

# Frequently Asked Procurement Questions

## **How can I be notified of solicitations?**

Vendors are encouraged to log onto MES Procurement Portal ([Bonfire](#)) and register their firms. Select the appropriate Commodity Codes that you are interested in being matched to future bid opportunities.

## **Are MES active contracts listed on the website?**

Not at this time.

## **How can I start doing business with MES?**

MES encourages potential vendors to monitor MES Procurement Portal ([Bonfire](#)) for upcoming bidding opportunities.

## **Where do I submit my bid?**

MES will only accept electronic bids on MES Procurement Portal (<https://menv.bonfirehub.com/>). Mailed, Emailed, Faxed, or Hand Delivered (paper) bids **will not** be accepted.

## **How can I obtain Bid Results and Award Information?**

Bid Results and Award Information may be obtained by going to the MES Procurement Portal ([Bonfire](#)). Select the appropriate project, then go to **Messages** for the Bid Results and **Award Notices** for the Award Information.

## **Do I need to preregister to do business with MES? If so, how do I register?**

Potential vendors do not need to preregister to do business with MES. However, To be able to bid on MES procurement or received notifications, Vendors are encouraged to log onto MES Procurement Portal ([Bonfire](#)) and register their firms.

## **What are MES' bid thresholds?**

Procurement less than or equal to \$5,000 (verbal quote).  
Procurement exceed \$5,000 and less than or equal to \$15,000 (two or more verbal quotes). Procurement exceed \$15,000 and less than or equal to \$25,000 (two or more written quotes). Procurement exceed \$25,000 (formal bids).

## **Are all bids opened publicly? If so, where can I attend?**

Yes, bids will be opened and read aloud in public at the time and place stated in the solicitation. Links for bid openings will also be posted on the MES Procurement Portal ([Bonfire](#)).

## **Can I submit my bid online?**

Yes, MES will only accept electronic bids on MES Procurement Portal (<https://menv.bonfirehub.com/>).

## **Can I download a solicitation?**

Solicitations can be downloaded from the MES Procurement Portal ([Bonfire](#)).

### **What is SDAT registration?**

All corporations doing business in the State of Maryland must register with the [State of Maryland Department of Assessment & Taxation](#). MES will require verification of your registration prior to execution of any agreement or contract.

### **Who do I contact for assistance?**

Refer to the [Procurement page](#) on the MES website.

### **How can I obtain addenda?**

All the solicitation documents including addenda can be obtained by going to MES Procurement Portal ([Bonfire](#)), then go to the appropriate project, scroll down to the **Supporting Documentation** section. You will be able to download the documents once you log into your bonfire account.

### **How long does it take to award a contract resulting from an IFB or RFP?**

The time it takes to award an IFB and RFP depends on the complexity of the solicitation. The average IFB is awarded in approximately three months (90 days), and an RFP is usually awarded within four months (120 days).

### **Do I have to read the entire solicitation package, including all the attachments and fine print?**

Yes, read the solicitation documents thoroughly so you understand them and can comply with all the instructions and conditions. Improperly completed bids/proposals may be considered non-responsive.

### **For more information about Bonfire for Vendors, visit this site:**

<https://support.gobonfire.com/hc/en-us/categories/360000773733-Vendors>