thirty (30) days or sooner of Public Agency contract award.

Please see section E.5 #2 for further detail.

Bonfire

h) Customer Service and Support

Our support team provides world-class technical assistance for all our users including purchasers, vendors and evaluators. We offer support coverage via phone or email, Monday-Friday from 8:00am-8:00pm EST (7:00am-7:00pm CST) excluding federal statutory holidays. Phone line support is offered through a toll-free number. Following successful implementation, our team will also conduct regular check-ins to answer questions, share best practices in Bonfire from across our entire client base, and ensure you are maximizing your use of the platform.

Our contact information is listed throughout our website/app and can be easily accessed at any time from the technical support link at the bottom of the app. We also provide our users with a floating help widget from within the app. This widget allows users to search our extensive support desk which contains hundreds of up-to-date support articles and tutorial videos.

Bonfire's dedicated support team is always eager to help, whether the question comes from a buyer, evaluator, or vendor. It takes, on average,15 minutes between a ticket submission and receiving an answer from a Bonfire support representative. These metrics are actively tracked by the Director of Customer Support to ensure that our customers are receiving answers in an efficient manner. Every solved support ticket is followed automatically with a single question survey about the satisfaction with the service received. To date, Bonfire's support team has a satisfaction rating of 99%.

Bonfire's Client Success team has designed an extensive program aimed at training and re-training users throughout their tenure in the platform. The program includes recurring training sessions, self- guided training opportunities, and on-demand training.

Bonfire will work to correct any problems or issues that are identified and logged by the Public Agency. All updates in Bonfire are included at no additional cost (only separate modules may be offered for a fee). Maintenance and upgrades always occurs in the evening on the weekend to avoid any impact to the procurement processes of the Public Agency. Please see attached Security Overview for further details.

Escalation

Our support team consists of three tiers, Tier 1 handles quick questions and inquiries, and is meant to provide a quick resolution through email or phone guidance. Most requests are handled by the Tier 1 team.

If the support inquiry relates to a specific process, workflow, or is more complex in nature the inquiry gets pushed to the second tier. The second tier is composed of support agents who have a deep knowledge of Bonfire and have actively taken part in Bonfire implementations in the past. Tier 2 agents are also well versed in standard procurement practices, making them very effective at understanding the nature of the request and helping the user navigate towards a solution.

While the Tier 2 team is able to answer the vast majority of the requests, on occasion, the team requires the help of a developer to come a resolution. When confronted with such a scenario, the Tier 2 team will escalate a ticket to Tier 3, where a developer will take an active role in solving the request before passing it back to Tier 2 to ensure full resolution.

Bonfire Academy

Bonfire offers a course-based training platform for all users, called Bonfire Academy. Courses in the platform are interactive, and include videos, slideshows, annotated screenshots, and quizzes. Users are able to learn at their own pace or use the courses to refresh their memory after the official training program has ended. Course progress is tracked enabling the user to jump in and out of courses based on their availability and learning needs. The platform includes both generic courses aimed at learning all aspects of the platform, as well as courses specific to an organization and related processes. Depending on your subscription package and needs, Bonfire can work with you to build content that is specific to your organization's roll-out. These courses would be designed to walk the user through the steps required in Bonfire in order to mimic the organization's business processes, policies, and procedures.

Knowledge Base

Bonfire's Support team also created an online Knowledge Base repository where, to date, more than 60% of customer requests were addressed with self-help guidance so that users were empowered to find answers quickly, easily, and on their own time.

In addition to the Knowledge Base, Bonfire also offers online FAQs, chat support, phone and email coverage, and a unique webinar series. The webinars, introduced in 2018, highlight product features on new releases, offer drop-in training sessions, and best practice guides. Webinars target areas of the product and are based around customer requests.

2.   *Prospective Contractor(s) should provide descriptive information regarding additional features and abilities that their solution provides in addition to those requirements listed in Section 2.4 of the RFQ. Responses may include screenshots or other descriptive information.*

Quantitative Scoring: BidTables

Bonfire allows for side-by-side comparison and analysis for large commodity purchases in a quantitative manner through multi-line item bids (see image below). BidTables will automatically extract every bid data point from the vendors' Excel files, allowing the organization to quickly and easily review, filter, and rank your received bids as needed. All bids are displayed side-by- side specifically to the itemized level, with a heat map highlighting bids with the lowest prices. On top of this side-by-side view, BidTables will instantly tabulate your optimal purchase decision (using one or more vendors) and produce a selection summary list of that outcome. BidTables easily allows you to adjust and instantly test different purchase scenarios to ensure you're making the optimal choice.

Purchasers and evaluators who manage multi-line item bids in BidTables love the efficiencies gained from not having to score individual excel spreadsheets or hard copies to determine lowest price. Human error and manual work is virtually eliminated with BidTables.

Figure 12. An example of Bonfire BidTables, with heat-mapped pricing.

Qualitative Scoring: Questionnaires

Bonfire is the only e-bidding tool that supports automatic side-by-side scoring with the Questionnaires feature to evaluate qualitative information (see image below). Like BidTables, this feature extracts the information from the vendors' Excel files and presents it in an organized, side-by-side format, which allows for simple evaluation. Evaluators prefer Questionnaires rather than individual excel sheets, because of the contextual side-by-side comparison and ability to score in the same pane in which they are viewing the responses.

Bonfire also allows vendors to fill in a 'Response' field such as True/False or Does Not Meet/Meets/Exceeds etc., and then uses this information to Auto-Score the responses if the organization chooses to utilize this auto-scoring section. The organization can also choose to evaluate manually by scoring the questions sets in the very easy-to-use side-by-side function, as seen below.
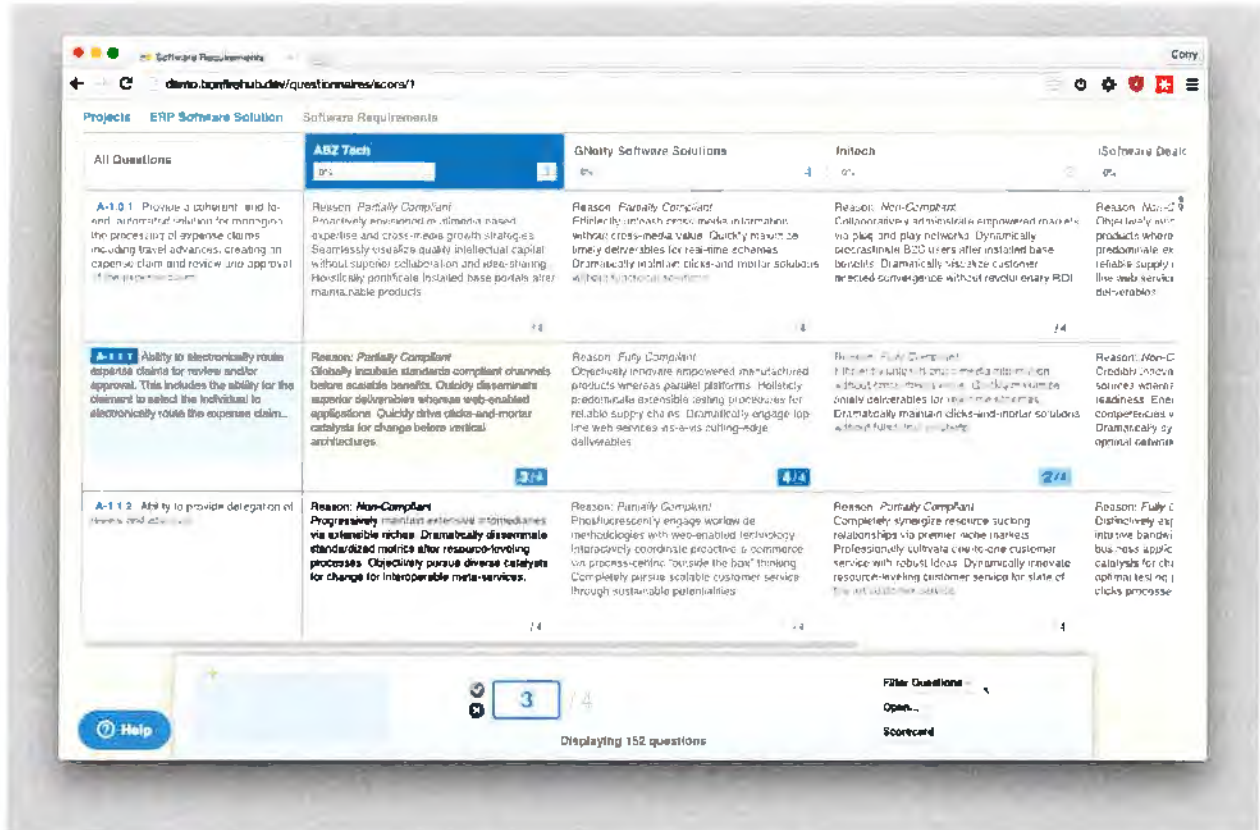
Figure 13. The Questionnaires module, with side-by-side comparison and in-platform scoring.

Multi-Category Decisions

Bonfire is also able to run multi-category projects. When facilitating distributed projects, Public Agencies can create parent and child projects to distribute decisions and make multiple awards across separate locations or categories.

This feature is especially advantageous when awarding construction tenders or professional services across multiple locations.

Bonfire

Project Details

Construction Services Prequalification

Edit Project

PENDING Create Similar Project · Submission Instructions · Preview on Portal ▾

Reference #: MX05 Project Type: RFP Owner: Corry Flatt Department: Purchasing Visibility: Public
Budget: 0.00 - 0.00

Description:
Example of an RFP project.

📅 **Schedule** + Show **Manage**

🔗 **Project Files** (0) + Show Upload

❓ **Questionnaires** (0) + Show Import

⛬ **Multi-Category** Decisions - Hide

Figure 14. Project owners can easily create Multi-Category projects in Bonfire.

⛬ **Multi-Category Decisions** - Hide

1. Categories & Items   **2. Decisions**

Construction Service Actions ▾

Item Name	▲ Actions
CONSTRUCTION SERVICE → ELECTRICAL	Actions ▾
CONSTRUCTION SERVICE — GENERAL CONTRACTOR	Actions ▾
CONSTRUCTION SERVICE → MECHANICAL	Actions ▾

· Create Category ·

Figure 15. Multi-Category Decisions offer an efficient means of making multiple awards across separate categories or locations.

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Contract Management

Bonfire provides contract management functions to pair with sourcing to complete the most robust, user-friendly Source-to-Contract process available today. Bonfire Contract Management is fully integrated with the vendor management and sourcing projects component of the tool. This allows for full and seamless real-time communication across the entire platform. With features like auto reminders, vendor syncing, Contract Word Search functions and many more, its one of the most robust/cost effective contract management solutions available.

In Bonfire Contracts, you can track all of your supplier agreements and documentation with the ability to add as many custom fields as you need in order to track on your agreements in support of your procurement strategies. Additionally, you can see all agreements in place per supplier from your Vendors Management page which lists all solicitations they were involved with along with all active agreements, and performance data.
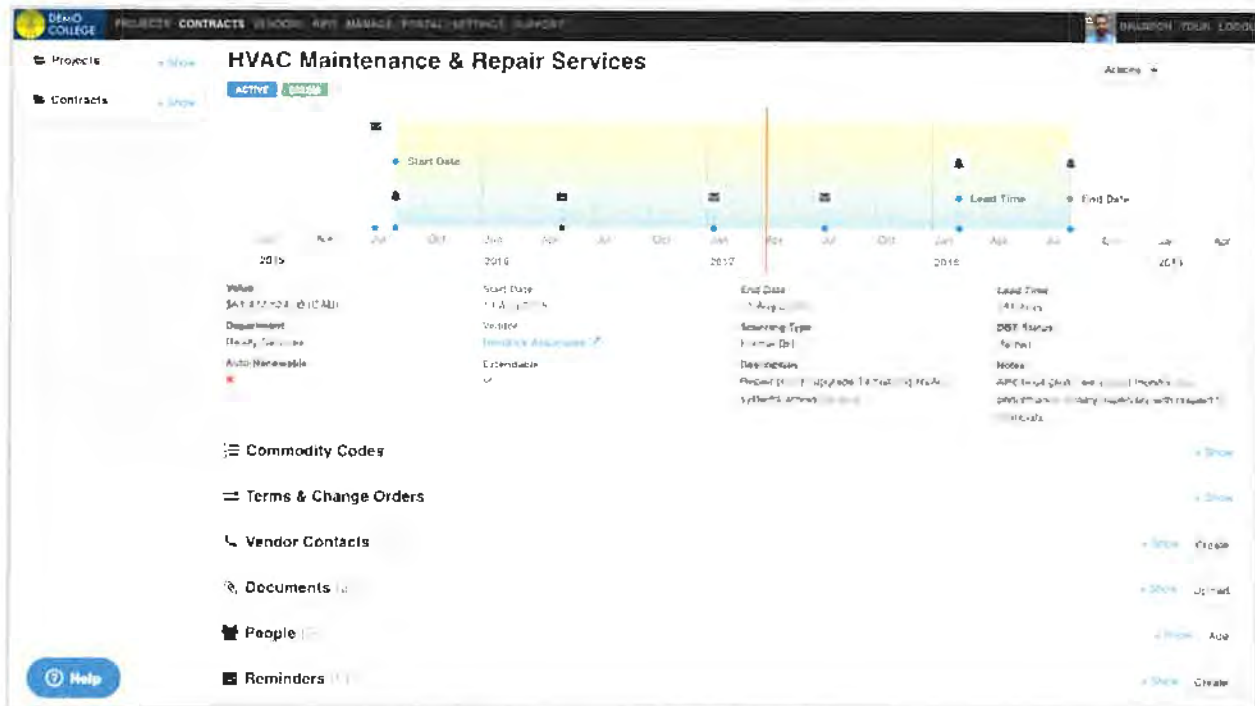
Figure 16. A view of a vendor contract in Bonfire Contract Management.

An organization can store as many documents and agreements as required in each contract. This allows organizations to upload and store with no limit. Bonfire contracts includes a comprehensive search function that gives organizations the ability to search agreements by a specific commodity group or by a specific supplier.

The contract owner in Bonfire can add as many members or administrators and allow permission as 'View' or 'Full Control'. In the 'View' permission, the added person only has access to oversee the details within the contract whereas a 'Full Control' administrator has access to actively make changes through the life cycle of the contract.

Contracts is a highly visual experience, making it easier for you to understand your contracts' status, what's coming up and what needs to get done - and when. Within a contract, you can view a timeline of all your major milestones, actions, lead times, terms/change orders, and reminders to help keep you on track.

Figure 17. The Contracts Management home page, showing KPIs, heat-mapped calendar view, and a list of active and past projects.

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Bonfire Contracts Management allows you to create 'what if' scenarios to proactively see what's coming so organizations do not miss important dates, reminders, needed actions or milestones. In early 2018, Bonfire developed new features (Tasks and Templates) within the Contract Management module in order to model standard contract processes (for example, tracking approvals and payments).

Vendor Performance

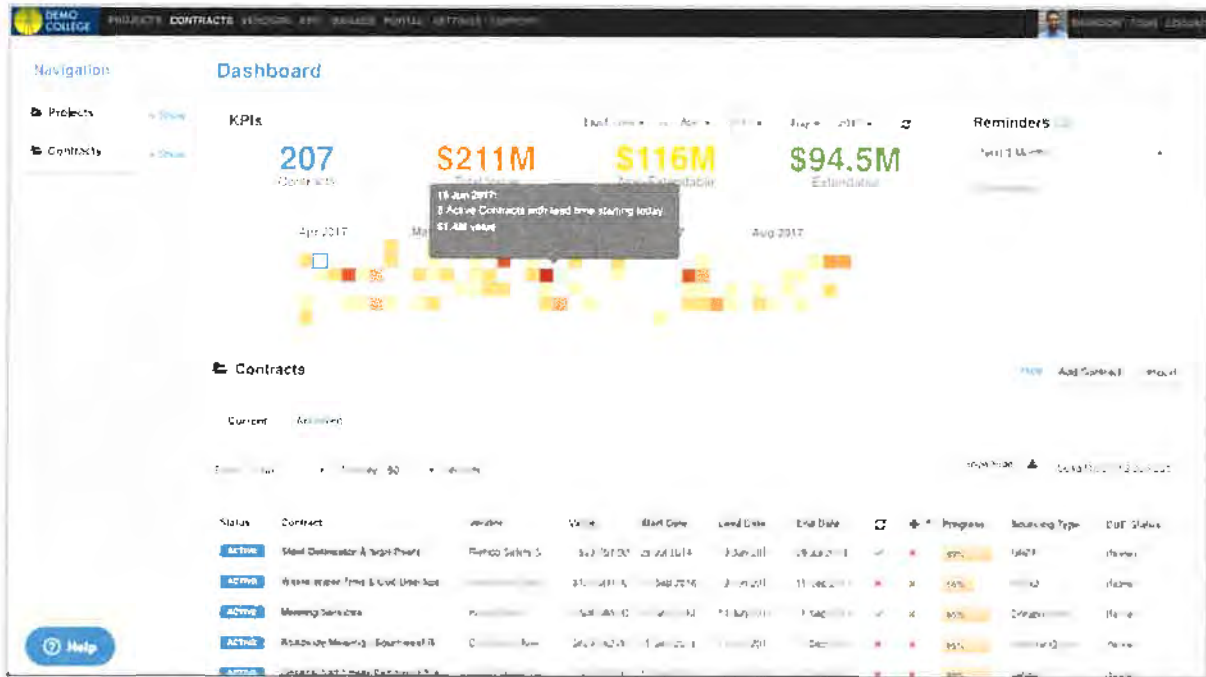Bonfire also includes a Vendor Performance Management module that fits in with the post-award side of Bonfire alongside Contract Management. With Vendor Performance, Public Agency procurement teams can track performance of vendors they are under contract with.

This information is stored in the "Vendors" section of Bonfire. Once a vendor registers with the Public Agencies portal, it is added to the vendor repository. Custom vendor performance surveys can be set for specific vendors. Users have the ability to determine who the respondents of these surveys are and the cadence that the survey goes out. The survey is very simple and yields high participation across the respondents. Only one click is needed. This fixes the problem that many public sector organizations face of not having enough vendor performance data to take action when necessary. On the Vendor Records page, users can see at-a-glance how their vendors are performing and any risks with their performance. From this page, vendor surveys can also be configured.

For each individual vendor, users can track all the performance data points coming in including all scores and comments over time. Users are able to track trends of vendor performance. Bonfire's vendor performance allows for more data regarding how a vendor is performing and links the process of supplier selection and managing contracts and vendors post-selection to ensure the best purchasing decisions are being made.

3.   Prospective Contractor(s) should provide descriptive information regarding what eProcurement or other ERP systems their solution can interface with. Provide information regarding the technical architecture of the interface, what software or other hardware is needed, etc.

