

How to register as an interested subcontractor on a TPS project

1. To register your interest in being a subcontractor on a Tacoma Public Schools major capital project, please visit the Tacoma Public Schools Purchasing website for Vendors, www.tacomaschools.org/departments/purchasing/vendors
2. Part way down the page, click on the “Bonfire” button. This will take you to the TPS Procurement Portal.



ABOUT DEPARTMENTS GET INVOLVED CAREERS

Vendors

Doing Business with Tacoma Public Schools requires registration on these sites:

[Bonfire](#) is the Districts Electronic Bid Management System, registration will allow you to receive automatic email notifications on bid proposals, this is for any and all companies to register on.

[Small Works Roster](#) is for Contractors and Consultants who wish to participate in bidding and quoting Additional Community Resources have been added to assist you in your quest for growing your business within the local Puget Sound area.

MRSC Rosters

Tacoma Public Schools utilizes the Municipal Research and Services Center (MRSC) Small Works, Vendor, and Consulting Services Rosters.

+ MRSC Info

+ Consultant Roster

+ Small Works Roster

[Bonfire](#)

[Small Works Roster](#)

Contact Purchasing

Printing

Stock Warehouse

Suppliers FAQs

Vendors

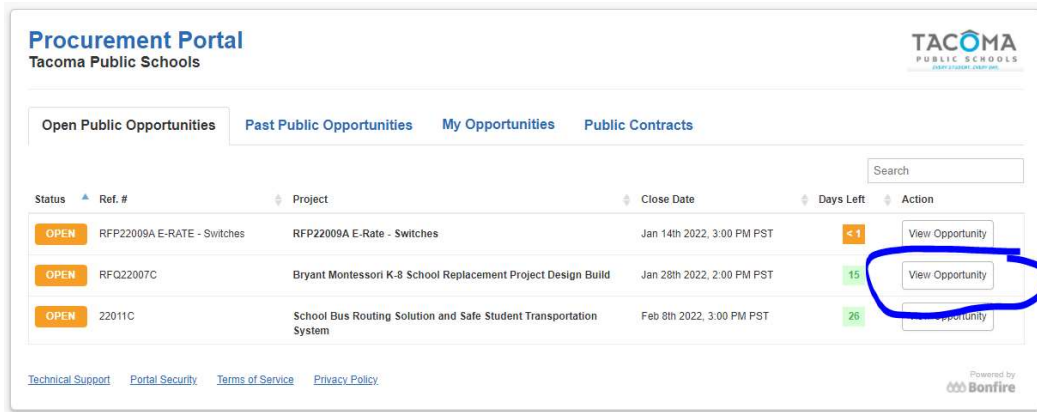
Additional Questions?

Phone (253) 571-3380

3. Log in at the Procurement Portal, or create a free Bonfire account by registering as a new vendor.

The screenshot shows the Procurement Portal for Tacoma Public Schools. At the top, there is a navigation bar with the logo and the text "TACOMA PUBLIC SCHOOLS EVERY STUDENT. EVERY DAY." Below the navigation bar, there are four tabs: "Log in", "Open Public Opportunities", "Past Public Opportunities", and "Public Contracts". The "Log in" tab is selected. Under the "Log in" tab, there is a section titled "Log in with your Bonfire Account" with fields for "Email" and "Password". Below these fields are "Log in" and "Forgot your password?" buttons. There is also a section titled "New Vendor Registration" with a link "Create your free Bonfire account »". At the bottom, there is a "Need Help?" section with a link "Contact Bonfire Support here »". The footer contains links for "Technical Support", "Portal Security", "Terms of Service", and "Privacy Policy", along with the Bonfire logo and the text "Powered by Bonfire".

- Once you have signed in, you will be able to **view any Open Public Opportunities** by selecting the **“View Opportunity”** button.



- See projects details and deadlines
- Ask a question
- See details about important parts of the process
- View applicable commodity codes
- View supporting documentation, such as any addendums
- Find requested documentation and other information needed to complete your submission
- See who has downloaded the information
- View who has identified as an interested subcontractor
- View public notices regarding the process
- Submit your intent to bid
- **Submit your interest in subcontracting**

- Scroll to the bottom of the page to enter your information.** This will list you so that prime contractors will see you want to be a subcontractor on the project. You can also identify to the prime whether you qualify as one of the Tacoma Public Schools Community Inclusion goal categories (MBE, WBE, SBE, local).

Submissions and Subcontracting

[Intent to Bid](#) [Interest in Subcontracting](#)

You can mark yourself as an interested Subcontractor and will be added to a publicly available contact list. This list will include your contact information so that other vendors can connect with you as needed. You will not be able to edit your contact information once submitted.

Vendor
 TPS Test Organization

The following fields are pulled from your vendor profile and will be displayed for the public to see. To edit these fields, go to your [vendor profile](#)

Contact First Name Alicia	Contact Last Name Lawver	Email alicia.lawver@gmail.com	Phone Number
Are you DBE Certified No	Are you MBE Certified No	Are you WBE Certified No	Are you within City limits of Tacoma Yes
Are you local to Tacoma, Pierce County Within 15 miles			

Subcontract Service(s) Offered*

Submit