

The AESO will use a procurement platform called Bonfire (Bonfire Site) to manage the Request for Proposals (RFP) stage of the Transmission Must-Run (TMR) Procurement Competition.

This Frequently Asked Questions (FAQ) document is intended to help parties who would like to participate in the RFP stage of the competition to obtain access to and use the Bonfire Site. For additional information, a comprehensive list of questions related to how to use the Bonfire Site is available at <https://gobonfire.com/support/>.

Setting up a Bonfire Account

1. Is there anything I need to sign in order to be granted access to the Bonfire Site?

Yes. Prior to accessing the Bonfire Site, you will be required to review and sign the Bonfire Site Access and Participant Agreement (Access Agreement).

The Access Agreement sets out important information about your use of the Bonfire Site. Execution of the Access Agreement is required in order to view and participate in the TMR competition on the Bonfire Site. Parties executing the Access Agreement will need to provide information about the organization or individual executing the Access Agreement.

We encourage you to review this agreement with your legal counsel. Please be advised that the terms of the Access Agreement are not negotiable.

2. If I sign the Access Agreement, do I have to participate in the competition?

No. Signing the Access Agreement does not require you to participate further in the competition.

3. How do I register to get access to the Bonfire Site?

Please follow the steps below to request and gain access to the Bonfire Site:

1. Download the Access Agreement from the AESO's TMR procurement website [here](#).
2. Execute and submit the completed and signed Access Agreement electronically via email to TMR@aeso.ca with the following email subject line, inserting the name of your organization where indicated:

“TMR Bonfire Site Access Request for [Organization Name]”

3. Once the AESO has received the completed and signed Access Agreement, the AESO will send an email confirming receipt from TMR@aeso.ca to the User's Representative at the email address identified in the Access Agreement.

Following the AESO's confirmation of receipt of the completed and executed Access Agreement and completion of the registration process:

- The User's Representative will receive an email from No-Reply@gobonfire.com with a message stating:
 - “Alberta Electric System Operator has invited you to submit on their Transmission Must-Run (TMR)—Request for Proposals (RFP) opportunity.”
- The User's Representative should click the “View Opportunities” link in the email to be directed to the Bonfire Site's registration webpage.
 - Each User's Representative that is not already registered for the Bonfire Site will be prompted to enter their organization name, first name, last name, email address and password to register for the Bonfire Site.
- Once registration is complete, the User's Representative will have access to the Bonfire Site.
- When the RFP stage opens on April 4, 2022, the User's Representative will be able to view the details associated with the RFP stage of the TMR competition.

For more information, please refer to the article here: <https://support.gobonfire.com/hc/en-us/articles/360011135513-Vendor-Registration>.

4. How many people from my company can register?

A Bonfire user profile will be linked to the User executing the Access Agreement and can only contain one user email for login. If you have multiple individuals at your company who are interested in viewing the competition, it is strongly recommended that a shared mailbox be set up by your organization that is TMR-specific and used this for registration rather than having multiple individuals register in their personal capacity.

For detailed step-by-step instructions for Bonfire registration, please refer to the article here: <https://support.gobonfire.com/hc/en-us/articles/360011135513-Vendor-Registration>. Any further questions can be directed to TMR@aeso.ca.

5. I am not part of a company; can I sign up as an individual?

Yes. Individuals will need to complete the same steps to register as outlined in this FAQ document.

6. How can I update my account information?

The User may change the User's Representative information by providing notice of such change to the AESO pursuant to the Access Agreement. A User can thereafter utilize the Bonfire account management tool to update the User's Representative information.

For more information, please refer to the article here: <https://support.gobonfire.com/hc/en-us/articles/115012208088-Can-I-add-a-second-email-address-to-my-vendor-profile->

Any further questions can be directed to TMR@aeso.ca.

7. I am locked out of my account, what should I do?

An account will become locked after too many consecutive failed login attempts. From that point on, you will receive a prompt to reset your password in order to unlock your account and successfully log in.

For more information, please refer to the article here: <https://support.gobonfire.com/hc/en-us/articles/360009183194-What-do-I-do-if-my-account-is-disabled->

Any further questions can be directed to TMR@aeso.ca.

Use of the Bonfire Site

8. What will I use the Bonfire Site for?

The Bonfire Site will be used:

- to view and download the RFP documents;
- for communications with the AESO during the RFP stage through the “Messages” section;
- to access the “Opportunity Q&A” feature where you can submit questions to the AESO and review the AESO’s responses; and
- to submit RFP submissions and RFP proposals.

Please be advised that should any questions require the exchange of file attachments, this can be initiated upon request through the “Messages” section, using the “Opportunity Q&A” feature in Bonfire.

Note that parties interested in participating in the RFP stage are solely responsible for ensuring that they have obtained access to the Bonfire Site and have received the RFP and any addenda issued by the AESO.

For more information, please refer to the article here: <https://support.gobonfire.com/hc/en-us/articles/360034424114-How-do-I-send-an-Attachment-as-a-Vendor->

Any further questions can be directed to TMR@aeso.ca.

Upload of Information/Security of Information

9. How secure are the information/documents that I’ve uploaded?

The AESO has completed a security and risk assessment of the Bonfire Site and is satisfied that the site provides appropriate security measures for the TMR competition.

For details on the security of your submissions and proposal, please refer to the FAQ article here: <https://support.gobonfire.com/hc/en-us/articles/200531186-How-do-I-know-my-submissions-will-be-secure->

10. How can I access technical support for the Bonfire Site?

The Bonfire Site has technical support available and there are details regarding the availability of technical assistance in the article here: <https://support.gobonfire.com/hc/en-us/articles/360010532113-When-is-Bonfire-Support-available->

Use of the Bonfire Site for TMR submissions and proposals

11. Why is there a different process for uploading my RFP submissions for review by the AESO and comments on the draft TMR agreement versus uploading my RFP proposal?