Bonfire has a professional services team that is open to designing and developing a custom integration for State of Arkansas using either Rest API or Flat File, as Bonfire currently supports both. Tools can be integrated on a customer-by-customer basis, and require project planning, staffing, and pricing to be discussed during implementation. As Bonfire does not know what systems or tools with which the State would like to integrate, we can not provide any additional detail but would be more than happy to discuss options with the State should Bonfire be a selected vendor.

E.5   Security, Implementation, and Contracting (5 Points)

1.   Prospective Contractor(s) should provide descriptive information regarding security protocols for the data center and software solution. Include discussion oround intrusion detection, physicol security, system monitoring, malware/virus protection, disaster recovery, etc.

Please find the attached "Bonfire Security Overview" in the appendix which outlines all information regarding security protocols.

Bonfire can provide the latest SOC reports from AWS since Bonfire uses AWS for our solution. The SOC 3 report is available here: https://d1.awsstatic.com/whitepapers/compliance/AWS_SOC3.pdf SOC 1 and 2 reports require an NDA with AWS, Bonfire is unable to provide them directly. See https://aws.amazon.com/compliance/soc-faqs/ for further details.

2.   Prospective Contractor(s) should provide detailed information regarding the implementation process that would be utilized for any contracted Public Agency. Sample work plans and other descriptive information may be provided.

Bonfire

Bonfire develops custom implementation plans to reflect the scope and scale of every implementation undertaken. This plan takes into account the current processes and workflows of the State of Arkansas, as well as systems being used by the organization to ensure a smooth transition. Prior to the implementation kick-off, the organization's business processes are studied thoroughly by the implementation team and a training plan is put into place to ensure that new users are able to replicate their existing processes in Bonfire.

All Bonfire implementations are managed by an Implementation Lead who will guide the implementation project from inception to completion. The Implementation Lead acts as the main point of contact for all implementation activities and will personally be involved in every point of the implementation process.

The tasks involved in a Bonfire implementation typically fall into three main categories:

General Account Setup:
- Customization of Portal Feature Set
- Determining and Configuring the Departments on the Portal
- Determining and Assigning User Roles
- Customizing Vendor Registration Form

Training:
- General training session on the Listing / Evaluation platforms of Bonfire
- Specialized training on Bonfire's Advanced Evaluation Modules (Multi-Decision, Questionnaires, BidTables)
- Vendor Management & Insights Reports Training

Ramp-up:
- Review of RFx templates and changes required
- Assistance with the creation of the first project at each Department
- Implementation Debrief to Management for each Department

ooo Bonfire

Please note that many implementation activities will be completed concurrently to minimize the time required to complete onboarding. **Please see "Bonfire Implementation Plan" in the appendix for a more detailed outline of the process.**

3.   Prospective Contractor(s) should provide detailed information regarding the contracting process that would be utilized with a Public Agency. Please provide sample SOW's and other related documentation (i.e. SLA's, Terms and Conditions, Sample Agreements, etc.).

Bonfire acknowledges and accepts all information outlined by the State of Arkansas outlined in section 2.5 Contracting Process, section 2.6 Contracting, and section 2.7 QVL Administration.

Please see attachment "2019 Bonfire Terms & Conditions and SLA" for a detailed description of Bonfire's Terms & Conditions and SLA.

E.6   Fee Structure (5 Points)

1.   Prospective Contractor(s) should provide detailed information regarding the fee structure for use of the solution.   Please provide any fees that would be charged to vendors and/or a Public Agency (i.e. vendor registration fees, bid viewing fees, contract award fees, Public Agency annual fees, etc).   If the Prospective Contractor offers multiple fee structures, please provide information regarding all options.

The pricing model for the Bonfire platform is an extremely simple model to allow organizations to get started in the system. Bonfire has an annual recurring subscription fee that includes all necessary items such as unlimited sourcing events, on-going standard support, unlimited submissions, upgrades to purchased modules, and unlimited cloud storage. The annual subscription fee is typically based on the number of buyers, managers or platform administrators within an organization as all vendors, evaluators, observers, and drafters are cost free and unlimited in nature within the solution.

All standard Monday to Friday 8:00am - 8:00pm Eastern Time customer support is included within the annual subscription fee – this does not include premium 24 hour / 5 Day support.   All training, implementation and set-up will be administered through on-line webinar meetings and is unlimited in nature for a one-time fee of five thousand dollars ($5,000.00) per organization.

Bonfire stand annual subscription fees per license is $5,000.00 per user/year. Bonfire does offer volume discounting in addition to multi-year/term discounts. As the State's Senior Account Executive, Jason Witt will work with the State on a pricing structure that fits your needs.

Bonfire

Appendix

The following Appendix includes:
1. Proof of registration to conduct business in the State of Arkansas (re: Requirement 2.3A)
2. Insurance coverage (re: Requirement 2.3B)
3. Vendor number issued by the Office of State Procurement (re: Requirement 2.3C)
4. Bonfire Terms and Conditions (re: Requirement 2.3D and 2.3E)
5. Bonfire Security Overview
6. Bonfire Corporate Policies
7. Bonfire Implementation Plan
8. Bonfire Customer List - Public Sector

Bonfire

Appendix - Proof of Registration to conduct business in the State of Arkansas

- Section 2 - Requirements: 2.3 A. The Contractor(s) **shall** be licensed and registered to conduct business in the State of Arkansas. The Contractor(s) **shall** provide a copy of their business license and registration to OSP as requested throughout the term(s) of the resulting QVL.

Bonfire is submitting two forms of proof for RFQ Requirement 2.3A.
1. Please see Appendix item called: "Vendor number issued by the Office of State Procurement"
2. Bonfire is presenting the Company's W8 form enclosed on the following page. Note: Canadian-based companies are required to have a W8 when operating in the United States. Therefore, it is the Canadian equivalent of a W9 and serves as proof to conduct business in the US and, thus, State of Arkansas.

Form **W-8BEN-E**

(Rev. July 2017)
Department of the Treasury
Internal Revenue Service

Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities)

▶ For use by entities. Individuals must use Form W-8BEN. ▶ Section references are to the Internal Revenue Code.
▶ Go to *www.irs.gov/FormW8BENE* for instructions and the latest information.
▶ Give this form to the withholding agent or payer. Do not send to the IRS.

OMB No. 1545-1621

Do NOT use this form for: Instead use Form:

- U.S. entity or U.S. citizen or resident W-9
- A foreign individual . . . . W-8BEN (Individual) or Form 8233
- A foreign individual or entity claiming that income is effectively connected with the conduct of trade or business within the U.S. (unless claiming treaty benefits) W-8ECI
- A foreign partnership, a foreign simple trust, or a foreign grantor trust (unless claiming treaty benefits) (see instructions for exceptions) . . W-8IMY
- A foreign government, international organization, foreign central bank of issue, foreign tax-exempt organization, foreign private foundation, or government of a U.S. possession claiming that income is effectively connected U.S. income or that is claiming the applicability of section(s) 115(2), 501(c), 892, 895, or 1443(b) (unless claiming treaty benefits) (see instructions for other exceptions) . . . . W-8ECI or W-8EXP
- Any person acting as an intermediary (including a qualified intermediary acting as a qualified derivatives dealer) W-8IMY

Part I	Identification of Beneficial Owner

1 Name of organization that is the beneficial owner
BONFIRE INTERACTIVE LTD.

2 Country of incorporation or organization
CANADA

3 Name of disregarded entity receiving the payment (if applicable, see instructions)

4 Chapter 3 Status (entity type) (Must check one box only): ☑ Corporation ☐ Disregarded entity ☐ Partnership
☐ Simple trust ☐ Grantor trust ☐ Complex trust ☐ Estate ☐ Government
☐ Central Bank of Issue ☐ Tax-exempt organization ☐ Private foundation ☐ International organization

If you entered disregarded entity, partnership, simple trust, or grantor trust above, is the entity a hybrid making a treaty claim? If "Yes" complete Part III.   ☐ Yes ☐ No

5 Chapter 4 Status (FATCA status) (See instructions for details and complete the certification below for the entity's applicable status.)

☐ Nonparticipating FFI (including an FFI related to a Reporting IGA FFI other than a deemed-compliant FFI, participating FFI, or exempt beneficial owner).

☐ Participating FFI.

☐ Reporting Model 1 FFI.

☐ Reporting Model 2 FFI.

☐ Registered deemed-compliant FFI (other than a reporting Model 1 FFI, sponsored FFI, or nonreporting IGA FFI covered in Part XII). See instructions.

☐ Sponsored FFI. Complete Part IV.

☐ Certified deemed-compliant nonregistering local bank. Complete Part V.

☐ Certified deemed-compliant FFI with only low-value accounts. Complete Part VI.

☐ Certified deemed-compliant sponsored, closely held investment vehicle. Complete Part VII.

☐ Certified deemed-compliant limited life debt investment entity. Complete Part VIII.

☐ Certain investment entities that do not maintain financial accounts. Complete Part IX.

☐ Owner-documented FFI. Complete Part X.

☐ Restricted distributor. Complete Part XI.

☐ Nonreporting IGA FFI. Complete Part XII.

☐ Foreign government, government of a U.S. possession, or foreign central bank of issue. Complete Part XIII.

☐ International organization. Complete Part XIV.

☐ Exempt retirement plans. Complete Part XV.

☐ Entity wholly owned by exempt beneficial owners. Complete Part XVI.

☐ Territory financial institution. Complete Part XVII.

☐ Excepted nonfinancial group entity. Complete Part XVIII.

☐ Excepted nonfinancial start-up company. Complete Part XIX.

☐ Excepted nonfinancial entity in liquidation or bankruptcy. Complete Part XX.

☐ 501(c) organization. Complete Part XXI.

☐ Nonprofit organization. Complete Part XXII.

☐ Publicly traded NFFE or NFFE affiliate of a publicly traded corporation. Complete Part XXIII.

☐ Excepted territory NFFE. Complete Part XXIV.

☑ Active NFFE. Complete Part XXV.

☐ Passive NFFE. Complete Part XXVI.

☐ Excepted inter-affiliate FFI. Complete Part XXVII.

☐ Direct reporting NFFE.

☐ Sponsored direct reporting NFFE. Complete Part XXVIII.

☐ Account that is not a financial account.

6 Permanent residence address (street, apt. or suite no., or rural route). **Do not use a P.O. box or in-care-of address (other than a registered address).**
121 CHARLES ST. W., SUITE C429

City or town, state or province. Include postal code where appropriate.
KITCHENER, ONTARIO N2G 1H6

Country
CANADA

7 Mailing address (if different from above)

City or town, state or province. Include postal code where appropriate.

Country

8 U.S. taxpayer identification number (TIN), if required
98-1199600

9a GIIN

b Foreign TIN
82333 9080 RC0001

10 Reference number(s) (see instructions)

Note: Please complete remainder of the form including signing the form in Part XXX.

For Paperwork Reduction Act Notice, see separate instructions.   Cat. No. 59689N   Form **W-8BEN-E** (Rev. 7-2017)

Part II	Disregarded Entity or Branch Receiving Payment. (Complete only if a disregarded entity with a GIIN or a branch of an FFI in a country other than the FFI's country of residence. See instructions.)

11 Chapter 4 Status (FATCA status) of disregarded entity or branch receiving payment

☐ Branch treated as nonparticipating FFI. ☐ Reporting Model 1 FFI. ☐ U.S. Branch.

☐ Participating FFI. ☐ Reporting Model 2 FFI.

12 Address of disregarded entity or branch (street, apt. or suite no., or rural route). **Do not use a P.O. box or in-care-of address** (other than a registered address).

City or town, state or province. Include postal code where appropriate.

Country

13 GIIN (if any)

Part III	Claim of Tax Treaty Benefits (if applicable). (For chapter 3 purposes only.)

14 I certify that (check all that apply):

a ☑ The beneficial owner is a resident of _____**CANADA**_____ within the meaning of the income tax treaty between the United States and that country.

b ☑ The beneficial owner derives the item (or items) of income for which the treaty benefits are claimed, and, if applicable, meets the requirements of the treaty provision dealing with limitation on benefits. The following are types of limitation on benefits provisions that may be included in an applicable tax treaty (check only one; see instructions):

☐ Government ☑ Company that meets the ownership and base erosion test

☐ Tax exempt pension trust or pension fund ☐ Company that meets the derivative benefits test

☐ Other tax exempt organization ☐ Company with an item of income that meets active trade or business test

☐ Publicly traded corporation ☐ Favorable discretionary determination by the U.S. competent authority received

☐ Subsidiary of a publicly traded corporation ☐ Other (specify Article and paragraph): _____

c ☐ The beneficial owner is claiming treaty benefits for U.S. source dividends received from a foreign corporation or interest from a U.S. trade or business of a foreign corporation and meets qualified resident status (see instructions).

15 Special rates and conditions (if applicable—see instructions):

The beneficial owner is claiming the provisions of Article and paragraph _____**V & VII**_____

of the treaty identified on line 14a above to claim a _____**0** % rate of withholding on (specify type of income): **BUSINESS INCOME**

Explain the additional conditions in the Article the beneficial owner meets to be eligible for the rate of withholding: **The taxpayer is a qualified resident of Canada entitled to treaty benefits and has no permanent establishment in the U.S.A. As a result, business income is not subject to U.S.A. income or withholding tax.**

Part IV	Sponsored FFI

16 Name of sponsoring entity: _____

17 Check whichever box applies.

☐ I certify that the entity identified in Part I:

• Is an investment entity;

• Is not a QI, WP (except to the extent permitted in the withholding foreign partnership agreement), or WT; and

• Has agreed with the entity identified above (that is not a nonparticipating FFI) to act as the sponsoring entity for this entity.

☐ I certify that the entity identified in Part I:

• Is a controlled foreign corporation as defined in section 957(a);

• Is not a QI, WP, or WT;

• Is wholly owned, directly or indirectly, by the U.S. financial institution identified above that agrees to act as the sponsoring entity for this entity; **and**

• Shares a common electronic account system with the sponsoring entity (identified above) that enables the sponsoring entity to identify all account holders and payees of the entity and to access all account and customer information maintained by the entity including, but not limited to, customer identification information, customer documentation, account balance, and all payments made to account holders or payees.

Part V	**Certified Deemed-Compliant Nonregistering Local Bank**

18 ☐ I certify that the FFI identified in Part I:

• Operates and is licensed solely as a bank or credit union (or similar cooperative credit organization operated without profit) in its country of incorporation or organization;

• Engages primarily in the business of receiving deposits from and making loans to, with respect to a bank, retail customers unrelated to such bank and, with respect to a credit union or similar cooperative credit organization, members, provided that no member has a greater than 5% interest in such credit union or cooperative credit organization;

• Does not solicit account holders outside its country of organization;

• Has no fixed place of business outside such country (for this purpose, a fixed place of business does not include a location that is not advertised to the public and from which the FFI performs solely administrative support functions);

• Has no more than $175 million in assets on its balance sheet and, if it is a member of an expanded affiliated group, the group has no more than $500 million in total assets on its consolidated or combined balance sheets; **and**

• Does not have any member of its expanded affiliated group that is a foreign financial institution, other than a foreign financial institution that is incorporated or organized in the same country as the FFI identified in Part I and that meets the requirements set forth in this part.

Part VI	**Certified Deemed-Compliant FFI with Only Low-Value Accounts**

19 ☐ I certify that the FFI identified in Part I:

• Is not engaged primarily in the business of investing, reinvesting, or trading in securities, partnership interests, commodities, notional principal contracts, insurance or annuity contracts, or any interest (including a futures or forward contract or option) in such security, partnership interest, commodity, notional principal contract, insurance contract or annuity contract;

• No financial account maintained by the FFI or any member of its expanded affiliated group, if any, has a balance or value in excess of $50,000 (as determined after applying applicable account aggregation rules); **and**

• Neither the FFI nor the entire expanded affiliated group, if any, of the FFI, have more than $50 million in assets on its consolidated or combined balance sheet as of the end of its most recent accounting year.

Part VII	**Certified Deemed-Compliant Sponsored, Closely Held Investment Vehicle**

20 Name of sponsoring entity: _____

21 ☐ I certify that the entity identified in Part I:

• Is an FFI solely because it is an investment entity described in Regulations section 1.1471-5(e)(4);

• Is not a QI, WP, or WT;

• Will have all of its due diligence, withholding, and reporting responsibilities (determined as if the FFI were a participating FFI) fulfilled by the sponsoring entity identified on line 20; **and**

• 20 or fewer individuals own all of the debt and equity interests in the entity (disregarding debt interests owned by U.S. financial institutions, participating FFIs, registered deemed-compliant FFIs, and certified deemed-compliant FFIs and equity interests owned by an entity if that entity owns 100% of the equity interests in the FFI and is itself a sponsored FFI).

Part VIII	**Certified Deemed-Compliant Limited Life Debt Investment Entity**

22 ☐ I certify that the entity identified in Part I:

• Was in existence as of January 17, 2013;

• Issued all classes of its debt or equity interests to investors on or before January 17, 2013, pursuant to a trust indenture or similar agreement; **and**
• Is certified deemed-compliant because it satisfies the requirements to be treated as a limited life debt investment entity (such as the restrictions with respect to its assets and other requirements under Regulations section 1.1471-5(f)(2)(iv)).

Part IX	**Certain Investment Entities that Do Not Maintain Financial Accounts**

23 ☐ I certify that the entity identified in Part I:

• Is a financial institution solely because it is an investment entity described in Regulations section 1.1471-5(e)(4)(i)(A), **and**

• Does not maintain financial accounts.

Part X	**Owner-Documented FFI**

Note: This status only applies if the U.S. financial institution, participating FFI, or reporting Model 1 FFI to which this form is given has agreed that it will treat the FFI as an owner-documented FFI (see instructions for eligibility requirements). In addition, the FFI must make the certifications below.

24a ☐ (All owner-documented FFIs check here) I certify that the FFI identified in Part I:

• Does not act as an intermediary;

• Does not accept deposits in the ordinary course of a banking or similar business;

• Does not hold, as a substantial portion of its business, financial assets for the account of others;

• Is not an insurance company (or the holding company of an insurance company) that issues or is obligated to make payments with respect to a financial account;

• Is not owned by or in an expanded affiliated group with an entity that accepts deposits in the ordinary course of a banking or similar business, holds, as a substantial portion of its business, financial assets for the account of others, or is an insurance company (or the holding company of an insurance company) that issues or is obligated to make payments with respect to a financial account;

• Does not maintain a financial account for any nonparticipating FFI; **and**

• Does not have any specified U.S. persons that own an equity interest or debt interest (other than a debt interest that is not a financial account or that has a balance or value not exceeding $50,000) in the FFI other than those identified on the FFI owner reporting statement.

