Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Section 4.0 Specific Requirement	File Type: PDF (.pdf)	Multiple	Required
EXHIBITS A - F	File Type: PDF (.pdf)	1	Required
CERTIFICATES: 503(c)(3), COI, HUD, BRC	File Type: PDF (.pdf)	Multiple	Required
ADDITIONAL ATTACHMENTS (OPTIONAL)	File Type: PDF (.pdf)	Multiple	Optional
How did you hear about this bid opportunity?	Data Type: Text	N/A	Required

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	60105401	Personal finance or money management education instructional materials	
UNSPSC	60105407	Apartment rental instructional materials	
UNSPSC	64101907	Mortgage loan	A debt instrument, secured by the collateral of specified real estate, that the borrower is obligated to pay back with a predetermined set of payments. Mortgages are used by individuals and businesses to make large real estate purchases without paying the entire value of the purchase up front.
UNSPSC	80131501	Residential rental	
UNSPSC	84121901	Housing finance	
UNSPSC	93131803	Emergency housing services	

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

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

Requested Data:
Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the Bonfire Help Center.

2. Upload your submission at:

https://njhmfa.bonfirehub.com/opportunities/108507

The Vendor Discussion period for this opportunity starts Oct 23, 2023 2:00 PM EDT.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **April 30, 2024 4:00 PM EDT.** We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

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

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

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

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

Need Help?
New Jersey Housing and Mortgage Finance Agency uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at https://vendorsupport.gobonfire.com/hc/en-us