Promotional Items RFP – Vendor Bid Instructions
(For this month, July 2019)

- You **must** be licensed to distribute UTD trademarked items via the Learfield/IMG College agency before a Purchase Order can be issued to your company – if you’re not sure or have questions, contact: purchasing@utdallas.edu

- Then, visit this link **daily** to get to UT Dallas Bid Opportunities via Bonfire: [https://www.utdallas.edu/finance/purchasing/bid-opportunities/](https://www.utdallas.edu/finance/purchasing/bid-opportunities/)

- Click on the first **Bonfire** button on the left (circled in yellow)

- Within the next few weeks, a new **Promotional Items** row will be added under the **Open Public Opportunities** tab (noted with red arrow)

- Once it appears, click on it and follow the guidelines

- If you have any questions about the bidding process, please contact: purchasing@utdallas.edu.