Part X	Owner-Documented FFI *(continued)*

Check box 24b or 24c, whichever applies.

b ☐ I certify that the FFI identified in Part I:

- Has provided, or will provide, an FFI owner reporting statement that contains:

    (i) The name, address, TIN (if any), chapter 4 status, and type of documentation provided (if required) of every individual and specified U.S. person that owns a direct or indirect equity interest in the owner-documented FFI (looking through all entities other than specified U.S. persons);

    (ii) The name, address, TIN (if any), and chapter 4 status of every individual and specified U.S. person that owns a debt interest in the owner-documented FFI (including any indirect debt interest, which includes debt interests in any entity that directly or indirectly owns the payee or any direct or indirect equity interest in a debt holder of the payee) that constitutes a financial account in excess of $50,000 (disregarding all such debt interests owned by participating FFIs, registered deemed-compliant FFIs, certified deemed-compliant FFIs, excepted NFFEs, exempt beneficial owners, or U.S. persons other than specified U.S. persons); **and**

    (iii) Any additional information the withholding agent requests in order to fulfill its obligations with respect to the entity.

- Has provided, or will provide, valid documentation meeting the requirements of Regulations section 1.1471-3(d)(6)(iii) for each person identified in the FFI owner reporting statement.

c ☐ I certify that the FFI identified in Part I has provided, or will provide, an auditor's letter, signed within 4 years of the date of payment, from an independent accounting firm or legal representative with a location in the United States stating that the firm or representative has reviewed the FFI's documentation with respect to all of its owners and debt holders identified in Regulations section 1.1471-3(d)(6)(iv)(A)(2), and that the FFI meets all the requirements to be an owner-documented FFI. The FFI identified in Part I has also provided, or will provide, an FFI owner reporting statement of its owners that are specified U.S. persons and Form(s) W-9, with applicable waivers.

Check box 24d if applicable (optional, see instructions).

d ☐ I certify that the entity identified on line 1 is a trust that does not have any contingent beneficiaries or designated classes with unidentified beneficiaries.

Part XI	Restricted Distributor

25a ☐ (All restricted distributors check here) I certify that the entity identified in Part I:

- Operates as a distributor with respect to debt or equity interests of the restricted fund with respect to which this form is furnished;

- Provides investment services to at least 30 customers unrelated to each other and less than half of its customers are related to each other;

- Is required to perform AML due diligence procedures under the anti-money laundering laws of its country of organization (which is an FATF-compliant jurisdiction);

- Operates solely in its country of incorporation or organization, has no fixed place of business outside of that country, and has the same country of incorporation or organization as all members of its affiliated group, if any;

- Does not solicit customers outside its country of incorporation or organization;

- Has no more than $175 million in total assets under management and no more than $7 million in gross revenue on its income statement for the most recent accounting year;

- Is not a member of an expanded affiliated group that has more than $500 million in total assets under management or more than $20 million in gross revenue for its most recent accounting year on a combined or consolidated income statement; **and**

- Does not distribute any debt or securities of the restricted fund to specified U.S. persons, passive NFFEs with one or more substantial U.S. owners, or nonparticipating FFIs.

Check box 25b or 25c, whichever applies.

I further certify that with respect to all sales of debt or equity interests in the restricted fund with respect to which this form is furnished that are made after December 31, 2011, the entity identified in Part I:

b ☐ Has been bound by a distribution agreement that contained a general prohibition on the sale of debt or securities to U.S. entities and U.S. resident individuals and is currently bound by a distribution agreement that contains a prohibition of the sale of debt or securities to any specified U.S. person, passive NFFE with one or more substantial U.S. owners, or nonparticipating FFI.

c ☐ Is currently bound by a distribution agreement that contains a prohibition on the sale of debt or securities to any specified U.S. person, passive NFFE with one or more substantial U.S. owners, or nonparticipating FFI and, for all sales made prior to the time that such a restriction was included in its distribution agreement, has reviewed all accounts related to such sales in accordance with the procedures identified in Regulations section 1.1471-4(c) applicable to preexisting accounts and has redeemed or retired any, or caused the restricted fund to transfer the securities to a distributor that is a participating FFI or reporting Model 1 FFI securities which were sold to specified U.S. persons, passive NFFEs with one or more substantial U.S. owners, or nonparticipating FFIs.

Part XII   Nonreporting IGA FFI

26 ☐ I certify that the entity identified in Part I:

• Meets the requirements to be considered a nonreporting financial institution pursuant to an applicable IGA between the United States and

_____ . The applicable IGA is a ☐ Model 1 IGA or a ☐ Model 2 IGA; and

is treated as a _____ under the provisions of the applicable IGA or Treasury regulations

(if applicable, see instructions);

• If you are a trustee documented trust or a sponsored entity, provide the name of the trustee or sponsor _____ .

The trustee is: ☐ U.S.   ☐ Foreign

Part XIII   Foreign Government, Government of a U.S. Possession, or Foreign Central Bank of Issue

27 ☐ I certify that the entity identified in Part I is the beneficial owner of the payment, and is not engaged in commercial financial activities of a type engaged in by an insurance company, custodial institution, or depository institution with respect to the payments, accounts, or obligations for which this form is submitted (except as permitted in Regulations section 1.1471-6(h)(2)).

Part XIV   International Organization

Check box 28a or 28b, whichever applies.

28a ☐ I certify that the entity identified in Part I is an international organization described in section 7701(a)(18).

b ☐ I certify that the entity identified in Part I:

• Is comprised primarily of foreign governments;

• Is recognized as an intergovernmental or supranational organization under a foreign law similar to the International Organizations Immunities Act or that has in effect a headquarters agreement with a foreign government;

• The benefit of the entity's income does not inure to any private person; **and**

• Is the beneficial owner of the payment and is not engaged in commercial financial activities of a type engaged in by an insurance company, custodial institution, or depository institution with respect to the payments, accounts, or obligations for which this form is submitted (except as permitted in Regulations section 1.1471-6(h)(2)).

Part XV   Exempt Retirement Plans

Check box 29a, b, c, d, e, or f, whichever applies.

29a ☐ I certify that the entity identified in Part I:

• Is established in a country with which the United States has an income tax treaty in force (see Part III if claiming treaty benefits);

• Is operated principally to administer or provide pension or retirement benefits; **and**

• Is entitled to treaty benefits on income that the fund derives from U.S. sources (or would be entitled to benefits if it derived any such income) as a resident of the other country which satisfies any applicable limitation on benefits requirement.

b ☐ I certify that the entity identified in Part I:

• Is organized for the provision of retirement, disability, or death benefits (or any combination thereof) to beneficiaries that are former employees of one or more employers in consideration for services rendered;

• No single beneficiary has a right to more than 5% of the FFI's assets;

• Is subject to government regulation and provides annual information reporting about its beneficiaries to the relevant tax authorities in the country in which the fund is established or operated; **and**

(i) Is generally exempt from tax on investment income under the laws of the country in which it is established or operates due to its status as a retirement or pension plan;

(ii) Receives at least 50% of its total contributions from sponsoring employers (disregarding transfers of assets from other plans described in this part, retirement and pension accounts described in an applicable Model 1 or Model 2 IGA, other retirement funds described in an applicable Model 1 or Model 2 IGA, or accounts described in Regulations section 1.1471-5(b)(2)(i)(A));

(iii) Either does not permit or penalizes distributions or withdrawals made before the occurrence of specified events related to retirement, disability, or death (except rollover distributions to accounts described in Regulations section 1.1471-5(b)(2)(i)(A) (referring to retirement and pension accounts), to retirement and pension accounts described in an applicable Model 1 or Model 2 IGA, or to other retirement funds described in this part or in an applicable Model 1 or Model 2 IGA); **or**

(iv) Limits contributions by employees to the fund by reference to earned income of the employee or may not exceed $50,000 annually.

c ☐ I certify that the entity identified in Part I:

• Is organized for the provision of retirement, disability, or death benefits (or any combination thereof) to beneficiaries that are former employees of one or more employers in consideration for services rendered;

• Has fewer than 50 participants;

• Is sponsored by one or more employers each of which is not an investment entity or passive NFFE;

• Employee and employer contributions to the fund (disregarding transfers of assets from other plans described in this part, retirement and pension accounts described in an applicable Model 1 or Model 2 IGA, or accounts described in Regulations section 1.1471-5(b)(2)(i)(A)) are limited by reference to earned income and compensation of the employee, respectively;

• Participants that are not residents of the country in which the fund is established or operated are not entitled to more than 20% of the fund's assets; **and**

• Is subject to government regulation and provides annual information reporting about its beneficiaries to the relevant tax authorities in the country in which the fund is established or operates.

Part XV	**Exempt Retirement Plans** *(continued)*

d ☐ I certify that the entity identified in Part I is formed pursuant to a pension plan that would meet the requirements of section 401(a), other than the requirement that the plan be funded by a trust created or organized in the United States.

e ☐ I certify that the entity identified in Part I is established exclusively to earn income for the benefit of one or more retirement funds described in this part or in an applicable Model 1 or Model 2 IGA, or accounts described in Regulations section 1.1471-5(b)(2)(i)(A) (referring to retirement and pension accounts), or retirement and pension accounts described in an applicable Model 1 or Model 2 IGA.

f ☐ I certify that the entity identified in Part I:

• Is established and sponsored by a foreign government, international organization, central bank of issue, or government of a U.S. possession (each as defined in Regulations section 1.1471-6) or an exempt beneficial owner described in an applicable Model 1 or Model 2 IGA to provide retirement, disability, or death benefits to beneficiaries or participants that are current or former employees of the sponsor (or persons designated by such employees); **or**

• Is established and sponsored by a foreign government, international organization, central bank of issue, or government of a U.S. possession (each as defined in Regulations section 1.1471-6) or an exempt beneficial owner described in an applicable Model 1 or Model 2 IGA to provide retirement, disability, or death benefits to beneficiaries or participants that are not current or former employees of such sponsor, but are in consideration of personal services performed for the sponsor.

Part XVI	**Entity Wholly Owned by Exempt Beneficial Owners**

30 ☐ I certify that the entity identified in Part I:

• Is an FFI solely because it is an investment entity;

• Each direct holder of an equity interest in the investment entity is an exempt beneficial owner described in Regulations section 1.1471-6 or in an applicable Model 1 or Model 2 IGA;

• Each direct holder of a debt interest in the investment entity is either a depository institution (with respect to a loan made to such entity) or an exempt beneficial owner described in Regulations section 1.1471-6 or an applicable Model 1 or Model 2 IGA.

• Has provided an owner reporting statement that contains the name, address, TIN (if any), chapter 4 status, and a description of the type of documentation provided to the withholding agent for every person that owns a debt interest constituting a financial account or direct equity interest in the entity; **and**

• Has provided documentation establishing that every owner of the entity is an entity described in Regulations section 1.1471-6(b), (c), (d), (e), (f) and/or (g) without regard to whether such owners are beneficial owners.

Part XVII	**Territory Financial Institution**

31 ☐ I certify that the entity identified in Part I is a financial institution (other than an investment entity) that is incorporated or organized under the laws of a possession of the United States.

Part XVIII	**Excepted Nonfinancial Group Entity**

32 ☐ I certify that the entity identified in Part I:

• Is a holding company, treasury center, or captive finance company and substantially all of the entity's activities are functions described in Regulations section 1.1471-5(e)(5)(i)(C) through (E);

• Is a member of a nonfinancial group described in Regulations section 1.1471-5(e)(5)(i)(B);

• Is not a depository or custodial institution (other than for members of the entity's expanded affiliated group); **and**

• Does not function (or hold itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle with an investment strategy to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes.

Part XIX	**Excepted Nonfinancial Start-Up Company**

33 ☐ I certify that the entity identified in Part I:

• Was formed on (or, in the case of a new line of business, the date of board resolution approving the new line of business) _____ (date must be less than 24 months prior to date of payment);

• Is not yet operating a business and has no prior operating history or is investing capital in assets with the intent to operate a new line of business other than that of a financial institution or passive NFFE;

• Is investing capital into assets with the intent to operate a business other than that of a financial institution; **and**

• Does not function (or hold itself out) as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes.

Part XX	**Excepted Nonfinancial Entity in Liquidation or Bankruptcy**

34 ☐ I certify that the entity identified in Part I:

• Filed a plan of liquidation, filed a plan of reorganization, or filed for bankruptcy on _____ ;

• During the past 5 years has not been engaged in business as a financial institution or acted as a passive NFFE;

• Is either liquidating or emerging from a reorganization or bankruptcy with the intent to continue or recommence operations as a nonfinancial entity; **and**

• Has, or will provide, documentary evidence such as a bankruptcy filing or other public documentation that supports its claim if it remains in bankruptcy or liquidation for more than 3 years.

Part XXI	501(c) Organization

35 ☐ I certify that the entity identified in Part I is a 501(c) organization that:

• Has been issued a determination letter from the IRS that is currently in effect concluding that the payee is a section 501(c) organization that is dated _____ ; or

• Has provided a copy of an opinion from U.S. counsel certifying that the payee is a section 501(c) organization (without regard to whether the payee is a foreign private foundation).

Part XXII	Nonprofit Organization

36 ☐ I certify that the entity identified in Part I is a nonprofit organization that meets the following requirements.

• The entity is established and maintained in its country of residence exclusively for religious, charitable, scientific, artistic, cultural or educational purposes;

• The entity is exempt from income tax in its country of residence;

• The entity has no shareholders or members who have a proprietary or beneficial interest in its income or assets;

• Neither the applicable laws of the entity's country of residence nor the entity's formation documents permit any income or assets of the entity to be distributed to, or applied for the benefit of, a private person or noncharitable entity other than pursuant to the conduct of the entity's charitable activities or as payment of reasonable compensation for services rendered or payment representing the fair market value of property which the entity has purchased; and

• The applicable laws of the entity's country of residence or the entity's formation documents require that, upon the entity's liquidation or dissolution, all of its assets be distributed to an entity that is a foreign government, an integral part of a foreign government, a controlled entity of a foreign government, or another organization that is described in this part or escheats to the government of the entity's country of residence or any political subdivision thereof.

Part XXIII	Publicly Traded NFFE or NFFE Affiliate of a Publicly Traded Corporation

Check box 37a or 37b, whichever applies.

37a ☐ I certify that:

• The entity identified in Part I is a foreign corporation that is not a financial institution; **and**

• The stock of such corporation is regularly traded on one or more established securities markets, including _____ (name one securities exchange upon which the stock is regularly traded).

b ☐ I certify that:

• The entity identified in Part I is a foreign corporation that is not a financial institution;

• The entity identified in Part I is a member of the same expanded affiliated group as an entity the stock of which is regularly traded on an established securities market;

• The name of the entity, the stock of which is regularly traded on an established securities market, is _____ ; and

• The name of the securities market on which the stock is regularly traded is _____ .

Part XXIV	Excepted Territory NFFE

38 ☐ I certify that:

• The entity identified in Part I is an entity that is organized in a possession of the United States;

• The entity identified in Part I:

  (i)   Does not accept deposits in the ordinary course of a banking or similar business;

  (ii) Does not hold, as a substantial portion of its business, financial assets for the account of others; **or**

  (iii) Is not an insurance company (or the holding company of an insurance company) that issues or is obligated to make payments with respect to a financial account; **and**

• All of the owners of the entity identified in Part I are bona fide residents of the possession in which the NFFE is organized or incorporated.

Part XXV	Active NFFE

39 ☑ I certify that:

• The entity identified in Part I is a foreign entity that is not a financial institution;

• Less than 50% of such entity's gross income for the preceding calendar year is passive income; **and**

• Less than 50% of the assets held by such entity are assets that produce or are held for the production of passive income (calculated as a weighted average of the percentage of passive assets measured quarterly) (see instructions for the definition of passive income).

Part XXVI	Passive NFFE

40a ☐ I certify that the entity identified in Part I is a foreign entity that is not a financial institution (other than an investment entity organized in a possession of the United States) and is not certifying its status as a publicly traded NFFE (or affiliate), excepted territory NFFE, active NFFE, direct reporting NFFE, or sponsored direct reporting NFFE.

Check box 40b or 40c, whichever applies.

b ☐ I further certify that the entity identified in Part I has no substantial U.S. owners (or, if applicable, no controlling U.S. persons); **or**

c ☐ I further certify that the entity identified in Part I has provided the name, address, and TIN of each substantial U.S. owner (or, if applicable, controlling U.S. person) of the NFFE in Part XXIX.

| **Part XXVII** | **Excepted Inter-Affiliate FFI** |

41 ☐ I certify that the entity identified in Part I:

- Is a member of an expanded affiliated group;

- Does not maintain financial accounts (other than accounts maintained for members of its expanded affiliated group);

- Does not make withholdable payments to any person other than to members of its expanded affiliated group;

- Does not hold an account (other than depository accounts in the country in which the entity is operating to pay for expenses) with or receive payments from any withholding agent other than a member of its expanded affiliated group; and

- Has not agreed to report under Regulations section 1.1471-4(d)(2)(ii)(C) or otherwise act as an agent for chapter 4 purposes on behalf of any financial institution, including a member of its expanded affiliated group.

| **Part XXVIII** | **Sponsored Direct Reporting NFFE** (see instructions for when this is permitted) |

42 Name of sponsoring entity: _____

43 ☐ I certify that the entity identified in Part I is a direct reporting NFFE that is sponsored by the entity identified on line 42.

| **Part XXIX** | **Substantial U.S. Owners of Passive NFFE** |

As required by Part XXVI, provide the name, address, and TIN of each substantial U.S. owner of the NFFE. Please see the instructions for a definition of substantial U.S. owner. If providing the form to an FFI treated as a reporting Model 1 FFI or reporting Model 2 FFI, an NFFE may also use this part for reporting its controlling U.S. persons under an applicable IGA.

Name	Address	TIN

| **Part XXX** | **Certification** |

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- The entity identified on line 1 of this form is the beneficial owner of all the income to which this form relates, is using this form to certify its status for chapter 4 purposes, or is a merchant submitting this form for purposes of section 6050W;

- The entity identified on line 1 of this form is not a U.S. person;

- The income to which this form relates is: (a) not effectively connected with the conduct of a trade or business in the United States, (b) effectively connected but is not subject to tax under an income tax treaty, or (c) the partner's share of a partnership's effectively connected income; and

- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which the entity on line 1 is the beneficial owner or any withholding agent that can disburse or make payments of the income of which the entity on line 1 is the beneficial owner.

I agree that I will submit a new form within 30 days if any certification on this form becomes incorrect.