The Opportunity Q&A functionality in Bonfire allows the AESO to access uploaded files such as your RFP submission and comments on the draft TMR agreement for review and consideration throughout the RFP process. Due to the functionality in Bonfire for purposes of fairness and maintaining the integrity of the RFP competition, the AESO does not have the ability to view uploaded RFP proposal(s) until after the proposal deadline. Therefore any submissions that may require review by the AESO prior to the proposal deadline, and in accordance with the instructions set out in the RFP documents, must be submitted using the Opportunity Q&A functionality.

12. Will I need to upload my RFP initial fixed cost submission to the Bonfire Site?

Yes. Participation in the RFP stage of the TMR competition is through the Bonfire Site and the RFP submission must be via the Bonfire Site using the Opportunity Q&A functionality for an electronic upload. Please log into the Bonfire Site and click the TMR competition portal. On the Details page, scroll down to the Messages heading and select the Opportunity Q&A tab and open the AESO-initiated message with the subject line “Initial Fixed Cost Submission” to upload your initial fixed cost submission using the attachment feature. Further details regarding RFP submissions will be provided in the RFP document.

For more information, please refer to the article here: <https://support.gobonfire.com/hc/en-us/articles/360034424114-How-do-I-send-an-Attachment-as-a-Vendor->

13. If required, how do I upload my RFP revised fixed cost submission to the Bonfire Site?

Please log into the Bonfire Site and click the TMR competition portal. On the Details page, scroll down to the Messages heading and select the Opportunity Q&A tab and open the AESO-initiated message with the subject line “Revised Fixed Cost Submission” to upload your revised fixed cost submission using the attachment feature. The AESO will only initiate a message if a revised fixed cost submission is required. Further details regarding RFP submissions will be provided in the RFP document.

For more information, please refer to the article here: <https://support.gobonfire.com/hc/en-us/articles/360034424114-How-do-I-send-an-Attachment-as-a-Vendor->

14. How do I upload my comments on the draft TMR agreement?

Please log into the Bonfire Site and click the TMR competition portal. On the Details page, scroll down to the Messages heading and select the Opportunity Q&A tab and open the AESO-initiated message with the subject line “TMR Comments – Draft TMR Agreement” to upload your comments on the draft TMR agreement using the attachment feature.

For more information, please refer to the article here: <https://support.gobonfire.com/hc/en-us/articles/360034424114-How-do-I-send-an-Attachment-as-a-Vendor->

15. Will I need to upload my RFP proposal to the Bonfire Site?

Yes. Participation in the RFP stage of the TMR competition is through the Bonfire Site and the RFP proposal must be via the Bonfire Site using its built-in functionality for an electronic upload. Further details regarding RFP proposals will be provided in the RFP document.

16. If I have a submission for review by the AESO or have questions about my participation in the competition and/or the competition documents, what should I do?

Please log into the Bonfire Site and click the TMR competition portal. On the Details page, scroll down to the Messages heading and select the Opportunity Q&A tab to enter your question(s).

For more information, please refer to the following article here: <https://support.gobonfire.com/hc/en-us/articles/115015333227-How-do-I-contact-the-Buyer-Project-Owner->

17. Can I start my proposal then resume it later?

Yes. The Bonfire Site has the functionality to automatically save progress by a User, so you will not see a save button to manually save.

For further detail on this functionality and detailed step-by-step instructions with screenshots, please refer to the following article here: <https://support.gobonfire.com/hc/en-us/articles/215051718-Can-I-start-my-submission-then-resume-it-later-Work-In-Progress-submissions->

18. How long does it typically take to upload a proposal to the Bonfire Site (from beginning to finish)?

Upload time is dependent on your internet connection speed and stability as well as the size of the file being uploaded. Most stable, high-speed internet connections will complete an upload in seconds. Note that the AESO must **receive complete** RFP proposals by the RFP proposal deadline as stated in TMR competition RFP document.

19. How do I know I have successfully uploaded my proposal? Will there be a confirmation provided?

Once the upload of your proposal completes, a User will receive an automated email notification issued by the Bonfire Site to the User's registered email address confirming that the upload of files is complete.

20. I uploaded my RFP proposal but it is still prior to the RFP proposal deadline, and I would like to amend my proposal or withdraw my proposal—how can I do that?

Further detail regarding an amendment or withdrawal of a proposal prior to the RFP proposal deadline will be provided in the RFP document. The Bonfire Site has functionality included for proposals to be withdrawn or revised and re-submitted as many times as needed prior to the TMR competition RFP proposal deadline.

For detailed step-by-step instructions with screenshots on how to withdraw and/or revise your proposal, please click here: <https://support.gobonfire.com/hc/en-us/articles/200531216-I-finalized-my-submission-but-would-like-to-change-the-files-uploaded>.

21. As a User's Representative, I am not receiving emails from Bonfire.

If you are expecting an email regarding password reset, account confirmation, or opportunity notification/invitation but you haven't received one within 30 minutes, this may be because the email has been automatically forwarded to your Spam/Junk Mail folder.

If you have checked your Spam/Junk Mail folder and still do not see the email, please reach out to your IT team to see if the email was caught in your company's security filters. Please also request to whitelist and/or add the following email addresses to your address book so that future emails are received successfully:

- no-reply@gobonfire.com
- pm_bounces@pmbounces.gobonfire.com
- support@gobonfire.com