



CITY OF CHARLOTTE PROCUREMENT PORTAL INSTRUCTIONS

THE FOLLOWING PROJECT IS HOSTED ON THE CITY OF CHARLOTTE'S PROCUREMENT PORTAL

PROJECT : RFP# 269-2026-227

PROJECT NAME: CCPA ELECTONIC MONITORING SERVICES

PROJECT LINK: [ELECTONIC MONITORING SERVICES](#)

CITY OF CHARLOTTE PROCUREMENT PORTAL

The City of Charlotte is currently using the Euna Supplier Network (former Bonfire) (<https://charlottenc.bonfirehub.com/opportunities>) to post solicitations, receive vendor submissions, and communicate with vendors interested in participating in solicitations being conducted with the use of the new Procurement Portal. Interested Vendors must register through the Procurement Portal to access these solicitations and participate in solicitation activities.

HOW TO REGISTER

All vendors wishing to **view and participate** in solicitations on the Procurement Portal must register here - <https://charlottenc.bonfirehub.com/login>. Once you are registered, you may access solicitations, submit questions, and submit responses to solicitations (e.g. Bids, Proposals, Quotes, etc.)

QUESTIONS

All solicitation questions must be submitted electronically to <https://charlottenc.bonfirehub.com> through the **Vendor Discussions** section under the respective Project.

SUBMISSION INSTRUCTIONS

All submissions must be submitted electronically via the Procurement Portal <https://charlottenc.bonfirehub.com/opportunities>, under the respective Project. Your submission must be uploaded, submitted, and finalized prior to the Project's posted due date. The City strongly recommends allowing sufficient time to complete this process (ideally one or more business days prior to the deadline) to begin the uploading process and to finalize your submission. Uploading large documents may take time, depending on the size of the file(s) and your Internet connection speed.

BROWSERS

The Bonfire portal can be accessed using Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

SUPPORT

For technical questions, Euna Supplier Network's (former Bonfire) help forum at:

<https://customer.eunasolutions.com/public/s/knowledge-base/bonfire-hub/ds-business-vendor-support>

Contact the Euna Supplier Network (former Bonfire) support team at support.bonfire@eunasolutions.com or by calling 1-844-226-3862.

Note: It is the Company's responsibility to check the City of Charlotte's Procurement Portal for any addenda or changes to this Project. Search for Bid # 269-2026-227 to find if any documents or changes have been posted.