Sign Here ▶

Signature of individual authorized to sign for beneficial owner	**ANDREW WILGAR**	10-18-2017
	Print Name	Date (MM-DD-YYYY)

☑ **I certify that I have the capacity to sign for the entity identified on line 1 of this form.**

Appendix - Insurance Coverage

- Section 2 - Requirements: 2.3 B. The Contractor(s) shall have the following insurance coverages in full force and effect at the time of QVL issuance. The Contractor(s) shall acquire insurance from insurance carriers licensed to issue insurance coverage in the State of Arkansas. If requested, prior to award of any contract resulting from this QVL, the Contractor shall name the Public Agency as an additional insured and shall supply Certificates of Insurance or other appropriate evidence of insurance coverage to the Public Agency, or OSP.

CERTIFICATE OF INSURANCE

BROKER

Cowan

Cowan Insurance Group Ltd.
705 Fountain Street North
PO Box 1510
Cambridge, ON N1R 5T2
Colleen O'Connor
PHONE: 519-650-6360 FAX: 519-650-6366

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend,extend or alter the coverage afforded by the policies below.

Company A	Berkley Insurance Company
Company B	
Company C	
Company D	
Company E	

INSURED'S FULL NAME AND MAILING ADDRESS
Bonfire Interactive Ltd.
C/O The Digital Media Hub
121 Charles St. W Suite C429
Kitchener, ON N2G 1H6
Canada

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, not withstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
COMMERCIAL GENERAL LIABILITY	A	BC02293	12/07/2018	12/07/2019	EACH OCCURRENCE	$	5,000,000
☐ CLAIMS MADE					GENERAL AGGREGATE	$	5,000,000
☒ OCCURRENCE					PRODUCTS - COMP/OP AGGREGATE	$	5,000,000
☒ PRODUCTS AND/OR COMPLETED OPERATIONS					PERSONAL INJURY	$	5,000,000
☒ PERSONAL INJURY					EMPLOYER'S LIABILITY	$	2,000,000
☒ EMPLOYER'S LIABILITY					TENANT'S LEGAL LIABILITY	$	500,000
☒ TENANT'S LEGAL LIABILITY					NON-OWNED AUTOMOBILE	$	2,000,000
☒ NON-OWNED AUTOMOBILE					HIRED AUTOMOBILE	$	50,000
☒ HIRED AUTOMOBILE							
AUTOMOBILE LIABILITY					BODILY INJURY PROPERTY DAMAGE COMBINED	$	
☐ DESCRIBED AUTOMOBILES							
☐ ALL OWNED AUTOMOBILES					BODILY INJURY (Per person)	$	
☐ LEASED AUTOMOBILES **					BODILY INJURY (Per accident)	$	
☐ GARAGE LIABILITY							
☐ **ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE					PROPERTY DAMAGE	$	
EXCESS LIABILITY					EACH OCCURRENCE	$	
☐ UMBRELLA FORM							
☐ OTHER THAN UMBRELLA FORM					AGGREGATE	$	
OTHER (SPECIFY) Errors & Omissions	A	BC02293	12/07/2018	12/07/2019	Professional Services Liab.	$	4,000,000
					Electronic Medial Liability	$	4,000,000
					Network Security	$	4,000,000
					& Privacy Breach	$	
						$	

DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS/ ADDITIONAL INSURED
Purchasing Tool Application

CERTIFICATE HOLDER

State of Arkansas
Office of State Procurement
1509 West 7th Street, Room 300
Little Rock, AR 72201-4222

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF THE ISSUING COMPANY WILL ENDEAVOUR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMEO TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES

AUTHORIZED REPRESENTATIVE

Per:
Page 1 of 1

Bonfire

Addenda - Vendor number issued by the Office of State Procurement

- Section 2 - Requirements: 2.3 C. The Contractor(s) **shall** have a vendor number issued by the Office of State Procurement prior to issuance of a QVL. Prospective Contractors may obtain a vendor number by registering as a vendor with the State of Arkansas.

Below is email correspondence from the State of Arkansas confirming Bonfire's vendor number:

---------- Forwarded message ---------
From: **Traci LaBeff** <Traci.LaBeff@dfa.arkansas.gov>
Date: Fri, Jun 14, 2019 at 10:06 AM
Subject: Vendor Number Enclosed
To: jwitt@gobonfire.com <jwitt@gobonfire.com>, sales@gobonfire.com <sales@gobonfire.com>

Good Morning,

Below is the vendor number you requested, please let me know if you have any questions.

BONFIRE INTERACTIVE LTD - 100236620

Thank you,

Traci LaBeff
DFA Service Representative
Office of State Procurement
1509 W. 7th Street Rm 300
Little Rock, AR 72201
Phone: 501-371-6072
Fax: 501-324-9311

The mission of the Office of State Procurement is to serve the citizens of Arkansas by ethically, efficiently and transparently procuring quality commodities and services for the State of Arkansas.

Thank you. Your payment is complete.
Your account will be charged by Arkansas GovPay - Arkansas Government Services.

Thank you for registering as a vendor with the State of Arkansas.

You will soon receive a copy of the information you submitted via e-mail. You may change your information by returning to this site and accessing the "My Business Information" section.

This application must first be reviewed and approved by the Office of State Procurement. Changes will not be immediately available. You will be notified upon approval or rejection of application via email. For questions regarding the approval of your application, please contact the Office of State Procurement at (501)324-9316.

You will be notified by the Office of State Procurement when bidding opportunities for the goods you selected are available. The Office of State Procurement is unable to guarantee that you will receive copies of all bids for the commodities listed on your vendor registration form. To ensure that you are aware of those bids we strongly encourage you to view the vendor bid information at www.dfa.arkansas.gov/offices/procurement. If you have any questions about your vendor registration, please contact OSP by e-mail.

Payment Summary

Amount Paid:	$25.00
Arkansas.gov Total:	$25.00
Payment Status:	Complete
Order Date/Time:	06/11/2019 09:35 AM
Confirmation Number (Order Id):	20190611093102945
Name on card:	Heather Hennessy
Email Address:	payables@gobonfire.com
Phone Number:	800-354-8010
Billing Address:	121 Charles St. W #C429 Kitchener, ON N2G 1H6, CANADA

Bonfire

Appendix - Vendor number issued by the Office of State Procurement

- Section 2 - Requirements: 2.3 C. The Contractor(s) **shall** have a vendor number issued by the Office of State Procurement prior to issuance of a QVL. Prospective Contractors may obtain a vendor number by registering as a vendor with the State of Arkansas.

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BONFIRE INTERACTIVE LTD - 100236620

Thank you,

Traci LaBeff
DFA Service Representative
Office of State Procurement
1509 W. 7th Street Rm 300
Little Rock, AR 72201
Phone: 501-371-6072
Fax: 501-324-9311

The mission of the Office of State Procurement is to serve the citizens of Arkansas by ethically, efficiently and transparently procuring quality commodities and services for the State of Arkansas.

Bonfire

Appendix - Bonfire Terms and Conditions

- Section 2 - Requirements: 2.3 D. The Contractor shall ensure any data or information received from the Public Agency must be used solely for the purpose of this contract and not shared, reused, sold or disseminated to any other party or entity without the express written consent of the Public Agency.
    - To address this point specifically, Bonfire would like to call your attention to the following section in Bonfire's standard Terms and Conditions:
    "7.2 Customer Data. "Customer Data" means any data, information or other materials of any nature recorded in any form whatsoever, disclosed or provided to Bonfire by the Customer and by the Users in the course of using the Platform Services, including all information generated by the Users' use of the Platform Services. The Customer retains all right, title and interest in and to all Customer Data. The Customer Data shall be deemed to be Confidential Information (as defined below) of the Customer, and Bonfire will restrict access to Customer's Confidential Information to those Bonfire employees, consultants and/or subcontractors who have a need to access the Customer Data in order to provide the Platform Services and Support and have agreed to be bound by the confidentiality provisions outlined herein. The Customer agrees that it is solely and exclusively responsible for the collection, accuracy, currency, quality, legality, completeness and use of Customer Data that is stored on the System, disclosed to or used by Customer or Users in connection with the Platform Services, and for compliance with all applicable laws and regulations in the appropriate jurisdiction, including without limitation with respect to privacy, non-disclosure and confidentiality."

- Section 2 - Requirements: 2.3 E. The Public Agency shall retain sole ownership, right, title and interest to all data stored in the Contractor solution. At the end of the contract the Contractor shall transfer 100% of Public Agency owned data back to the Agency or to another contractor at the request of the Public Agency. At the end of the contract and after confirmed transfer of 100% of Public Agency owned data back to the Agency or their designee, the Contractor shall destroy all copies of the Public Agency owned data the Contractor possesses.

Section 7 of Bonfire's standard Terms and Conditions is included below to address section 2.3 D and E of the State of Arkansas RFQ requirements:

7. OWNERSHIP AND CONFIDENTIALITY.

7.1 Intellectual Property. The Customer acknowledges and agrees that the Platform Services, and all intellectual property rights therein (including without limitation, copyrights, patents, trade secrets, trademarks, moral rights and other intellectual property rights, in and to the Platform Services, and all modifications, changes, enhancements, or additions thereto (whether initiated by the Customer or otherwise), and all intellectual property rights relating to the provision of Support in respect of the Platform Services (collectively, "**Bonfire IP**"), are owned or licensed by Bonfire. Except for the License granted hereunder, nothing in this

Agreement gives the Customer any right, title or interest in, to or under any of the Bonfire IP, and to the extent the Customer acquires rights in the Bonfire IP, Customer assigns such rights to Bonfire and waives any moral rights it may have in the Bonfire IP to and in favour of Bonfire. All Bonfire IP shall be deemed to be Confidential Information (as defined below), and the Customer shall be bound by all confidentiality provisions.

7.2 **Customer Data.** "**Customer Data**" means any data, information or other materials of any nature recorded in any form whatsoever, disclosed or provided to Bonfire by the Customer and by the Users in the course of using the Platform Services, including all information generated by the Users' use of the Platform Services. The Customer retains all right, title and interest in and to all Customer Data. The Customer Data shall be deemed to be Confidential Information (as defined below) of the Customer, and Bonfire will restrict access to Customer's Confidential Information to those Bonfire employees, consultants and/or subcontractors who have a need to access the Customer Data in order to provide the Platform Services and Support and have agreed to be bound by the confidentiality provisions outlined herein. The Customer agrees that it is solely and exclusively responsible for the collection, accuracy, currency, quality, legality, completeness and use of Customer Data that is stored on the System, disclosed to or used by Customer or Users in connection with the Platform Services, and for compliance with all applicable laws and regulations in the appropriate jurisdiction, including without limitation with respect to privacy, non-disclosure and confidentiality.

7.3 **Bonfire Access and Use.** Bonfire shall have the right, in its sole discretion, to access the Customer's Account from time to time, for purposes of Support, administration, anonymized data aggregation, invoicing and to inspect the Customer's utilization of the Platform Services so as to ensure Customer's compliance with the provisions of this Agreement.

7.4 **Bonfire Press Release.** Customer agrees that Bonfire may issue a press release identifying Customer as a Bonfire customer and describing Customer's utilization and the benefits that Customer receives from use of Bonfire's services, subject to the Customer's prior review and approval of same.

7.5 **Confidential Information.** As used herein, "**Confidential Information**" means all confidential and proprietary information of a party that is disclosed to the other party pursuant to this Agreement, and includes without limitation all Passwords, Customer Account information, Customer Data, Bonfire IP, and the terms and conditions of this Agreement. Each party agrees to keep all Confidential Information disclosed to it by the other party strictly confidential, in the same manner as it protects the confidentiality of its own information and data (at all times exercising at least a reasonable degree of care in the protection of the Confidential Information). Confidential Information shall not include information which: (a) is known publicly; (b) is generally known in the industry before disclosure; (c) has become known publicly, without fault of a party, subsequent to disclosure

by the other party; or (d) has been otherwise lawfully known or received by a party. This section will not be construed to prohibit the disclosure of Confidential Information if required by law or order of the court or other governmental authority, provided that a party shall give the other party prompt notice of such request, so that the other party has a reasonable time to attempt to limit or prevent such disclosure. Upon termination of this Agreement, all copies of all Confidential Information shall be either returned to the applicable party or destroyed, at the discretion and written direction of the other party.

Bonfire

Appendix - Bonfire Security Overview

Some answers in the technical questionnaire relates to the Bonfire security document/overview. Please see the following document for further explanation.

BONFIRE SECURITY OVERVIEW

Our Commitment

Bonfire has been trusted with $10's of billions purchasing decisions to date by a range of public and private organizations in Canada, the USA, and internationally. Our top priority has been ensuring a safe, private, and performant cloud / SaaS product. This priority remains unchanged while we expand our client base and product functionality now and in the future.

We recognize the sensitive and mission-critical nature inherent in our clients' use of Bonfire, and have implemented specific policies and practices that govern our infrastructure and activities. A summary of our security and stability practices can be found in the section below.

Our Practices

The table below is a summarization of the major security and stability practices at Bonfire. Also refer to the attached Policies.

Commitment	Practices
We protect your data	*Encrypted data transmission and storage* Data transmission only occurs over 256-bit SSL encrypted connections; Bonfire servers are configured to switch any unencrypted requests over to an encrypted connection. The data is stored in an encrypted state upon arriving on the servers. *Multiple redundancies* All data entered into Bonfire is regularly backed-up to physically external backup systems with multiple redundancies. Documents are backed-up instantly upon upload; database data is backed-up hourly. *Robust session management* Bonfire manages user sessions and utilizes a role-based permission system to enforce security. *Network-based security and monitoring* Traffic to Bonfire's server first pass through a network security layer that inspects the traffic for common attacks, blocking suspected attackers and providing notifications to our technical team. *User permission checks*

| | Each page view and action in Bonfire checks a user's permissions in order to make sure they are allowed to view / act in the manner attempted.

User passwords hashed
User passwords in Bonfire are hashed and stored using Bcrypt, an algorithm highly resistant to high-speed brute force attacks. At no time are any passwords stored in plain text in the application.

Physical security practices
Our datacenters are chosen to adhere to our requirements (see below). No servers are located in Bonfire offices.

Strict Network Security
Our production networks use security best practices including network isolation, private subnets and least privilege firewalls. |
|---|---|
| **We regularly update our infrastructure** | We regularly monitor our technology stack for issued patches/updates, and update our systems accordingly. Minor updates and security patches are applied automatically. |
| **We have fail-over systems in place and tested** | In the unlikely but possible event that our systems become unavailable users shown a page with instructions to contact Support by Email or Phone. Clients are contacted in accordance with our Support & Incident Management Policy. |
| **We provide guaranteed exports of data** | Bonfire does not own the data input into the tool; the organization remains full legal owner of the data, as stipulated in the Order Form Terms and Conditions. In that light, Bonfire provides numerous ways an organization can export their data including (1) mechanisms to download the supplier files, scoring summaries, and other project **data** at any time from within the tool, and (2) the guarantee that we will provide a mass data export (to DVD or hard drive) in the event that an organization ceases using Bonfire (upon request). |
| **We continually monitor system for errors and performance** | We continually monitor our application and infrastructure load and performance. In the event of an application error, our technical team is notified automatically (both for server-generated errors and client-generated errors [e.g. JavaScript errors]). Logs are processed using a centralized log management system. |

Bonfire Security Policies

Bonfire has a number of security policies to provide additional details in specific areas. Please refer to the table below.

Policy	Version	Commitment
Backup	0.0.1	We commit to a robust set of back up practices.
Communication Standards	0.0.4	We adhere to strict standards on communication response times.
Data Centre Supplier Requirements	0.0.2	We only choose compliant datacenters. Note that the storage of your data occurs at a site appropriate to your location: Canadian organizations' data is stored in Canada, USA organizations' data stored in USA, European/Asian organizations' data stored in the EU. This is specified on your Order Form.
Data Destruction	0.0.3	We abide by a defined Data Destruction Policy.
Data Encryption	0.0.1	We Encrypt your data in transit and at rest.
Email	0.0.2	Our commitment to the security of your data extends to the use of email.
EU GDPR Policy	0.0.1	We comply with the European General Data Protection Regulation.
Internal Data Access	0.0.1	We enforce specific Internal Data Access Policies.
Physical Security	0.0.2	We treat physical security seriously and abide by a Physical Security Policy.
Redundancy and Fault Tolerance	0.0.1	We implement multiple strategies to ensure our services and your data is available.
Risk Management	0.0.1	We actively manage risk.
Security Overview	3.1.6	(This policy)
Support & Incident Management	0.0.3	We abide by a defined Support & Incident Policy.

If you'd like more detailed information about our security and stability practices, please either submit a Support Request from within Bonfire or contact us at Support@GoBonfire.com with your question or comment.

BONFIRE BACKUP POLICY

Confidential | A Summary of Bonfire's Data Backup Practices

Table of Contents

Introduction

This document provides an overview on Bonfire's policies and processes regarding the back up of data.

Data Types

Database

Databases are backed up via two mechanisms; the first is real time replication to a secondary database (under a master-slave configuration) in a geographically distinct location, the second is a periodic dump of the database.

Documents and Files

Upon upload, all documents and files are immediately placed in multiple redundancy storage.

Backup Frequency

The frequency of data backup depends on the data type.

Data Type	Frequency	Retention
Database – replication	Continuous	Permanent
Database – dump	Hourly, Daily, Weekly, Monthly	Rolling – keep last dump for each frequency
Documents and Files	Continuous	Permanent

Redundancy

All backup data is stored in a separate location from its source. Backup data is stored in a geographically redundant nature, meaning that multiple copies of the backup data are stored in distinct locations to safeguard against storage failure including facility wide failure.

Communication Standards Policy

Confidential | Standards for communication with customers

Table of Contents

Purpose of Document

The purpose of this document is to define communication standards which Bonfire will commit to. These standards are referred to in other policy documents, which describe which standards will be met under different scenarios.

Definitions

Core Business Hours

Core business hours are 8:00 a.m. to 8:00 p.m. EST/EDT (UTC-5, UTC-4 during daylight savings), Monday through Friday. All durations in this document are in business hours/days.

Holidays

Pubic holidays are not considered a part of core business hours. Such holidays are not included in any durations in this document.

Incident Response Standards

The following standards apply to the response to and handling of incidents impacting customers.

Level		Incident A	Incident B	Incident C
Response Within	Initial Response	1 hour	1 hour	1 hour
	Start Work	2 hours	4 hours	1 day
	Resolution	2 days	3 days	4 days
Compliance Target		100%	100%	100%
Communication Methods		Email to the primary contact notifying of the incident and process to resolve. Phone available for follow up communication.		
		Email and phone to primary contact for Organizations with opportunities closing within 3 days. Organizations will be contacted in order of project close date (most immediate close date first).		

Event Notification

The following standards apply to notification of events that have happened or will happen.

Level	Planned A	Planned B	Planned C	Unplanned A
Response	1 week prior	3 days prior	1 day prior	3 days after
Compliance Target	100%	100%	100%	100%

Communication Methods	Email to the primary contact notifying of the event.
	Phone available for follow up communication.

Data Centre Supplier Requirements Policy

Confidential | Policy and Guidelines for Data Centers

Table of Contents

Introduction

This document details Bonfire's minimum requirements for use of third-party data centers in the delivery of its software and services. The document serves as (1) an internal guide for Bonfire staff in choosing appropriate data center suppliers, and (2) an assurance to Bonfire's customers and partners that appropriate data center suppliers are utilized in the delivery of its software.

Minimum Requirements

The following requirements are the Minimum Performance Levels (MPLs) acceptable for a data center to be approved for use in Bonfire's product delivery:

Connectivity Requirements	MPL
Connectivity – Bandwidth Provider	'Tier 1' bandwidth provider connection (also known as 'transit-free network' connection)
Connectivity – Server Incoming Bandwidth	100 Mbps incoming connection
Connectivity – Server Outgoing Bandwidth	100 Mbps outgoing connection
Connectivity – Availability	99.9% up-time guarantee
Connectivity – Scheduled Maintenance Notice	48 hours notice

Security & Data Integrity Requirements	MPL
Security – Security Monitor	Network-based, OS integrity checks, intrusion detection.
Security – Physical Access to Servers	Restricted to authorized personnel only. Physical security system in place to prevent unauthorized physical access.
Data Integrity – Access By Data Centre Staff	Prohibited except with explicit permission
Data Integrity – Data Access Logs	Log all data center staff access to server
Data Integrity – Information Sharing	Information sharing with third parties strictly prohibited.

Hardware Requirements	MPL
Hardware – Power Supply	2x redundant power supply to server. Backup power system capable of providing five (5) days uninterrupted power to server.
Hardware – Parts Replacement	Faulty or defective parts of server replaced within defined service windows or pre-emptively as part of scheduled maintenance.

Support Requirements	MPL
Support – Active Monitoring	24 / 7 monitoring by on-site technicians year- round
Support – Phone & Email Availability	24 / 7 phone support, year-round 24 / 7 email support, year-round
Support – Minimum Response Time (Level 1 Issue*)	1 hour or less
Support – Minimum Response Time (non-Level 1 Issue*)	12 hours or less

* Level 1 in this context refers to total server unavailability or faulty components.

Additional Requirements

In addition to the above, Bonfire's choice of data center suppliers may also be subject to the following conditions / restrictions:

Additional Requirements	MPL
Location of Data Centre	Data center must be located in specific country or region (e.g. Canada, USA, Europe, etc.). This requirement is specified on a Customer's Order Form.
Server Specifications	Data center must offer servers with suitable technical specifications for a particular deployment (e.g. RAM, CPU speed, etc.).

Data Destruction Policy

Confidential | Destruction of Information

Table of Contents

Introduction

This document details Bonfire's data destruction policy for securely permanently deleting / removing sensitive customer documents and data. This document serves as (1) an internal guide for Bonfire staff in managing these activities, and (2) a clear and understandable service level commitment for customers.

Types of Sensitive Data

Electronic Documents

Includes all supplier files and internal project files uploaded into Bonfire, and their derivatives (e.g. our intermediate document format). Includes all exported reports and summary files that remain on Bonfire systems.

Physical Documents

Includes all physical artifacts related to the project, supplier submissions, scoring, notes, and any other documents that Bonfire has exported to a physical medium (i.e. paper) for internal purposes.

Electronic Data

Includes all project, submission, supplier, scoring, and notes data stored in Bonfire's database(s) for the customer.

Electronic Back-ups

Includes all back-ups of Electronic Documents and Electronic Data. Bonfire preserves multiple physically disparate concurrent back-up systems.

Methods of Destruction

Electronic Destruction

All digital assets are securely destroyed with Unix **srm** utility with a minimum of 35 passes. This is consistent with DoD 5220.22-M clearing process. Note that due to the multi-tenant nature of the application, destruction of customer data does not imply clearing of the entire physical storage device.

Physical Destruction

All physical assets destroyed with cross-shredding and using a secure disposal service (NAID certified) for protected removal of the paper.

Authorized Destruction

Data will be destroyed only in the following cases. All data destruction activities are logged and audited by Bonfire.

Project Lifecycle

What is not destroyed

None of the following data is destroyed at any point in the project lifecycle:

1. Project meta data – Project Reference Number, Project Name, Project Owner, Project Type, Department, Project Description, Open Date, Close Date, and Requested Documents (names and file types).
2. Evaluation criteria data – the associated mandatory, weighted, and pricing criteria that were used for evaluation (titles, descriptions, and weights).
3. Supplier documents (e.g. proposals, forms, etc.). One copy of each uploaded supplier document is archived in its original format (as submitted by the supplier) with a submission timestamp and its uniquely identifying confirmation code.
4. Purchasing documents (e.g. the RFx document, supplemental materials, etc.). One copy of each uploaded purchasing document is archived in its original format.
5. Reviewers and their scores – the names of each of the project's evaluators, with each of their final scores and final scoring notes, for each criterion, for each supplier submission, with timestamp.
6. Scoring summary for each supplier – the final tabulated scores for each supplier for each criterion, and the tabulated final overall supplier score.

What is destroyed

Certain ephemeral project information is destroyed when the project is completed. Specifically, the following data records are destroyed: performance and user activity logs, notification emails, intermediate formats for the documents, and intermediate scores and notes. These items may persist in backup systems for up to 1 month after being destroyed in production systems.

After Retention Period

After the n-year retention period (specified on the customer's Order Form), the customer will be notified of the impending destruction of the data and provided with an easy way to export their data if so desired. The data shall be reviewed to verify that the retention period for the data in question has been properly reached. All known audits and audit discrepancies regarding data scheduled for destruction must be settled before the records can be destroyed; all known investigations or court cases involving said data must be resolved before the records can be destroyed.

Local Systems

From time to time, sensitive customer data is mirrored onto local systems for troubleshooting or maintenance purposes. All sensitive data is destroyed locally immediately upon task completion and employees are prohibited from leaving Bonfire premises with sensitive customer information intact on any local systems they carry with them (e.g. laptops, tablets, USB keys, etc.).

Upon Request

When explicitly requested by the customer's Organization Administrator in writing, Bonfire will destroy the specified data as requested.

After Migration

If Bonfire is migrating the customer data to a new system / server, all the data on the old system / server are destroyed and the hard drives reformatted as defined by Electronic Destruction.

Existence of Meta-Data

After deletion of customer data, meta-data relating to customer data may persist. Any such data is anonymized, aggregated and non-identifiable. Bonfire may use such information to improve performance of the application.

Under no circumstances will such meta-data include personally identifiable information, specific financial information or sensitive data.

Hardware Decommissioning

When production hardware containing customer data is decommissioned, data on the hardware is destroyed. This does not imply that all instances of such data is destroyed, only that the instances of data on the hardware is destroyed prior to its disposal.

Bonfire uses data centers that commit to best practices for data destruction in this scenario – following standards outlined in DoD 5220.22-M, NIST 800-88 or similar for sanitization of data.

Other Destruction Instances

In no other instances will Bonfire destroy customer data.

Data Encryption Policy

Confidential | Data Encryption Policy

Table of Contents

1 Purpose of Document

This document provides an overview of Bonfire's commitments and procedures relating to the handling of application data at rest and in transit.

2 Data at Rest

2.1 Database

Data in the underlying storage for Bonfire's database and its automated backups are encrypted using industry standard AES-256 encryption algorithm.

2.2 Documents and Files

Documents and files stored by Bonfire are encrypted using industry standard AES-256 encryption algorithm.

3 Data in Transit

External data transmission only occurs over 256-bit S5L encrypted connections; Bonfire servers are configured to switch any unencrypted requests over to an encrypted connection.

Bonfire Email Policy

Confidential | Company Email Usage Policy and Guidelines

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Introduction

Email is a ubiquitous and valuable communication tool, but care must be taken to ensure that is used in an appropriate and secure manner. Bonfire strives to ensure that email is used in a way that protects client data.

Data Not Suitable for Email Communication

Not all data is suitable to be included in emails. Care must be taken to avoid sending any such data. Such data types are explained below, including circumstances under which they may or may not be included in email.

Authentication Data

Authentication data is not to be sent via email under any circumstances. Authentication data includes; passwords, ssh keys, api keys, security question responses or any other information that may be used to authenticate against internal or external systems.

Confidential Client Data

Confidential client data may not be included in email communication with third parties without the permission of the client. When communicating with employees of the client company, information may only be disclosed via email that the employee has access to via their bonfire credentials, or that is appropriate to their position, unless permission is granted by the client.

Email Access

Networks

Bonfire Employees shall take care when using email over untrusted networks (e.g. public Wi-Fi). Sensitive communication should be conducted over trusted networks only.

Web Based Email Clients

When accessing email over web based email clients, an ssl connection with a valid certificate must be used at all times.

Personal Email

Bonfire employees shall not use Bonfire email accounts to send or receive personal emails. Bonfire employees shall not use personal email accounts to send email on behalf of Bonfire or relating to Bonfire business.

Appropriate Use

Bonfire employees will only send emails relating to their role / function. Clients are not to be contacted via email unless appropriate to the employee's role.

Sharing/Forwarding Email

Care should be taken to share or forward emails only as necessary. The same rules that apply to sending email apply to forwarding with regard to client permission and appropriate use.

Phishing/Impersonation

Phishing is the attempt to obtain sensitive information by masquerading as a trustworthy entity via electronic communication. Bonfire employees with take care to avoid phishing attempts, in particular, email addresses in client communication will be verified against official records.

EU GDPR Policy

Confidential | EU General Data Privacy Regulation Policy

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Purpose of Document

The European Union General Data Privacy Regulation provides data protection and privacy for individuals in the European Union. Bonfire is committed to complying with the GDPR.
This document provides an overview of Bonfires commitments and procedures relating to the GDPR. The complete details of Bonfire's handling of GDPR and privacy in general may be found in our Privacy Policy.

Collection of Personal Data

What We Collect

Bonfire collects a limited set of personal data, as necessary to carry out the application's functions. The personal data collected is minimal and is generally used for the purpose of identifying and/or communicating with users within our system. Personal data may include:

- Name
- Email address
- Phone number
- Profile picture (optional)

Additionally, information that may identify a person, such as IP addresses and user IDs, may be collected.
Our Privacy Policy gives additional details of the personal data we collect and how it may be processed.

Data Processor and Data Controller

Bonfire operates both as a data controller and a data processor. In the case where data is collected on behalf of a client organization, Bonfire assumes the role of data processor, and requests to exercise data rights should be directed to that organization.

Protection of Personal Data

Bonfire takes the security of all data, including personal data, very seriously. A number of approaches are taken to ensure data is appropriately protected.

Data Protection by Design

Protection of data is an important consideration and included in the design of all Bonfire systems. Data protection and security is an important part of the entire software development lifecycle.

Data Protection by Default

Bonfire treats data as private, and consequently implements the appropriate protections, by default. Data is made accessible only with careful consideration.

Testing of Data Protection

Bonfire regularly tests the integrity of data protection mechanisms, such testing includes code review, testing of new features and bug fixes, as well as general regression and integration testing.

Security policies, including those which may impact the protection of personal data, are reviewed on a regular basis.

Personal Data Management

The GDPR offers several rights to data subjects regarding their personal data. Bonfire will honor these rights.

The following sections provide detail on some of these rights and how they may be exercised.

Right of Data Access

Data subjects have the right to know if Bonfire processes any personal data concerning them, where it was collected from and for what purpose, and to whom it may have been disclosed. Upon request, Bonfire will disclose to a user this information.

Additionally, a data subject may request a copy of this data. Bonfire will provide this on request

Right of Rectification

Data subjects have the right to the correction of inaccurate personal data concerning them. Bonfire will provide this rectification without undue delay upon request.

Right to be Forgotten

Data subjects have the right to have their personal data erased where there is no legal obligation for Bonfire to retain it. Bonfire will honor these requests.

Exercising Rights

Requests to exercise rights under the GDPR may be directed to support@gobonfire.com. Please note that Bonfire is required by the GDPR to gain proof of identity from the data subject before giving effect to these rights. Bonfire will comply with requests within 30 days.

Personal Data Breach Notification

In the event of a personal data breach, Bonfire will disclose details of the breach to those affected in a manner that is appropriate to the nature of the breach. Please refer to our Support and Incident Management Policy and Data Processing Agreement for details.

Internal Data Access Policy

Confidential | Policy and Guidelines (5: Internal/Employee Data Access)

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Purpose of Document

This document details Bonfire's internal data access policy for managing employee access to confidential customer information. The document serves as an internal guide for Bonfire staff in managing access to sensitive customer data.

Governing Staff Access

The following items comprise the policies and processes that govern Bonfire employees' access to confidential customer data.

Employee Access Rules

Employees of Bonfire have specific user accounts for the production systems (i.e. databases and file systems on servers) that comprise the software service. These user accounts have associated permissions that govern the user's access to confidential customer data. Employees are prohibited from sharing account credentials with others.

By default, employees have no access to confidential data; only employees directly related to the activities detailed below ('Acceptable Access') are granted access rights. Such access is granted on a least privilege/need to know basis. In the event of an employee ceasing employment with Bonfire, his or her user accounts are immediately suspended.

Improper use of an employee user account is grounds for immediate termination of employment and may result in additional legal action (subject to the employment agreement and non-disclosure agreement).

Employee Access Logging

All employee access to confidential data is logged in the system being accessed. These logs are reviewed regularly.

Access Keys and Passwords

All access keys and passwords are cycled regularly for security. The systems force password updates according to a defined rotation. Only senior technical executives possess 'root' access to the systems.

Acceptable Access of Customer Account / Data

All employee access to confidential data is limited to the following activities:

- Helping a customer resolve an issue (e.g. answering a support question, troubleshooting a potential bug, checking something by request, etc.);
- Updating a record at a customer's request (e.g. changing a user's email address for them, correcting an incorrectly inputted project parameter, etc.);
- Performing system maintenance (e.g. migrating the database to a new schema during a major update, regular data back-ups, etc.);
- Performing system monitoring and usage analysis (routine monitoring of key system components, monitoring of submission flow during a project close, analysis of usage patterns for possible feature improvements, etc.);

- Periodic data aggregation for reports (e.g. providing usage statistics and reports to customer);
- Anonymized usage information gathering for product development purposes (e.g. analyzing how users on aggregate use a particular feature);
- Other types of access when explicitly requested by customer.

Employees in roles that don't include the above activities do not have access to any systems containing confidential customer data.

Exportation of Data

Employees are restricted from exporting the data from the production systems or backup systems, except in the following cases:

- If a local copy of the customer's dataset is required for debugging purposes. This exportation must be approved by a senior technical executive in advance, and the local data securely deleted immediately upon task completion;
- Anonymized data to be used in testing and/or development. Prior to use, the data must be purged of all identifying information (user accounts, supplier names, documents, etc.) and is subject to prior review and approval by a senior technical executive.

During server migrations or system backups. The local data must be securely deleted immediately upon task completion.

Employee Non-Disclosure Agreement (NDA)

All Bonfire employees are bound by an NDA upon hire. Bonfire's NDA stipulates that customer data is confidential and to be treated with the same regard as Bonfire's own confidential data. No employee is authorized to access any of Bonfire's systems until (1) the NDA is signed and filed, and (2) after the employee's specified start date.

Deviations from this Policy

All deviations from these policies must be immediately reported (within 1 hour) to the affected customer upon discovery by Bonfire. Within 3 days, a complete report must be made to the customer containing (1) a detailed description of the deviation, (2) a comprehensive identification of the compromised data if any, and (3) corrective actions to be taken.

Governing Contractor Access

Any contractor or consultant employed by Bonfire is subject to the same policies and restrictions detailed for staff members.

Physical Security Policy

Confidential | Physical security of Bonfire office and assets

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Office Access

The Bonfire office is protected by security card access and offers no street level visibility into the office. Only approved visitors are granted access to the Bonfire office and are supervised at all times.

Server Access

All Bonfire servers are hosted in off-site data centers that meet strict security requirements (see the Data Centre Supplier Requirements Policy).

Physical Computer Security

While all servers are located off-site, the physical security of employee computers remains an important consideration.

Locking of Computers

Bonfire employees are not to leave computers unlocked for any length of time. Unless directly attended, computers must be locked requiring a password to unlock.

Visibility of Confidential Information

Bonfire employees will take care that computers are not used in a location that may allow viewing of confidential data by unauthorized parties.

Redundancy and Fault Tolerance Policy

Confidential | Redundancy and Fault Tolerance within the Bonfire Application

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Purpose of Document

The purpose of this document is to Bonfire's approach to ensuring the availability and integrity of its systems. This is achieved both through fault tolerance (the ability of the system to continue to operate in the presence of various issues) and redundancy (having duplication of critical components).

Load Balancing

Bonfire application servers run through a load balancer, this means that requests made to the application are sent to a service that distributes the requests between multiple redundant servers. The load balancing service continuously runs health checks against these servers and will stop directing requests to any server that is deemed unhealthy. In the event of server failure, requests are simply routed to the remaining health servers.

The load balancing service itself is robust, automatically scaling and highly fault tolerant.

Database Redundancy and Fault Tolerance

Database Fail-Over

Bonfire utilizes a relational database service that provides a seamless failover feature. The database exists in two geographically separate locations with one of these instances actively serving application data requests. If the active instance is in a failure state or is unavailable, the service will automatically fail-over to the second instance.

Database Replication

In addition to the fail-over capability, Bonfire maintains a separate read-replica of the database. If data should somehow be corrupted, or if both primary instances are unavailable, the read-replica is available for manual switch over to master status.

Database Backups

Please refer to the Backup Policy for details of how Bonfire ensures additional redundancy via database backups.

Document Storage

Bonfire uses a document storage service that is both redundant and fault tolerant, including geographically distinct storage. Data integrity is regularly checked and any corrupt data is repaired using redundant data.

Risk Management Policy

Confidential | Approach to Risk Management

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Overview

In an environment of significant change, it is essential that Bonfire recognizes importance of assuming a reasonable level of risk if it is to fulfill its vision, mission, and strategic priorities. In order to grow and continue to be a best-in-class product, Bonfire needs to push forward which often involves taking risks. Not all risk can be transferred to third parties through insurance policies, contracts or waivers, as such the management of residual risk at all levels of the organization is imperative.

Purpose

Bonfire is committed to building increased awareness and a shared responsibility for risk management at all levels of the organization. This policy is intended to assist in decision making processes support the acceptance of risk, improve the management of existing uncertainty and the approach to new opportunities.

Definition of Risk

Bonfire defines risk as the possibility that an uncertain event, action or set of circumstances which, if to occur, would have a material adverse effect.

Risk Appetite

Bonfire is entrusted with sensitive business information from our clients, as well to run and maintain an application for a time sensitive business process. As such, Bonfire has a low appetite for risk.

Our internal motto on this is; *"Never break anything and figure out how to move as fast as possible."*

We recognize by taking a lower appetite for risk can sometimes be – and is seen as – a trade-off for the ability move quickly. Given the increase of high profile data breaches within the industry in recent years, now more than ever it is important to take a stance of having a low appetite for risk.

Responsibilities for Risk Management

Every staff member of the Bonfire is responsible for the effective management of risk including the identification of potential risks. Managers and Executives are responsible for the development of risk mitigation plans and the implementation of risk reduction strategies. Risk management processes should be integrated with planning processes and management activities.

Support and Incident Management Policy

Confidential | Support and Incident Management Process and Policy

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Purpose of Document

This document details Bonfire's support and incident management policy and processes for dealing with customer support, privacy and security, maintenance, and disaster recovery. The document serves as (1) an internal guide for Bonfire staff in managing these activities, and (2) a clear and understandable service level commitment for customers.

Key Definitions

Downtime

Complete unavailability of web channel to the user as measured at the Bonfire platform's internet access point. Network unavailability from user to the web server is not included. Downtime may be planned (as in the case of maintenance) or unplanned (as in the case of disaster). An outage must persist for more than 15 minutes to be considered downtime.

Solution Maintenance

Includes major maintenance activities, improvements, and/or upgrades to core platform and/or features. May require downtime. May cause changes in how customer operates business processes / workflows in Bonfire.

Solution Patches

Includes minor maintenance activities, improvements, and/or upgrades to core platform and/or features. Does not require downtime. Does not cause changes in how customer operates business processes / workflows in Bonfire.

Communication Standards

This document references communication standards which are defined in the Communication Standards Policy document.

Support Performance

Tier 1 Incidents

Tier 1 incidents have a major impact on customer ability to operate entire business processes. No work-around or manual process is available.
Communication Standard: Incident Response Level A

Tier 2 Incidents

Tier 2 incidents include minor system or component failure or malfunction causing impact on customer ability to operate significant business processes. No work-around or manual process is available.
Communication Standard: Incident Response Level B

Tier 3 Incidents

Tier 3 incidents include component failure or malfunction not causing impact on customer ability to operate significant business processes. Work-around or manual processes are available.
Communication Standard: Incident Response Level C

Support Requests

Customer support requests not relating to an incident will be responded to promptly. Start work and resolution times are dependent on the nature of the request.
Communication Standard: Incident Response Level C (for initial response only)

Maintenance Windows and Service Notifications

Bonfire will provide notification of planned maintenance and service depending on the impact to the customer and the duration of impact.

Maintenance Type	Communication Standard
Planned emergency outage.	Event Notification - Planned C
Planned emergency maintenance including but not limited to urgent patches.	Event Notification - Planned C
Regular maintenance (requiring downtime) including but not limited to defect fixes, software patches and hardware maintenance. Downtime of 4 hours or less.	Event Notification - Planned B
Regular maintenance (requiring downtime) including but not limited to defect fixes, software patches and hardware maintenance. Downtime of more than 4 hours.	Event Notification - Planned A

All solution maintenance shall be performed outside of core business hours and be no longer than 8 hours in duration.

All solution patches may be performed during core business hours, without advance notice to customer.

Unplanned Event Notification

Bonfire may need to communicate events to customers that were not planned. Such events may include, but are not limited to, the following:

- Emergency maintenance
- Internet/network outages beyond Bonfire's control affecting the Bonfire application
- Unplanned service degradation
- Natural Disasters affecting the Bonfire application

Communication Standard: Unplanned A

Security and Privacy Breach Notification

In the event of a security or privacy breach, Bonfire will notify the affected parties. In the case of a breach involving organizational data, organization contacts or affected organizations will be notified. In the case of a personal data breach, the affected individuals will be contacted. Communication of any such event will describe the nature of the event, the information affected, likely consequences, measures that Bonfire will take, and any recommended actions the affected parties should take.

Communication Standard: Unplanned A (from time of detection)

Privacy and Security

Mitigation

In the event of a privacy or security breach Bonfire will ensure that any compromised user account(s) are disabled immediately after a breach is discovered.

Documentation

Bonfire will provide documentation explaining the breach, it's impact, and steps that were taken in response to the breach.

Disaster Recovery and System Recover

Disaster Recovery

Requirement	Expected Service Level Value
Bonfire will ensure the mean time to recovery from an unplanned outage will be within the following period:	Four (4) hours
Bonfire will ensure that the solutions recovery time objective allowing the solution users return to operations will be as follows:	The recovery time objective will be 1 day. Critical business functions will be resumed within 24 hours of disaster. Necessary business functions will be resumed immediately following the resumption of critical functions but no longer than 7 elapsed days. Desirable functions shall be resumed immediately following the resumption of necessary function, but no longer than 30 elapsed days following a disaster.

Solution Recovery

Requirement	Expected Service Level Value
Bonfire will ensure that after any service disruption, security breach, or other event that may impact the integrity of customer data, the solution recovery period to restore/clean/restart compromised system and data to last point of integrity will be as follows:	8 hours for tier 3 incidents, 24 hours for tier 2 incidents and 48 hours for tier 1 incidents.

Bonfire

Appendix - Bonfire Corporate Policies

Please see the following page(s) for Bonfire's corporate policies that instill equal opportunity.

Bonfire

AODA – Integrated Accessibility Standards Regulation (IASR) Employment Policy

Statement of purpose

This policy is intended to meet the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11 for the Employment Standard set forth under the Accessibility for Ontarians with Disabilities Act, 2005. This policy applies to the provision of accessible employment services for persons with disabilities.

All employment services provided by Bonfire Interactive Ltd. shall follow the principles of dignity, independence, integration and equal opportunity.

Definitions

Accessible Formats – Include but are not limited to large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

Communication Supports – Include but are not limited to captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications.

Kiosk – An interactive electronic terminal, including a point-of-sale device, for public use that allows users to access one (1) or more services or products.

Performance Management – Activities related to assessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success.

Redeployment – The reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

General Principles

In accordance with the Integrated Accessibility Standards, Ontario Regulation 191/11, this policy addresses the following:

A. General Requirements

B. Recruitment, Assessment and Selection

C. Accessible Formats and Communication Supports for Employees

D. Workplace Emergency Response Information

E. Documented Individual Accommodation Plans

F. Performance Management and Career Development and Advancement

G. Return to Work

H. Redeployment

I. Review

A. General Requirements

General requirements that apply across all of the five (5) standards (information and communication, employment, transportation, design of public spaces, and customer service) are outlined as follows.

Establishment of Accessibility Policies and Plans

Bonfire Interactive Ltd. will develop, implement and maintain policies governing how it will achieve accessibility through these requirements.

Bonfire Interactive Ltd. will include a statement of its commitment to meeting the accessibility needs of persons with disabilities in a timely manner in its policies. These documents will be made publicly available in an accessible format, upon request.

Bonfire Interactive Ltd. will establish, implement, maintain and document a multi-year accessibility plan outlining its strategy to prevent and remove barriers and meet its requirements under the IASR. Accessibility plans will be made available in an accessible format, upon request, and will be posted on our website.

Bonfire Interactive Ltd. will review and update its accessibility plan once every five (5) years and will establish, review and update our accessibility plans in consultation with persons with disabilities or an advisory committee. Annual status reports will be prepared that will report on the progress of the steps taken to implement Bonfire Interactive Ltd.'s accessibility plan. This status report will be posted on our website. If requested, the report shall be created in an accessible format.

Procuring or Acquiring Goods and Services, or Facilities

Bonfire Interactive Ltd. will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities. The only exception is in cases where it is impracticable to do so.

Training Requirements

Bonfire Interactive Ltd. will provide training for its employees and volunteers regarding the IASR and the Ontario Human Rights Code as they pertain to individuals with disabilities. Training will also be provided to individuals who are responsible for developing Bonfire Interactive Ltd.'s policies, and all

other persons who provide goods, services or facilities on behalf of Bonfire Interactive Ltd

Training will be provided as soon as is reasonably practicable. Training will be provided on an ongoing basis to new employees and as changes to Bonfire Interactive Ltd.'s accessibility policies occur.

Records

Bonfire Interactive Ltd. will maintain records on the training provided, when it was provided and the number of employees that were trained.

B. Recruitment, Assessment and Selection

Bonfire Interactive Ltd. will notify employees and the public about the availability of accommodation for job applicants who have disabilities. Applicants will be informed that these accommodations are available, upon request, for the interview process and for other candidate selection methods. Where an accommodation is requested, Bonfire Interactive Ltd. will consult with the applicant and provide or arrange for suitable accommodation.

Successful applicants will be made aware of Bonfire Interactive Ltd.'s policies and supports for accommodating people with disabilities.

C. Accessible Formats and Communication Supports for Employees

Bonfire Interactive Ltd. will ensure that employees are aware of our policies for employees with disabilities and any changes to these policies as they occur.

If an employee with a disability requests it, Bonfire Interactive Ltd. will provide or arrange for the provision of accessible formats and communication supports for the following:

- Information needed in order to perform his/her job; and
- Information that is generally available to all employees in the workplace

Bonfire Interactive Ltd. will consult with the employee making the request to determine the best way to provide the accessible format or communication support.

D. Workplace Emergency Response Information

Where required, Bonfire Interactive Ltd. will create individual workplace emergency response information for employees with disabilities. This information will take into account the unique challenges created by the individual's disability and the physical nature of the workplace and will be created in consultation with the employee.

This information will be reviewed when

- The employee moves to a different physical location in the organization;
- The employee's overall accommodation needs, or plans are reviewed;

and/or

* Bonfire Interactive Ltd. reviews general emergency response policies.

E. Documented Individual Accommodation Plans

Bonfire Interactive Ltd. will ensure that our website and all web content published after January 1, 2012, conform to the Web Content Accessibility Guidelines (WCAG) 2.0 and will refer to the schedule set out in the IASR for specific compliance deadlines.

Bonfire Interactive Ltd. must also develop and have in place written processes for documenting individual accommodation plans for employees with disabilities. The process for the development of these accommodation plans should include specific elements, including:

* The ways in which the employee can participate in the development of the plan;
* The means by which the employee is assessed on an individual basis;
* The ways that an employer can request an evaluation by an outside medical expert, or other experts (at the employer's expense) to determine if accommodation can be achieved, or how it can be achieved;
* The ways that an employee can request the participation of a representative from their bargaining agent or other representative from the workplace (if the employee is not represented by a bargaining agent) for the creation of the accommodation plan;
* The steps taken to protect the privacy of the employee's personal information;
* The frequency with which the individual accommodation plan should be reviewed or updated and how it should be done;
* The way in which the reasons for the denial of an individual accommodation plan will be provided to the employee; and
* The means of providing the accommodation plan in an accessible format, based on the employee's accessibility needs.

The individual accommodation will also

* Include information regarding accessible formats and communication supports upon request;
* Where needed, include individualized workplace emergency response information; and
* Outline all other accommodation provided.

F. Performance Management and Career Development and Advancement

Bonfire Interactive Ltd. will consider the accessibility needs of employees with disabilities when implementing performance management processes, or when offering career development or advancement opportunities.

Individual accommodation plans will be consulted, as required.

G. Return to Work

Bonfire Interactive Ltd. will develop and implement return to work processes for employees who are absent from work due to a disability and require disability-related accommodation(s) in order to return to work.

The return to work process will outline the steps Bonfire Interactive Ltd. will take to facilitate the employee's return to work and shall use documented individual accommodation plans (as described in section 28 of the regulation).

H. Redeployment

The accessibility needs of employees with disabilities will be taken into account in the event of redeployment.

Individual accommodation plans will be consulted, as required

I. Review

This policy will be reviewed regularly to ensure that it is reflective of Bonfire Interactive Ltd.'s current practices as well as legislative requirements.

GoBonfire.com

Code of Ethics & Business Conduct

Statement of purpose

Bonfire Interactive Ltd. is committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the strength of trust, accountability, and integrity in all our business practices. It is the responsibility of every employee to build and maintain this code of ethics by supporting, and actively participating in the process.

Guidelines

Here at Bonfire Interactive Ltd. we strive to protect all of our employees, vendors, customers, and the company itself from any illegal or damaging actions committed by individuals either knowingly or unknowingly.

Bonfire Interactive Ltd. will not tolerate any wrongdoing or impropriety and will immediately take the appropriate disciplinary actions to correct the problem.

Employee Expectations

Management & Executives

- These company officials are expected to set a prime example. In all their business dealings, honesty and integrity shall be required.
- Shall have an open-door policy allowing for the free discussion of suggestions and concerns from employees.
- Must report any conflicts of interest regarding their position at Bonfire Interactive Ltd.
- Must report suspected violations.

Employees

- All employees are expected to work together to promote a workplace built on trust, accountability and openness.
- Disclose any conflicts of interest regarding their position at Bonfire Interactive Ltd.
- Report suspected violations.

Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated.

Unethical Behaviour

- Bonfire Interactive Ltd. will not be party to the intent or appearance of unethical or compromising practices in its business relationships.
- Harassment or discrimination will not be tolerated.
- Improper use of company trade secrets (as outlined in the Employee/Consultant/Advisor Non-Disclosure, Non-Competition, Non-Solicitation and Development agreement) will not be tolerated.
- Employees shall not use corporate assets or business relationships for personal use or gain.

Violations

In the event that a violation of this policy occurs, Bonfire Interactive Ltd. will employ disciplinary measures that reflect the severity of the offence up to and including termination of employment.

Some violations may indelibly affect our business in a negative fashion. In this case, punitive measures, including legal action may be pursued.

Human Rights Policy - Ontario

Statement of purpose

Bonfire Interactive Ltd. is committed to providing equal treatment with respect to employment according to the protected grounds established under the *Ontario Human Rights Code*. Bonfire Interactive Ltd. has adopted this policy to ensure that our employees are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment, and human rights legislation.

Definitions

Discrimination: any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Policy.

Guidelines

Our Human Rights Policy is in place to ensure we provide a working environment for all employees that fosters openness and tolerance. This policy is intended to ensure that Bonfire Interactive Ltd.'s practices and the practices of all our employees are free from direct and indirect discrimination. Under the Human Rights Code, employers have the ultimate responsibility for ensuring a healthy and inclusive work environment, including preventing and addressing discrimination and harassment.

Protected Grounds

The following is a list of the protected grounds in Ontario

- Age
- Ancestry
- Citizenship
- Colour
- Creed
- Disability (mental or physical)
- Ethnic origin
- Family status
- Gender expression
- Gender identity
- Marital status
- Place of origin
- Race/colour

- Record of offences
- Sex
- Sexual orientation

Accessibility in Employment

Bonfire Interactive Ltd. is committed to providing accessibility across all stages of the employment cycle, by removing barriers and creating a workplace that is accessible to all job candidates and employees. Any applicant to Bonfire Interactive Ltd. that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our human rights obligations.

Accommodation

Bonfire Interactive Ltd. will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Human Rights Code. We will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for Bonfire Interactive Ltd. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Code.

Bonfire Interactive Ltd. shall provide accommodation as appropriate, using a consultative approach that involves the company, the individual, and as appropriate, any applicable union representatives, healthcare professionals, and other third parties that are required to assist in the accommodation process. Bonfire Interactive Ltd. will work with the individual that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. Bonfire Interactive Ltd. encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue.

Accommodation may be temporary, or permanent, based on the requirements of the individual.

Accommodation Plans

Any employee requesting accommodation must make a request to their manager or immediate supervisor. The manager is responsible for ensuring that a written description of the accommodation plan is prepared for any employee.

Bonfire Interactive Ltd. shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners.

In the creation of an accommodation plan, Bonfire Interactive Ltd. shall:

- Identify the need for accommodation.
- Determine objectives for performance in the role, and potential barriers

- Create a plan for achieving the objectives in an alternative manner.
- Examine the options for accommodation and select the most appropriate avenue for accommodation.
- Implement the accommodation process.
- Provide training as appropriate.
- Review and revise based on feedback.

Investment in Materials

Where the accommodation required necessitates an investment in materials, equipment or increased budget for the position, requests for financing must be directed to the Chief Financial Officer.

In the event that the accommodation requires a substantial change in the position, involving duties or hours, the position may be redesigned.

Complaint

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint. The complaint must be submitted to the Director, People.

Religious Accommodation

Bonfire Interactive Ltd. is committed to respecting the religious beliefs and practices of all employees. Bonfire Interactive Ltd. will strive to accommodate employees who must be absent from work for all or part of a regularly scheduled working day due to a bona fide religious obligation.

Bonfire Interactive Ltd. employees who require religious accommodation are directed to provide as much advance notice as is possible, and we will strive to provide the required time off through the normal scheduling of work.

Dress Code

Bonfire Interactive Ltd. shall strive to allow for religious accommodation where the accommodation does not conflict with established Health and Safety Policies, or where the work uniforms can be modified easily to permit the person concerned to wear the required item(s) of clothing. Clothing or gear with a health or safety rationale may constitute a reasonable occupational requirement.

Break Policy

Bonfire Interactive Ltd. recognizes that some religions require the observation of prayer periods at specific times. While this requirement may create a conflict with standard hours of operations, Bonfire Interactive Ltd. shall work to accommodate the employee's needs, short of undue hardship Where possible, Bonfire Interactive Ltd. shall allow for a modified schedule for breaks.

Inability to Accommodate

In the event an employee cannot be accommodated in their current position it will be reasonable to accommodate an individual in another position. Management will attempt to place the employee in another available position. This may require the assistance of third parties with specialized expertise.

Where an employee is placed in an alternate position, Bonfire Interactive Ltd. shall ensure that the employee:

- Has the requisite qualifications and skill-sets necessary for success in the position;
- Is capable of performing the tasks associated with the position; and
- Agrees that the alternate work is acceptable.

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint to management.

Undue Hardship

Bonfire Interactive Ltd. shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where all options have been considered and it is established that no forms of appropriate accommodation exist, or where the creation of accommodation would cause excessive costs that create undue hardship for the organization, or where the accommodation would create a health and safety hazard.

Where the provision of accommodation is found to cause undue hardship on the organization, Bonfire Interactive Ltd. shall work to find a fair and equitable compromise that meets the needs of the employee and the organization to the greatest extent possible.

Reporting a Human Rights Issue

While Bonfire Interactive Ltd. will ensure to adhere to following the Human Rights Code in all of its practices, it is essential that employees adhere to the Code as well. In the event that any employee feels they are being discriminated against or that the company is in violation of the Code, they may make a written complaint to the Director, People. The written complaint must include the following information:

- The date and time of each incident you wish to report;
- The name of the person(s) involved in the incident(s);
- The name of any person or persons who witnessed the incident(s); and
- A full description of what occurred.

Investigation

Once a written complaint has been received, Bonfire Interactive Ltd. will complete a thorough investigation. If it is determined discrimination (or another violation of the Code) has occurred, appropriate disciplinary measures will be taken immediately.

Confidentiality

All records of direct and indirect discrimination and harassment, reports filed, and subsequent investigations are considered confidential and will not be disclosed to anyone except to the extent required by law.

False or Frivolous Complaints

It is important to realize that unfounded/frivolous allegations of discrimination may cause both the accused person and the company significant damage. If it is determined by the company that any employee has knowingly made false statements regarding an allegation of discrimination, immediate disciplinary action will be taken. As with any case of dishonesty, disciplinary action may include immediate dismissal without further notice.

Bonfire

Appendix - Bonfire Implementation Plan

Please see the following pages for an example implementation plan that could be used for the State of Arkansas and its affiliates.

BONFIRE IMPLEMENTATION PLAN

One of the core principles that Bonfire was designed around is simplicity and ease of use. As such, the Bonfire implementation process is focused on training the power users of the system, the buyers who will be managing procurement projects. Casual users such as evaluators are guided by Bonfire's user-centric design and require no formal training before accessing the procurement portal.

All Bonfire implementations are managed by an Implementation Lead who will guide the implementation project from inception to completion. The Implementation Lead acts as the main point of contact for all implementation activities and will personally be involved in every point of the implementation process.

The tasks involved in a Bonfire implementation typically fall into three main categories:

General Account Setup

- Customization of Portal Feature Set
- Determining and Configuring the Departments on the Portal
- Determining and Assigning User Roles
- Customizing Vendor Registration Form

Training

- General training session on the Listing / Evaluation platforms of Bonfire
- Specialized training on Bonfire's Advanced Evaluation Modules (Multi-Decision, Questionnaires, BidTables)
- Vendor Management Training

Ramp-up

- Review of RFx templates and changes required
- Assistance with the creation of the first project at each Department
- Implementation Debrief to Management for each Department

Please note that many implementation activities will be completed concurrently to minimize the time required to complete onboarding.

Bonfire Deliverables	Organization Deliverables
Final Implementation Plan: Including dates of implementation tasks and major milestones	Sign off on Final Implementation Plan

1.2. Finalize Feature Set, Custom Language, and Vendor Fields

The Implementation Lead will provide the attendees of the kick-off call with a document of all of the features available in Bonfire. Organization stakeholders will identify features that are applicable to their process and complete the form section of the document.

If applicable, the Implementation Lead will ask the organization to provide Bonfire with any custom Conflict of Interest, Non Disclosure Agreement, or Award Notice language that should be applied to the portal.

Lastly, based on the intended vendor facing setup of the portal, the Implementation Lead will ask the organization for a sample of the form typically collected from vendors during the registration process. This information will eventually be used to guide the Implementation Lead when the vendor facing registration fields are set up on the portal.

OPTIONAL ACTION: Meeting to clarify any questions about Bonfire features - Estimated Time 1 hour

Bonfire Deliverables	Organization Deliverables
Provide feature set document to implementation stakeholders	Review Bonfire features internally and complete feature set document to identify features to be implemented
-	Conflict of Interest, Non Disclosure Agreement, and/or Award Notice language
-	Sample of vendor registration information and documents collected

Bonfire Deliverables	Organization Deliverables
Provide the organization's stakeholders with documentation describing the different user roles available in the system and their associated permissions	Compile a list of all buyers who will be using the system and the desired system permissions for each buyer

1.6. Pre-Training Call

Prior to kicking-off training for the team, the attendees of the Kick-off Call are invited to attend a call to review General Account Setup with the Implementation Lead. The Implementation Lead will provide an overview of all of the tasks completed during the General Account Setup phase. A General Account Setup summary document will be provided to the organization outlining the features setup on the portal, any custom Conflict of Interest, Non Disclosure Agreement, or Award Notice language, custom Vendor Registration fields, and any custom contract fields or types. Bonfire asks that the organization's stakeholders sign off on this document to confirm that the initial setup is as-intended.

If applicable, any outstanding tasks from the General Account Setup stage will be discussed during this call. Training can still proceed if there are outstanding tasks, but new completion dates for the outstanding items should be agreed upon before moving on.

ACTION: Pre-training call – Estimated Time 1 hour

Bonfire Deliverables	Organization Deliverables
General Account Setup summary document to be provided to organization stakeholders	Signoff on General Account Setup summary document
Proposed completion dates for outstanding General Account Setup tasks	Verbal agreement of proposed completion dates for outstanding General Account Setup tasks

functionality included in these modules, Advanced Module Training is usually broken into three separate training sessions.

2.2.1. BidTables Training Session

This session will cover the creation of BidTables, the vendor experience when responding to a BidTable, and the workflow used to evaluate pricing on a BidTable. By the end of this session, attendees will be able to set up projects that collect complex pricing information or multi-line item bids from vendors and easily compare all submitted prices using a structured process.

ACTION: BidTable Module Training Session – Estimated Time 1 hour

Bonfire Deliverable	Organization Deliverable
Recording of BidTables training session	Documentation for a project that involves a pricing sheet or multi-line item bids

2.2.2. Questionnaires Training Session

This session will cover the creation of Questionnaires, the vendor experience when responding to a Questionnaire, and the workflow used to evaluate the vendors' responses to the Questionnaire. By the end of this session, attendees will be able to set up complex solicitations that capture vendor responses to line by line requirements, such as responses to IT technical requirements.

ACTION: Questionnaire Module Training Session – Estimated Time 1 hour

Bonfire Deliverable	Organization Deliverable
Recording of Questionnaires training session	Documentation for an RFQ/RFP that requires vendors to respond to line by line requirements

3. Ramp-Up Phase

After the training is complete we recommend that the management team at the organization select 1-3 projects to be run through Bonfire. Through our experience, we found that the projects would be led by 'Bonfire Champions' who will become Bonfire experts at their respective department(s).

3.1. Review RFx Templates

Prior to kicking off the first projects, the Implementation Lead will schedule a call with management to go over their current RFx templates, and identify areas that need to be adjusted to accommodate the electronic listing and submission process.

ACTION: Review RFx Template Changes with Management – Estimated Time 1 hour

Bonfire Deliverables	Organization Deliverables
Provide sample submission instructions document to the organization's stakeholders	A typical RFx template used by the organization.

3.2. Review First Project Setup

Once the templates are reviewed and the first project is selected, the buyer responsible for managing the project will set up the project in Bonfire. After the project setup has been taken as far as possible by the buyer, the Implementation Lead will lead a training session with the buyer running the project (others may attend) aimed at reviewing the project setup to ensure it is set up correctly.

Note, if the organization has multiple departments, this process can be repeated across each department, should their process be slightly different.

After the first project has been launched, this process can continue to be repeated until the buyers at the organization are comfortable creating their own projects in Bonfire.

ACTION: Review First Project Setup – Estimated Time 1 hour

3.5. Transition to Customer Success Manager

With the implementation period officially over, the organization's stakeholders will be reintroduced to their Bonfire Customer Success Manager who they initially met during the implementation kickoff call. The Customer Success Manager is the organization's internal advocate within Bonfire, and is dedicated to ensuring that the client reaches their desired outcomes using Bonfire.

The Customer Success Manager acts as the organization's main point of contact within Bonfire and will be scheduling quarterly business review, relaying any product feedback to Bonfire's development team, and ensuring that any new users are trained on the software when needed.

Bonfire

Appendix - Bonfire Customer List: Public Sector

In the last 5 years, Bonfire has taken on over 230 public sector clients with similar services requested in the State of Arkansas RFQ. Please see the following pages for the complete listing.

REF #	ENGAGEMENT NAME	CUSTOMER NAME	CUSTOMER CONTACT	PROJECT SUMMARY
1	Acadia University	Garry McIver	garry.mciver@acadiau.ca	Bonfire for Higher Education
2	Ada County	Bob Perkins	bperkins@adaweb.net	Bonfire for Municipalities
3	Alameda County Water District	Robert M. Ferro	robert.ferro@acwd.com	Bonfire for Utilities
4	Alberta Electric System Operator (AESO)	Dan McKeown	Dan.McKeown@aeso.ca	Bonfire for Utilities
5	Alberta Health Services (AHS)	Scott Alexander	scott.alexander@albertahealthservices.ca	Bonfire for Healthcare
6	Alectra Utilities	Sherri Giles	sherri.giles@alectrautilities.com	Bonfire for Utilities
7	Allen Independent School District	Debbie Nye	debra.nye@allenisd.org	Bonfire for K-12
8	Anaheim Union High School District	Bradley Minami	minami_b@auhsd.us	Bonfire for K-12
9	Atlanta Public Schools	Cheryl Bullock	cheryl.bullock@atlanta.k12.ga.us	Bonfire for K-12
10	Bay Area Air Quality Management District	Cynthia Zhang	czhang@baaqmd.gov	Bonfire for Municipalities
11	BC Education Marketplace (BCEM)	Bruce Tisdale	tisdale_b@bcedmarketplace.ca	Bonfire for K-12
12	BC Institute of Technology	Sandra McLaughlin	sandra_mclaughlin@bcit.ca	Bonfire for Higher Education
13	Brant Community Health Centre (BCHS)	Lorie Black-Vonk	lorie.blackvonk@bchsys.org	Bonfire for Healthcare
14	Brazoria County	Lesa Girouard	lesag@brazoria-county.com	Bonfire for Municipalities
15	Bridgepoint Sinai Health System	Carol Izzio	carol.izzio@sinaihealthsystem.ca	Bonfire for Healthcare
16	Bridgewater State University	Jennifer Pacheco	jennifer.pacheco@bridgew.edu	Bonfire for Higher Education
17	Bruce County	Jennifer Smith	jasmith@brucecounty.on.ca	Bonfire for Municipalities
18	Bruyere Continuing Care	Mark Donais	mdonais@bruyere.org	Bonfire for Healthcare
19	Calgary Catholic School District	Murray Reid	murray.reid@cssd.ab.ca	Bonfire for K-12
20	California Water Service Company	Elissa Ouyang	eouyang@calwater.com	Bonfire for Utilities
21	Cambrian College	Kari Bertrand	kari.bertrand@cambriancollege.ca	Bonfire for Higher Education
22	Cambridge Memorial Hospital	Chris Hill	chill@cmh.org	Bonfire for Healthcare
23	Canadian Museum for Human Rights	Lisa Timmers	lisa.timmers@humanrights.ca	Bonfire esourcing (general use)
24	Canadian Museum of Nature	Max Joly	mjoly@mus-nature.ca	Bonfire esourcing (general use)
25	Canadore College	Ashley Watkins	ashley.watkins@canadorecollege.ca	Bonfire for Higher Education
26	Capilano University	Paul Gruber	pgruber@capilanou.ca	Bonfire for Higher Education
27	Carleton University	J.P. Garceta	jp.gaceta@carleton.ca	Bonfire for Higher Education
28	Cayman Islands Government	Taraq Bashir	Taraq.Bashir@gov.ky	Bonfire for Municipalities
29	Chaves County	Sandra Rodriguez	sandrar@co.chaves.nm.us	Bonfire for Municipalities
30	Cherokee County School District	Shannon Nolan	shannon.nolan@cherokee.k12.ga.us	Bonfire for K-12

31	Chicago Park District	Mark Reed	mark.reed@chicagoparkdistrict.com	Bonfire for K-12
32	Chicago Public Schools (CPS)	Charles Mayfield	cemayfield@cps.edu	Bonfire for K-12
33	City of Abbotsford, BC	Lisa Pryce	lpryce@abbotsford.ca	Bonfire for Municipalities
34	City of Alpharetta	Abby Shipp	ashipp@alpharetta.ga.us	Bonfire for Municipalities
35	City of Baltimore	Henry J. Raymond	henry.raymond@baltimorecity.gov	Bonfire for Municipalities
36	City of Colorado Springs	Michael Zeller	michael.zeller@coloradosprings.gov	Bonfire for Municipalities
37	City of Columbus	Sean S. Fouts	ssfouts@columbus.gov	Bonfire for Municipalities
38	City of Dallas	Juanita Ortiz	juanita.ortiz@dallascityhall.com	Bonfire for Municipalities
39	City of Fort Saskatchewan	Grant Schaffer	gschaffer@fortsask.ca	Bonfire for Municipalities
40	City Of Frisco	Daniel Ford	dford@friscotexas.gov	Bonfire for Municipalities
41	City of Irvine	Portia Mina	pmina@ci.irvine.ca.us	Bonfire for Municipalities
42	City of Kelowna	Darren Tompkins	dtompkins@kelowna.ca	Bonfire for Municipalities
43	City of Lexington	Todd Slatin	tslatin@lexingtonky.gov	Bonfire for Municipalities
44	City of Los Angeles	Alfred Lopez	alfred.lopez@lacity.org	Bonfire for Municipalities
45	City of Louisville KY	Joel Neaveill	joel.neaveill@louisvilleky.gov	Bonfire for Municipalities
46	City Of Mckinney	Lisa Littrell	llittrell@mckinneytexas.org	Bonfire for Municipalities
47	City of Milwaukee	Rhonda Kelsey	rhonda.kelsey@milwaukee.gov	Bonfire for Municipalities
48	City of New Haven	Shawn Garris	sgarris@newhavenct.gov	Bonfire for Municipalities
49	City of Norwalk	Sharon Conners	sconners@norwalkct.org	Bonfire for Municipalities
50	City of Palm Coast	Brian Rothwell	brothwell@palmcoastgov.com	Bonfire for Municipalities
51	City of Penticton	Cathy Ingram	cathy.ingram@penticton.ca	Bonfire for Municipalities
52	City of Revelstoke	Mike Thomas	mthomas@revelstoke.ca	Bonfire for Municipalities
53	City of Revelstoke	Tina Miertsch	tmiertsch@revelstoke.ca	Bonfire for Municipalities
54	City of Sandy Springs	Charise Glass	sglass@sandyspringsga.gov	Bonfire for Municipalities
55	City of Seattle	Pam Tokunaga	pam.tokunaga@seattle.gov	Bonfire for Municipalities
56	City of Vernon, BC	Chris Sheel	csheel@vernon.ca	Bonfire for Municipalities
57	City of Victoria, BC	Keith Hennessey	khennessey@victoria.ca	Bonfire for Municipalities
58	City of Westerville, OH	Tom Patterson	thomas.patterson@westerville.org	Bonfire for Municipalities
59	City of Whitehorse	Lynda Harlow	lynda.harlow@whitehorse.ca	Bonfire for Municipalities
60	Clark County	Adleen Stidhum	abs@clarkcountynv.gov	Bonfire for Municipalities
61	Clark County School District	Steve Staggs	staggcs@nv.ccsd.net	Bonfire for K-12
62	Clark County, WA	Lynn Mueller	lynn.mueller@clark.wa.gov	Bonfire for Municipalities

63	Cochise County, AZ	Brandon Morrison	bmorrison@cochise.az.gov	Bonfire for Municipalities
64	College of Charleston	Wendy Williams	williamsw@cofc.edu	Bonfire for Higher Education
65	College of New Caledonia (CNC)	Frank Hale	halef1@cnc.bc.ca	Bonfire for Higher Education
66	College of the Rockies	Tracy Doyle	tdoyle@cotr.bc.ca	Bonfire for Higher Education
67	Collin County	Matthew Dobecka	mdobecka@co.collin.tx.us	Bonfire for Municipalities
68	Columbia County, GA	Glenn O'Steen	gosteen@columbiacountyga.gov	Bonfire for Municipalities
69	Conestoga College	Perian Tebbutt	ptebbutt@conestogac.on.ca	Bonfire for Higher Education
70	Confederation College	Toni Biniaris	abiniari@confederationc.on.ca	Bonfire for Higher Education
71	County College of Morris	Joanne Kearns	jkearns@ccm.edu	Bonfire for Higher Education
72	County of Solano	Dianne E Luna	deluna@solanocounty.com	Bonfire for Municipalities
73	County of Ventura	Cliff Chroust	cliff.chroust@ventura.org	Bonfire for Municipalities
74	County of Yolo	Ryan Pistochini	ryan.pistochini@yolocounty.org	Bonfire for Municipalities
75	Cowichan Valley Regional District	Anthony Jeffery	ajeffery@cvrd.bc.ca	Bonfire for Municipalities
76	Creighton University	Eric Gilmore	ericgilmore@creighton.edu	Bonfire for Higher Education
77	Cypress-Fairbanks Independent School District	Severin Castro	severin.castro@cfisd.net	Bonfire for K-12
78	Dayton Public Schools	Terri Allen	tallen@dps.k12.oh.us	Bonfire for K-12
79	Denton County	Annet Warzwick	annet.warzwick@dentoncounty.com	Bonfire for Municipalities
80	District of North Cowichan	Jason Birch	jason.birch@northcowichan.ca	Bonfire for Municipalities
81	Eastern Michigan University	Travis Temeyer	ttemeyer@emich.edu	Bonfire for Higher Education
82	Eastern Municipal Water District	Dan Howell	howelld@emwd.org	Bonfire for Utilities
83	Eddy County	Roberta Smith	roberta@co.eddy.nm.us	Bonfire for Municipalities
84	Edmonton Public School Board	Stephanie Galba	stephanie.galba@epsb.ca	Bonfire for K-12
85	Education Service Center Region 10	Keri Warnick	keri.warnick@region10.org	Bonfire for K-12
86	eHealth Ontario	Doug Martin	doug.martin@ehealthontario.on.ca	Bonfire for Healthcare
87	Enercare	Rami Ayyad	rami.ayyad@enercare.ca	Bonfire for Healthcare
88	Erie Community College	Jesse Burnette	burnettej@ecc.edu	Bonfire for Higher Education
89	Erie County Medical Center	Sarina Rohloff	srohloff@ecmc.edu	Bonfire for Healthcare
90	Facilicorp NB/Service New Brunswick	Ann Dolan	ann.dolan@snb.ca	Bonfire for Municipalities
91	Fairfax County	Jason Im	jason.im@fairfaxcounty.gov	Bonfire for Municipalities
92	Fanshawe College	Corinne Campbell	ccampbell@fanshawec.ca	Bonfire for Higher Education
93	First Nations Health Authority	Poonam Rajappa	poonam.rajappa@fnha.ca	Bonfire for Healthcare
94	Fleming College	Ken McLean	ken.mclean@flemingcollege.ca	Bonfire for Higher Education

95	Florida Agricultural and Mechanical University	Mattie Hood	mattie.hood@famu.edu	Bonfire for Higher Education
96	Florida Gulf Coast University	Jennifer Reeder	jreeder@fgcu.edu	Bonfire for Higher Education
97	Fort Bend Independent School District	Jamel Barnes	jamel.barnes@fortbendisd.com	Bonfire for K-12
98	Fort Smith School District	Larry Bandy	lbandy@fortsmithschools.org	Bonfire for K-12
99	Fraser Health, Provincial Health Services Authority	Elizabeth Zhu	elizabeth.zhu@fraserhealth.ca	Bonfire for Healthcare
100	George Brown College	Wray (Ray) Hodgson	whodgson@georgebrown.ca	Bonfire for Higher Education
101	Georgian College (Barrie)	Anthony (Tony) De Sciscio	tony.desciscio@georgiancollege.ca	Bonfire for Higher Education
102	Golden Gate Transit	Brian Garrity	bgarrity@goldengate.org	Bonfire for Transportation
103	Grand Rapids Public Schools	Craig Ghareeb	ghareebc@grps.org	Bonfire for K-12
104	Grand River Hospital	Brenda Lanteigne	brenda.lanteigne@grhosp.on.ca	Bonfire for Healthcare
105	Great Lakes Water Authority	Brian Fitzgerald	brian.fitzgerald@glwater.org	Bonfire for Utilities
106	Greeley School District	Scott Francies	sfrancies@greeleyschools.org	Bonfire for K-12
107	Green Bay Area Public School District	Jake Alverson	jalverson@gbaps.org	Bonfire for K-12
108	Grey Bruce Health Services	Linda Mueller	lmueller@gbhs.on.ca	Bonfire for Healthcare
109	Grey County	Mike Alguire	mike.alguire@grey.ca	Bonfire for Municipalities
110	Guelph General Hospital	Cameron McWade	cmcwade@gghorg.ca	Bonfire for Healthcare
111	Gwinnett County Schools	Kevin Kriews	kevin_kriews@gwinnett.k12.ga.us	Bonfire for K-12
112	Hamilton Health Sciences (HHSC)	David Mawdsley	mawdsleyd@hhsc.ca	Bonfire for Healthcare
113	Harlandale Independent School District	Benjamin Mora	benjamin.mora1@harlandale.net	Bonfire for K-12
114	HART (Hillsborough Area Regional	Darlene Lollie	lollied@gohart.org	Bonfire for Transportation
115	Health PEI	Todd Gills	gtgillis@gov.pe.ca	Bonfire for Healthcare
116	HealthPro	Krista Stagliano	kstagliano@healthprocanada.com	Bonfire for Healthcare
117	Henry County Public Schools	Carol Freeman	carol.freeman@henry.k12.ga.us	Bonfire for K-12
118	Houston Independant School District	Aishya Johnson	aishya.johnson@houstonisd.org	Bonfire for K-12
119	Humber College	Kevin Viflanzoff	kevin.viflanzoff@humber.ca	Bonfire for Higher Education
120	Hutto ISD	Caleb Steed	caleb.steed@huttoisd.net	Bonfire for K-12
121	Inland Empire Health Plan	Maria Martinez	martinez-m@iehp.org	Bonfire for Healthcare
122	Insurance Corporation of British Columbia	Martina Lee	martina.lee@icbc.com	Bonfire esourcing (general use)
123	Interuniversity Services Incorporated (ISI)	David Davidson	david.davidson@interuniversity.ns.ca	Bonfire for Higher Education

124	Ivy Tech Community College	Emily Styron	estyron@ivytech.edu	Bonfire for Higher Education
125	Kanawha County Schools	Alan Cummings	acummings@mail.kana.k12.wv.us	Bonfire for K-12
126	Katy Independent School District	Anne Faichtinger	annefaichtinger@katyisd.org	Bonfire for K-12
127	Kwantlen Polytechnic University	Prashant Wadkar	prashant.wadkar@kpu.ca	Bonfire for Higher Education
128	Langara College	Dyland Rickard	drickard@langara.ca	Bonfire for Higher Education
129	Las Vegas Valley Water District	Jim Haining	jim.haining@lvvwd.com	Bonfire for Utilities
130	Laurentian University	Leeanne Croteau	lcroteau@laurentian.ca	Bonfire for Higher Education
131	Leander Independent School District	Gage Loots	gage.loots@leanderisd.org	Bonfire for K-12
132	Louisville Metropolitan Sewer District	Rene Thomas	rene.thomas@louisvillemsd.org	Bonfire for Municipalities
133	Louisville Water Company	Carol Lyons	clyons@lwcky.com	Bonfire for Utilities
134	Loyalist College	Audrey Mitchell	amitchell@loyalistc.on.ca	Bonfire for Higher Education
135	Loyalist Township	Donna O'Neill	doneill@loyalist.ca	Bonfire for Municipalities
136	Lubbock County	Clint Wehrman	cwehrman@co.lubbock.tx.us	Bonfire for Municipalities
137	Lutherwood	Pam Todd	ptodd@lutherwood.ca	Bonfire esourcing (general use)
138	Magnolia Independent School District	Garrett Kyle Matej	gmatej@magnoliaisd.org	Bonfire for K-12
139	Maine Department of Admin & Financial Services	Jaime Schorr	jaime.c.schorr@maine.gov	Bonfire for Municipalities
140	Marshall University	Tracey Brown-Dolinski	browndolinsk@marshall.edu	Bonfire for Higher Education
141	McMaster University	Angelo DiLettera	dilett@mcmaster.ca	Bonfire for Higher Education
142	Mesquite Independent School District	Darci Hooten	dhooten@mesquiteisd.org	Bonfire for K-12
143	Metropolitan Transportation Commission	Michael Brinton	mbrinton@bayareametro.gov	Bonfire for Transportation
144	Milwaukee County	Patrick Lee	patrick.lee@milwaukeecountywi.gov	Bonfire for Municipalities
145	Milwaukee Metropolitan Sewerage District (MMSD)	Charlotte Tisdale	ctisdale@mmsd.com	Bonfire for Utilities
146	Mohawk College	Julie Florio	julie.florio@mohawkcollege.ca	Bonfire for Higher Education
147	Mohawk Medbuy	DJ Robins	drobins@medbuy.ca	Bonfire for Healthcare
148	Montfort Hospital	Daniel Anctil	danielanctil@montfort.on.ca	Bonfire for Healthcare
149	Montgomery County PA	Joseph Coco	jcoco@montcopa.org	Bonfire for Municipalities
150	Montreal Airport Authority	Philippe Stas	philippe.stas@admtl.com	Bonfire for Special Districts
151	Mount Saint Vincent University	Melanie MacIsaac	melanie.macisaac@msvu.ca	Bonfire for Higher Education
152	National Gallery of Canada	Kathy Broom	kbroom@gallery.ca	Bonfire esourcing (general use)
153	Niagara Health System	David Weir	david.weir@niagarahealth.on.ca	Bonfire for Healthcare

154	Niagara Parks	Dave Dessureault	ddessureault@niagaraparks.com	Bonfire for Municipalities
155	Nipissing University	Karen Charles	karench@nipissingu.ca	Bonfire for Higher Education
156	Norfolk General Hospital (NGH)	Sherry Pigg	spigg@ngh.on.ca	Bonfire for Healthcare
157	Norfolk Public Schools	Carol Robinson	crobinson@nps.k12.va.us	Bonfire for K-12
158	North Carolina A&T State University	Nikki Williams	mcwilli2@ncat.edu	Bonfire for Higher Education
159	North Carolina State University	Jessica Dalton	jgdalton@ncsu.edu	Bonfire for Higher Education
160	Northern Alberta Institute of Technology	Rolly	rollym@nait.ca	Bonfire for Higher Education
161	Northern Supply Chain (Thunder Bay Regional Hospital)	Michael Giardetti	giardetm@tbh.net	Bonfire for Healthcare
162	Northumberland County	Carl Bonitto	bonittoc@northumberlandcounty.ca	Bonfire for Municipalities
163	Northumberland Hills Hospital	Charity Meiklejohn	cmeiklejohn@nhh.ca	Bonfire for Healthcare
164	Nova Scotia Community College (NSCC)	Kevin Cameron	kevin.cameron@nscc.ca	Bonfire for Higher Education
165	Ocean County College	Christine Healey	chealey@ocean.edu	Bonfire for Higher Education
166	Ontario Association of Children's Aid Societies	Lyndon Smith	lsmith@oacas.org	Bonfire esourcing (general use)
167	Ontario College of Art and Design (OCAD)	Ana Pineiro	apineiro@ocadu.ca	Bonfire for Higher Education
168	Orange County, NY	Alicia D'Amico	adamico@orangecountygov.com	Bonfire for Municipalities
169	Orange Unified School District	Edgar Manalo	emanalo@orangeusd.org	Bonfire for K-12
170	Ottawa International Airport Authority	Bob Fisher	robert.fisher@ottawa-airport.ca	Bonfire for Special Districts
171	Oxnard Union High School District	Deanna Rantz	deanna.rantz@ouhsd.k12.ca.us	Bonfire for K-12
172	Paradise Valley Unified School District #69	Claudia Leon	clleon@pvschools.net	Bonfire for K-12
173	Parker County	Kim Rivas	kim.rivas@parkercountytx.com	Bonfire for Municipalities
174	Parkway C-11 School District	Erik Lueders	elueders@parkwayschools.net	Bonfire for K-12
175	Peel District School Board	Marlene McAlister	marlene.mcalister@peelsb.com	Bonfire for K-12
176	PhilaPort	Kate Bailey	kbailey@philaport.com	Bonfire for Special Districts
177	Pinal County	Lori Pruitt	lori.pruitt@pinalcountyaz.gov	Bonfire for Municipalities
178	Pinellas Suncoast Transit Authority	Al Burns	aburns@psta.net	Bonfire for Transportation
179	Portland State University	Karen Thomson	thomsonk@pdx.edu	Bonfire for Higher Education
180	Procurement Office	Paul Emanuelli	paul.emanuelli@procurementoffice.ca	Bonfire for Municipalities
181	Purchasing Coop America (PCA)	Dean Zajicek	dean@pcamerica.org	Bonfire esourcing (general use)
182	Putnam County	Alessandro (Alex)	alessandro.mazzotta@putnamcountyny.gov	Bonfire for Municipalities

183	Queen's University	Andy Green	andy.green@queensu.ca	Bonfire for Higher Education
184	Regina Public Schools	Georgia Hanwell	georgia.hanwell@rbe.sk.ca	Bonfire for K-12
185	Richardson Independent School District	Melody Greig	melody.greig@risd.org	Bonfire for K-12
186	Richmond Public Schools	Chuck Ward	cward2@rvaschools.net	Bonfire for K-12
187	Rockland County	AnnMarie Curley	curleya@co.rockland.ny.us	Bonfire for Municipalities
188	Rockwall Independent School District	Jana Hunter	jana.hunter@rockwallisd.org	Bonfire for K-12
189	Rutgers, The State University of New Jersey	Stanley Makarevic	makaress@ca.rutgers.edu	Bonfire for Higher Education
190	Ryerson University	Vincenzo Carinci	vcarinci@ryerson.ca	Bonfire for Higher Education
191	Saint Mary's University	Kim Fleet	kim.fleet@smu.ca	Bonfire for Higher Education
192	San Antonio Independent School District	Andrea Tena	atena1@saisd.net	Bonfire for K-12
193	San Mateo County Transit District Contracts & Procurement	Luis Velasquez	velasquezl@samtrans.com	Bonfire for Transportation
194	School District U-46	Bruce Phelps	brucephelps@u-46.org	Bonfire for K-12
195	Seneca College	Jason Stober-BABOUSHKIN	jason.stober-baboushkin@senecacollege.ca	Bonfire for Higher Education
196	Sheridan College		tracey.ens@sheridancollege.ca	Bonfire for Higher Education
197	Sierra College	Jennifer Alford	jalford@sierracollege.edu	Bonfire for Higher Education
198	Simon Fraser University	Mary Aylesworth	mary_aylesworth@sfu.ca	Bonfire for Higher Education
199	Southern New Hampshire University	Jesse Mader	j.mader@snhu.edu	Bonfire for Higher Education
200	Southern Oregon University	Ashley King	kinga@sou.edu	Bonfire for Higher Education
201	Southlake Regional Health Centre	Pat Clifford	pclifford@southlakeregional.org	Bonfire for Healthcare
202	Southlake Regional Health Centre	Carlos Costa	ccosta@southlakeregional.org	Bonfire for Healthcare
203	Southside Independent School District	Edward Romero	edward.romero@southsideisd.org	Bonfire for K-12
204	St. Francis Xavier University	Wendy Morse	wmorse@stfx.ca	Bonfire for Higher Education
205	St. Joseph's Health System	Annette Senko	asenko@sjhs-gpo.ca	Bonfire for Healthcare
206	St. Lawrence College	Christine McParland	cmcparland@sl.on.ca	Bonfire for Higher Education
207	St. Mary's General Hospital (St. Joseph's Health System)	Suzy Araujo	saraujo@smgh.ca	Bonfire for Higher Education
208	St. Thomas Elgin General Hospital	Joe Matus	jmatus@stegh.on.ca	Bonfire for Higher Education
209	State College of Florida, Manatee-Sarasota	Josef Rill	rillj@scf.edu	Bonfire for Higher Education
210	Stony Plain	Travis Ratsoy	t.ratsoy@stonyplain.com	Bonfire for Municipalities
211	Strathcona County	Tanya MacAulay	tanya.macaulay@strathcona.ca	Bonfire for Municipalities

212	Sunnybrook Health Sciences Centre	Elli Fusco	elli.fusco@sunnybrook.ca	Bonfire for Healthcare
213	Surrey School District No. 36	Diane Lebel	lebel_diane@surreyschools.ca	Bonfire for K-12
214	Sutter County	Megan Greve	mgreve@co.sutter.ca.us	Bonfire for Municipalities
215	Tacoma Public Schools	Steve Demel	sdemel@tacoma.k12.wa.us	Bonfire for K-12
216	Tempe Union High School District	Peggy Ferrin	pferrin@tempeunion.org	Bonfire for K-12
217	Texas DIR	Mario Guitierrez	mario.gutierrez@dir.texas.gov	Bonfire esourcing (general use)
218	The Ottawa Hospital	Julie Clairmont	jclairmont@toh.on.ca	Bonfire for Healthcare
219	The School District of Philadelphia	Biko Taylor	btaylor@philasd.org	Bonfire for K-12
220	Thompson Rivers University	Eric Vandermeulen	evandermeulen@tru.ca	Bonfire for Higher Education
221	Thunder Bay District Health Unit (TBDHU)	Julie Grenier	julie.grenier@tbdhu.com	Bonfire for Healthcare
222	Toronto Community Housing	Joanne Bourne-James	joanne.bourne-james@torontohousing.ca	Bonfire for Special Districts
223	Toronto Public Library	Bill O'Driscoll	bodriscoll@torontopubliclibrary.ca	Bonfire esourcing (general use)
224	Toronto Transit Commission	Renata Wojteczko	renata.wojteczko@ttc.ca	Bonfire for Transportation
225	Town of Apex	Steve Maynard	steve.maynard@apexnc.org	Bonfire for Municipalities
226	Town of Comox	Clive Freundlich	clive@comox.ca	Bonfire for Municipalities
227	Town of Mount Pleasant	Kathy Frame	kframe@tompsc.com	Bonfire for Municipalities
228	Transit Authority of River City	Michael Ratchford	mratchford@ridetarc.org	Bonfire for Municipalities
229	Trent University	Tammy Driscoll	tammydriscoll@trentu.ca	Bonfire for Higher Education
230	UMass System	David Nero	dnero@umassp.edu	Bonfire for Higher Education
231	University Health Network	Hugh Amiel	hugh.amiel@uhn.ca	Bonfire for Healthcare
232	University of Alaska Anchorage	Mary Beth Overturf	overturf@uaa.alaska.edu	Bonfire for Higher Education
233	University of Alberta	Sherry Hickman	sherry.hickman@ualberta.ca	Bonfire for Higher Education
234	University of British Columbia (UBC)	Michael Frost	michael.frost@ubc.ca	Bonfire for Higher Education
235	University of Central Florida (UCF) - Facilities	Gina Seabrook	gina.seabrook@ucf.edu	Bonfire for Higher Education
236	University of Central Florida (UCF) - Purchasing	Brian Sargent	brian.sargent@ucf.edu	Bonfire for Higher Education
237	University of Fraser Valley	Jason Cherkas	jason.cherkas@ufv.ca	Bonfire for Higher Education
238	University of Guelph - Physical Resources	John Vanos	jvanos@pr.uoguelph.ca	Bonfire for Higher Education
239	University of Guelph - Purchasing	Lisa Li	lisali@uoguelph.ca	Bonfire for Higher Education
240	University of Manitoba	Paul Dugal	paul.dugal@umanitoba.ca	Bonfire for Higher Education

241	University of New Brunswick	Megan Hasson	megan.hasson@unb.ca	Bonfire for Higher Education
242	University of North Carolina School of the Arts (UNCSA)	Jeanette Valentine	valentinej@uncsa.edu	Bonfire for Higher Education
243	University of Northern B.C.	Mike Shannon	mike.shannon@unbc.ca	Bonfire for Higher Education
244	University of Ottawa	Carole Dessureault	carole.dessureault@uottawa.ca	Bonfire for Higher Education
245	University of Texas - Health Sciences Center @ San Antonio (UT Health San Antonio)	Eric R. Walls	wallse@uthscsa.edu	Bonfire for Higher Education
246	University of Texas @ Dallas (UT Dallas)	Lori Matthews	lxm170007@utdallas.edu	Bonfire for Higher Education
247	University of Texas Rio Grande Valley	Alex Valdez	alex.valdez@utrgv.edu	Bonfire for Higher Education
248	University of Texas System	Jerry Fuller	jfuller@austin.utexas.edu	Bonfire for Higher Education
249	University of Toronto	Renata Faverin	renata.faverin@utoronto.ca	Bonfire for Higher Education
250	University of Victoria (UVIC)	Xavier Serrano	xserrano@uvic.ca	Bonfire for Higher Education
251	University of Waterloo	Leah Gibson	l5gibson@uwaterloo.ca	Bonfire for Higher Education
252	University of Western Ont (UWO)	Peter Jeffs	purpgj@uwo.ca	Bonfire for Higher Education
253	Upper Canada District School Board	Brad Notman	brad.notman@ucdsb.on.ca	Bonfire for K-12
254	Vancouver Coastal Health Authority	Jillian Kratzer	jillian.kratzer@vch.ca	Bonfire for Healthcare
255	Vancouver Community College	Trevor Maddern	tmaddern@vcc.ca	Bonfire for Higher Education
256	Water Replenishment District of	Melody Wu	mwu@wrd.org	Bonfire for Utilities
257	Wellington Catholic Dis. School Board	Lynn Meihm	lmeihm@wellingtoncdsb.ca	Bonfire for K-12
258	Wilfrid Laurier University (WLU)	Tracey Ens	tens@wlu.ca	Bonfire for Higher Education
259	Workers Compensation Board Alberta	Kristina Farrell	kristina.farrell@wcb.ab.ca	Bonfire esourcing (general use)
260	York University	Jan Oliver	jsoliver@yorku.ca	Bonfire for Higher Education